



Portfolio

What is an e portfolio?

Portfolios are purposeful collections of content (artifacts) that demonstrate a narrative of effort, progress, or achievement.

E-portfolios are an electronic form of a portfolio often utilizing multimedia (video, animation), or other traditional digital materials (digital photographs, images, illustrations, documents, etc.)

CTL Curated ePortfolio Resources

Presentation
ePortfolios at ATC
<http://goo.gl/unCuJS>

Templates
Athens Technical College
Template (FirstYear)
<https://sites.google.com/site/atcfirstyearseminar/>

Welding
<https://sites.google.com/site/atcweldingportfolioexample/>

All other ePortfolios
<https://sites.google.com/site/atctemplate/>

CTL ePortfolio links
<http://goo.gl/pHN7iN>

Optimal Resume (basic portfolio builder)
<https://athenstech.optimalre>



E-portfolios are easy to update, scale (evolve as student grows towards their career path), and showcase competency in a student's field of study. Additionally e-portfolios demonstrate foundational technology skills and digital literacy. Portfolios are often part of capstone projects, showcasing a student's body of work and accomplishment.

Portfolios can be used for

- Program and/or graduation requirements (Academic portfolio)
- Competency based courses (Assessment Portfolio)
- Professional credentials, Resumes/CV (Career Portfolio)
- Employment: resumes, employment (Career Portfolio)

Examples of items in a portfolio

- Samples of work / writing samples
- Resume / Professional bio
- Project / work examples
- Skill statement (qualifications)
- Letters of recommendation
- Links to papers, projects, resumes, certifications, etc.

ePortfolio process @ ATC

- 1. High School Coordinator from Athens Technical College, High School Faculty of relevant programs, and Athens Technical College Faculty will determine which programs will go through articulation via ePortfolio (or a hybrid, ePortfolio with additional credentials such as a test or demonstration) and determine the team (e.g., ATC High School Coordinator who serves as the ePortfolio Coordinator, Welding Program Chair (ATC), Division Dean (ATC), High School Welding instructor who serves as the Portfolio Liaison from their school unless someone else is designated, others as needed).**
- 2. Program faculty coordinate meeting with high school instructors and others to discuss e-portfolio needs, project process, logistics (contact info, timelines, etc.)**
- 3. Faculty and instructors develop their list of artifacts (items) for the ePortfolio. This list must include the following:**
 - a. Title**
 - b. Number of items (if more than 1) and**
 - c. Formats (image, document, scan, video; see the Welding e-portfolio as an example)**
 - d. Which programs/courses/classes this ePortfolio encompasses**

The faculty establish these items as indicators of competency and sufficient performance. After finalization and agreement among the faculty has been concluded, the form is submitted to Athens Technical College staff.

- 4. Athens Technical College staff edit the ATC ePortfolios template (following instructions in the Faculty Handbook). The template must receive approval from the ATC Faculty.**
- 5. E-portfolio is published in the Google Sites template gallery and released to the team.**

Each student wishing to turn the portfolio in must do the following in order for the process to complete the process

- 1. Fill out the application process as directed by their high school instructor.**
- 2. Submit their completed portfolio as directed by their high school instructor.**

The high school instructor and/or counselor must do the following in order for the process to complete the process.

- 1. Fill out the articulation form as provided by the High School School Coordinator. This form attests that the student has successfully completed the high school course being used for credit.**
- 2. Provide a copy of the student's high school transcript.**

Additional points to consider

- Grading and the articulation timeline
- Review and verification of portfolio

Welding example

Welding template is located at

- <https://sites.google.com/site/atcweldingportfolioexample/>
- Student instructions / Help (also linked on the template)
https://docs.google.com/file/d/0B5WZ_jNTWkAaQ3pDdDgtV2F3aTg/
- Faculty instructions / Help https://drive.google.com/file/d/0B5WZ_jNTWkAaakpmUm9ZTGvKTTQ/

First year template <https://sites.google.com/site/atcfirstyearseminar/>

Career portfolio prototype

<https://sites.google.com/site/atctemplate/>

Handbook

<https://docs.google.com/document/d/1A7PVqAO8-Xtdp36gwYqADcYwCGSwSa0tpIWR0Fj1Yk/>