

ePORTFOLIO WRITING ASSIGNMENTS

You can use these questions as a guide to help you write your Welcome Statement, the About Me page, reflections on items you submit to the Class Projects/Assignments area, your reflection on your ePortfolio experience, the Educational Goals page, and the Links page.

These questions are designed to help you get started with your writing. You don't have to answer all the questions, and you should certainly feel free to add information not asked in these questions.

WELCOME STATEMENT:
<ol style="list-style-type: none"> 1. What is your name? 2. Where do you live now? 3. What are your interests and /or hobby? 4. How do you like LaGuardia so far? 5. What would you like your visitor, professors, employer and/or family members to view in your ePortfolio? 6. What is your favorite quote? (optional) 7. Include an image that represents you or your interests or hobbies. (optional)
ABOUT ME ESSAY:
<p>Introduction</p> <ol style="list-style-type: none"> 1. Start with your name, your major, your native country and your family background. 2. Describe an event in your life that has shaped the person you are today and motivates you to do well in college. <p>Examining Your College Experience</p> <ol style="list-style-type: none"> 1. Why did you decide to attend LaGuardia Community College? What attracted you to LaGuardia? 2. What challenges do you face in the classroom? What are your academic strengths? Weaknesses? What do you do to help you succeed in college? What are your biggest problems? Successes? 3. What kinds of skills do you need to learn that will help you become a successful student at LaGuardia? What are you doing to develop those skills? 4. What is the most challenging aspect of attending college at LaGuardia? Why? 5. Do you plan to transfer to a senior college? Where do you want to go and what will you study? <p>Your Career</p> <ol style="list-style-type: none"> 1. Describe your career goals. 2. How do you plan to achieve your career goals? 3. In terms of your career, where would you like to see yourself five years from now?
EDUCATIONAL GOALS
<ol style="list-style-type: none"> 1. Describe the characteristics of an educated person. Why are these specific characteristics important to you? What skills will you need to develop these characteristics? 2. What is your major? What motivated you to choose this major? 3. How do you envision your future in that field of study and work? 4. If you are planning to continue your education after LaGuardia, what do you want to accomplish? 5. If you are unsure of your future, identify new skills you wish to develop while you are studying at LaGuardia. 6. In terms of your education, where would you like to see yourself five years from now?

REFLECTION ON YOUR CLASS PROJECTS/ASSIGNMENTS:

The reflections on your class assignments and projects gives you an opportunity to think about what you have learned and examine the procedure you used to complete the assignment. You may use the guide questions below to write your reflections:

1. Explain the assignment. Include the original question provided by your professor or explain the task in your own words.
2. What problems did you confront while doing the assignment?
3. What solutions did you find for those problems?
4. What was your favorite part of the assignment?
5. What is the most useful thing you learned from doing the assignment?
6. How do you think you did on the assignment overall?
7. If you had to do this assignment again, what would you do differently?
8. How does this assignment connect to other work you've done in this or other courses?

FINAL REFLECTION ON YOUR EPORTFOLIO EXPERIENCE

1. Look back at your work on your ePortfolio. What have you learned by creating a cumulative showcase of your growth and development at the college? In what ways have you grown and developed as a student, as a professional and as a community member as a result of this work?
2. What parts of the ePortfolio did you most enjoy creating? Why? What parts of the ePortfolio did you find most challenging to create? Why?
3. How have your professors, student technology mentors, or other kinds of resources helped support your ePortfolio work? How have your peers or your classmates influenced your ePortfolio work? What has been your experience as part of a community of students and faculty working on ePortfolios together?
4. Do you feel that you are able to think and write more clearly as a result of your ePortfolio work? What about creating the ePortfolio has helped you to improve your critical thinking, writing and communication skills?
5. Has learning to use digital tools helped you to become a better student? If so, in what ways?
6. Can you make and see more connections among your classes and across academic disciplines as a result of your ePortfolio work? Explain how and why. In what ways has creating an ePortfolio helped you to make connections?
7. Will you continue to work on your ePortfolio? What do you want to add? How do you want to improve it? How do you plan to use your ePortfolio in the future?
8. What have you learned about yourself as a result of creating your ePortfolio

If you are a student in a Studio Hour class, please consider the following:

1. What have you learned during Studio Hour?
2. What aspects of Studio Hour have been most helpful?
3. How has Studio Hour helped you to become a better student?

ANNOTATING A LINK

An annotation is a brief description of a website which helps readers to see why the link is important to you and possibly useful to them. Please follow the format below when you annotate a website:

1. Name of site:
2. Address (URL):
3. Why do you visit this website?
4. What have you learned from visiting this website?
5. How does this website inform your thinking about your major/profession/career choice?
6. What would you like people viewing your Links page to understand about this website?
7. What connections do you make from your academic, personal and professional interests by visiting this site?
8. How often do you visit this site and for what purpose?

RESUME**Your Contact Information**

First and Last Name

Email Address

Objective (optional)

What do you want to do? If you include this section it should be a sentence or two about your employment goals. A customized objective that describes why you are the perfect candidate for the job can help your resume stand out from the competition.

Career Highlights / Qualifications (optional)

A customized section of your resume that lists key achievements, skills, traits, and experience relevant to the position for which you are applying can serve dual purposes. It highlights your relevant experience and lets the prospective employer know that you have taken the time to create a resume that shows how you are qualified for the job.

Experience – if you don't have extensive work experience, put the Education section here instead.

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements.

Company #1
City, State
Dates Worked

Job Title
Responsibilities / Achievements
Responsibilities / Achievements

Company #2
City, State
Dates Worked

Job Title
Responsibilities / Achievements
Responsibilities / Achievements

Education – move this section before the Experience section if you don't have extensive work experience.

In the education section of your resume, list the colleges you attended, the date and any degrees you achieved, and any special awards and honors you earned.

College, Degree, Date

Awards, Honors, Date

Skills

Include skills related to the position/career field that you are applying for, for example: computer skills, language skills, other technical skills, keyboarding speed, etc.

References available upon request –

Just type the sentence. There is no need to include references on your resume. Rather, have a separate list of references to give to employers upon request.

Here are samples of resumes that will help you to compose your own.

- a. General Resume - <http://www.jobweb.com/resources/library/samples/sinclairresume.htm>
- b. IT Resume - <http://www.freeresumesamples.org/samples/informationtechnology/computerengineer.asp>
- c. Business Resume - <http://www.freeresumesamples.org/samples/business/academic.asp>

(format based on samples found at: <http://jobsearch.about.com/od/sampleresumes/a/resumeformat.htm>)