

Portfolio Guidelines for HD112:BAMS

Complete the HM Assessment online:

http://college.cengage.com/collegesurvival/resources/students/portfolio_builder/index.html

*This requires a passkey code.

Print out your personal assessment.

Begin with a 3-ring binder/notebook. Divide your notebook into four sections:

Personal Growth: *This module deals with how well you know and like yourself, respect others, think, and use basic skills to solve problems, maintain a positive outlook, and set and monitor goals. In other words, this is about you. It is a look in the mirror.*

Career Growth: *This module deals with how you approach work and life in general. It will survey your desire to learn, your integrity and your understanding of being mature and responsible. It is a montage of where and how you will fit into life. There are no right or wrong answers, just **honest** answers.*

Community Growth: *Note: Error on website. Information repeated from career growth. I'll contact the company.*

Accomplishments: *This module is a summary of your responses from the previous modules and a collection of valuable information resources. Now, you can begin to build a comprehensive and accurate personal portfolio. This module can be compared to a video of our life. You are the star. But that's not all! You are also the producer, director, and editor. The Portfolio Builder is one of your key organizational and performance tools. Make it work for you!*

In each of the four categories, write detailed responses to three of the qualities that you have chosen to spotlight in your portfolio taken from your Accomplishments Report. This should be done online typing your responses in the box provided for each quality that you choose to spotlight. Print these out to include in the corresponding sections.

For each of the chosen qualities, include one document that supports your choice. This might be a transcript, report card, letter, award, certificate, note, photo, email, coursework, quote, poem, story, song lyrics, original artwork, etc. **For example:** If one of your qualities is ... I am prepared to invest time and effort in order to achieve success, you might include a transcript to document your coursework or an award celebrating a specific successful event in your life.

The opening document in your portfolio should be your **resume** because this will be written based on completing the assessment and portfolio. Use the resume building resources on the student website: http://college.cengage.com/collegesurvival/resources/students/career_success/perfect_job/resume_build.html to develop your resume. Please provide me with a copy of your resume.