

Guilford College: Electronic Portfolios (E-Portfolios)

- **What is the purpose of the e-portfolio?** E-portfolios serve as a planning and reflection tool for first-year Bonners to begin thinking about their past experiences, current interests and skills, and future directions as far as academic course work and service work. Once the e-portfolio is created, its components can be repeatedly updated throughout the student's years at Guilford, becoming a showcase of skills and experiences.
- **What are its components?**
 - Personal Statement: A short (1 page or less) statement about personal goals, hopes & thoughts on life after Guilford.
 - Resume: The standard record of experience, education, and qualifications.
 - Skills & Competencies: A reflection on areas of strength as well as those that need improvement, with work samples attached where relevant.
 - Service Piece: A short essay (3-4 pages) about a significant service experience & how that shaped the student's current philosophy of service.
 - About Me: A short statement about personal background & interests.
 - Contact Me: A link to the student's e-mail account.
- **Why use an electronic model?**

Creating an electronic portfolio helps students improve their technological skills. It is also professional looking, easy to save and access, and easy to update and maintain as the student progresses through the four years of college.
- **What is the creation process like?**

The creation of the e-portfolio is a major portion of the Introduction to Community Learning course, a 2-credit course that all first-year Bonner Scholars take at Guilford. Each component is worked on as an individual assignment and rough drafts of each are turned in according to the syllabus. Students must meet individually with a career counselor to polish their resumes. An Information Technology staff person leads two training sessions in the computer lab to help students design and place completed assignments in their portfolios, as well as learn how to update them. The e-portfolio assignment provides the bulk of the coursework of the semester-long class. After the first-year, students in the Bonner program are required to update their portfolios on a yearly basis; this is done in a monthly meeting in the computer lab.
- **What skills do students develop through participating in this process?**

We have found that our students develop skills in reflection, self-assessment, technology, and career planning. Students who create e-portfolios in their first semester of college are able to be more intentional about the choices they make in terms of their course work and service placements.
- **How can faculty become involved?**

E-portfolios began three years ago as an assignment in the Introduction to Community Learning class for Bonner Scholars. Today they are taught in as many as five First-year Experience courses a year (each first-year student at Guilford takes one of these 4-credit courses), and the college is considering requiring them to be included in the syllabus of every FYE.