

## PORTFOLIO GUIDELINES FOR CST MAJORS AND MINORS

The purpose of the Communication Studies Senior Portfolio is twofold:

- x To give students the opportunity to prepare a portfolio with samples of their work to show to prospective employers
- x To give the faculty of the Communication Studies Department the opportunity to assess

Your portfolio should include:

- x Table of Contents
- x Resume
- x Letter of introduction, including statement of your career goals
- x A variety of samples of your best work. Include one or two samples (if available) from the following areas:
  - Writing
  - Visual communication
  - 5 H O D W L R Q D O F R P P X Q L F D W L R Q
  - Research
  - Audio/video production skills
  - Multi-media skills
- x Examples of your work in your chosen area of concentration. Include an additional three to five samples.
- x Explanatory introductions for each piece of work. Explain the class and the assignment or the internship or service circumstances and the skills you learned.
- x Awards, certificates, recommendation letters received

Additional guidelines:

- x Only include clean copies of your work. Copies should not include professor comments or grades.
- x Be sure your best work is submitted. Read and re-read your submissions. For all examples, your writing skills will be evaluated.
- x You are evaluated only on what you submit. While we encourage a variety of samples, you will not be docked if you do not have, for example, an audio or a video production.
- x Examples can come from service projects, class projects, internships, organizational involvement, The Varsity News, etc.
- x While e-portfolios are preferred and create a stronger impression with employers, hard copies in the form of ring binders will be accepted.

Due dates:

- x October 1 for December graduates
- x February 1 for May and August graduates

Contact:

- x Professor Cynthia Langham | 393-1697 | [langhac@udmercy.edu](mailto:langhac@udmercy.edu)