

REAL ESTATE CO-OP PORTFOLIO

Revised Summer 2024

WORK TERM REPORT FOUR

Many job candidates use a professional portfolio as a detailed review of their accomplishments. It is a summary of your professional development to date, a tool for you to identify any weaknesses or omissions that might be remedied in the near future as well as something that you can use during future job applications and interviews. As you prepare your portfolio, think in terms of what you believe an employer would like to know about you and of how you can provide clear and convincing evidence.

This project will bring your co-op work, academic and other experiences or accomplishments together into a single professional portfolio.

ELEMENTS OF A PORTFOLIO

Your portfolio should be a systematically organized, professional presentation of your accomplishments. Each “artifact” included in it should be carefully described and the reader should know why you included it: why are you proud of it? what does it show about your skill development? why was it useful to a past employer and why might it be useful to a would-be employer?

The portfolio should describe who you have become through your academic, work and life experiences. Therefore, you might *consider* including:

- Resume (up-to-date, including your current position)
- Learning objectives from each work term and your judgment about whether you accomplished them
- Copies of co-op work term reports from previous work terms
- Up-to-date academic transcript (WebAdvisor copy is acceptable)
- University course descriptions, organized into a logical grouping (for example, skills based or discipline specific) – do not include all courses but the ones you feel were most important in your learning.

For all items, think about why you included it in your portfolio. For nearly all items, the final portfolio should explain the significance of the item: e.g. “The recommendations in this work term report were adopted by the company and it save \$1 million in operating costs during the first year.”

Additional samples of work & accomplishments:

- Reports and/or projects produced independently during your work and/or academic terms; academic team projects can be included but, for the obvious reason, you should identify your role in its preparation. It is recommended that you include only two or three of your best reports/projects. If you received feedback on these then you should revise the reports to address the comments.
- Samples of other work completed – brochures, web site creation/content, presentations, product from your service learning in housing course if applicable
- Samples to demonstrate technical abilities – Word, Excel, PowerPoint, various graphics programs, web site programs
- List of additional training, certifications, workshops, case competitions, conferences attended (including descriptions)
- Volunteer work done – goals, accomplishments, products completed
- Letters of recommendation
- Awards, scholarships

PORTFOLIO SPECIFICATIONS

How you organize your portfolio is up to you but please consider its organization carefully before setting up the navigation and the pages. Instead of plunking items into ePortfolio with no explanation of why they are there or their relevance, prepare it as though you were applying for a job and this portfolio demonstrates why an employer should hire you above other candidates. Please consider presentation, professional image and ease of finding specific information.

A link to your ePortfolio is to be submitted to your Faculty Advisor by the fifth (5) class day of the semester following completion of your four-month work term. Please submit this link to the Dropbox for your respective Work Term in the Real Estate & Housing Co-op Courselink site.

WHAT MAKES A GOOD PORTFOLIO

Presentation. Is your portfolio professional-looking, organized well?

Impact. Does the portfolio make a strong case as to why an employer should hire you? Are all artifacts described as to their importance in your development?

Length. There is no specified number of pages for your ePortfolio. It should be as long or as short as necessary. The length will depend on your own experiences.

TIPS

Please consider quality and not quantity when creating your portfolio.

Given the interests of many employers, it may be relevant to distinguish between examples where you have participated in an activity and examples where you took a leadership role in the planning or the implementation of an event.

There may be some benefit to preparing it as though the interviewer for the job (that you really *really* want) tends to be skeptical of everything.

Because of the confidential nature of the material in your portfolio, you should not seek your supervisor's signature on the Employer Work Report Evaluation. It is not required for this work term report submission. The portfolio will include personal information regarding past work term skill development, in addition to other details that will only be viewed by yourself and your faculty advisor. **However, be careful not to display a confidential report you have done for a company without prior approval from your supervisor.**

Creation of the ePortfolio

NOTE: You must create this portfolio electronically through the Courselink ePortfolio tool or an alternative ePortfolio system. This is available as a link at the top of your Courselink home page.

For Help using ePortfolio, click on "Courselink Help" in the upper right corner of the Courselink home page, then click on "ePortfolio" on the top row. While it may take a little while to learn this tool, it is easy to update and easy to share with prospective employers.

In particular, please note that, each year, there are a few students who prepare something but nobody else can see it. Therefore, please ensure that you give the Faculty Advisor permission to view it. For more information from the Help area, please see the topic on "Sharing with Internal Users". For the greatest effect, please send an "Invite".

Submission of the ePortfolio

NOTE: in addition to sharing it with the Faculty Advisor, you must submit the ePortfolio to the following folder. See below.

1. Log into the Real Estate & Housing Co-op Courselink site
2. Navigate to the Dropbox folder: "[Term Name] - Work Term Report #4"
3. Upload the ePortfolio file and also paste a link in the text submission field.
4. Click "Submit".