PORTFOLIO ASSIGNMENT & PRESENTATION

Due Date: November 3, 2010 **Co-operative Education**

Portfolio: - a collection of material that provides evidence of your skills and attitudes which may be applied to a workplace

- **these materials should relate to activities you have done in the past or are presently involved with**

- **evidence or proof should be very neatly kept in a portfolio folder**

NOTE***********
Divide your portfolio into three categories and provide three proofs for each category.

At the front of your portfolio include an up-to-date resume , Table of Contents, and Career Exploration Sheet

Three Categories of Skills should be found in a Portfolio:

Academic (Foundation) Skills	**- skills developed from formal training at school**
Personal Management Skills	**- skills developed out of your personal organization and attitude to independent work**
Teamwork Skills	**- skills developed from work with others in accomplishing goals**

Your evidence should be as up-to-date as possible.
Organize your folder using the three skills headings.

EVALUATION	**Portfolio Folder & Evidence Relation to Resume**	**19 marks**
	Presentation	**6 mark**
	Total	**25 marks**