ENVH 598: Portfolio Guidelines for OEES

<u>Definition of a portfolio</u>

The professional portfolio should provide a visual representation of your abilities, skills, capabilities, knowledge, and qualities. The portfolio should be designed to present your accomplishments and potential value to your clients or an employer. The portfolio contains a collection of artifacts and other materials that represent your work-related experiences. Like a *Curriculum Vitae*, the portfolio serves to document significant milestones in your life. The material in your portfolio provides evidence of your capabilities and demonstrates what you have accomplished; it also represents your potential for the future.

<u>Suggestions for organization and content</u>

Most portfolios start with who you are now and collect the important current information about you. A brief summary of this current information should be available in an easily printable form, so that you can hand this to employers and clients. (The Personal Information list below is a good basic collection to keep safe and available because it will save you time when you need to verify any of these documents for employment or other reasons.)

Think of the rest of your portfolio as a collection in progress, a place where you store things related to your education, training, work experience, professional contributions, and special accomplishments. It is the place to document all your educational experiences and work-related talents and accomplishments so that people viewing your portfolio have a good sense of your assets. An effective portfolio can be organized in different ways, for example chronologically, or it may be organized around significant milestones in your career with artifacts clustered to associate with these accomplishments. Portfolios should provide a visual context for your experience, strengths, abilities, and skills and highlight the things you do best.

Professional portfolios vary widely in content and how they can be used. The list below gives a starting point for information you may want to consider including in the portfolio. Begin your collection with current personal information and expand that to items relevant to your work experiences.

<u>Reflective Statement</u>

A central part of your portfolio should be a personal statement that reflects on both your career and personal goals as they relate to the document and its contents. The reflective statement should identify the key artifacts that you have included in your portfolio, explain why you have selected them, and identify what skills or personal objectives these artifacts illustrate. Since the portfolio is designed to illustrate both your learning and competency in various subject areas, at least some artifacts should have direct bearing on these topics. To some extent, the statement also should reflect on your personal style of presentation and learning, and other qualities such as leadership and personal growth which you can point to.

<u>Personal Information</u>
 Birth place / citizenship / residency status
 Any licenses (including business, professional and technical)
 Contact information, address phone etc.

Education
     Schools attended (College: Undergraduate and Graduate degrees awarded.)
     School addresses, names of advisor
     Special training Certificates, CEUs, licenses
     Academic Awards, honors, honor society memberships
     Workshops, seminars or conferences you attended; highlight presentations
     Special training (military, private institute, business, etc.)

Activities
    Leadership positions held
    Hobbies or Interests (time devoted to or photos?)
    Independent learning (things you've learned on your own, or taught yourself)
    Service project participation
    Volunteer activities
    Public speaking or performances
    Travel

Work-Related accomplishments
    Professional Organizations joined (all)
    Jobs held (title, description of all duties, supervisor contacts, phone, address)
    Performance reports, appraisals, awards
    Professional licenses
    Publications, reports, published articles, training materials, samples of brochures
    Documentation of accomplishments - increases in sales, decrease in claims
    Computer-related skills
    Major projects completed/participated in

Graduate Education experience
        Highlight of Courses taken for the MS degree and a very brief description of topics
        Identify substantial papers or assignments completed
        A reflective statement about what key skills you developed in these courses.

Internship experience
        Position held (title, description of all duties, supervisor contacts, phone, address, etc.)
        Information on your evaluation by the supervisor & mentor
        Identify any key projects completed or other accomplishments
        A reflective statement about what key skills you developed in this internship.

Master's Degree project
        Title and summary of your thesis or project(s) completed for your degrees
        Names of the supervisory committee & mentor
        The specific objectives of your project
        Evidence that these objectives were met

Learning objectives and demonstration of core competencies
    Your portfolio should provide concrete evidence that you have achieved and mastered most of the following core competencies in Occupational and Environmental Exposure Sciences. The learning objectives for the portfolio and MS project in occupational and environmental exposure sciences are:

1. Communicate the scientific basis for the recognition and identification of health hazards associated with occupational and environmental exposures.
2. Integrate knowledge from the literature on health hazards and health data and incorporate these into the management of workplace or community hazards.

3. Apply principles of engineering and human factors in the design of appropriate controls for workplace or community exposure hazards.
4. Communicate about the nature, health risks and remediation of environmental and occupational exposures to regulators, employers, workers and the public.
5. Demonstrate knowledge of appropriate government regulations pertaining to occupational health and environmental standards.
6. Demonstrate competency in oral and written communication related to workplace and environmental hazards.
7. Communicate the basic health effects of ionizing and non-ionizing radiation and the methods for their detection and evaluation.
8. Describe the principles for making valid surveys, observations of work practices, and how to relate their conclusions to management, workers and the public.
9. Describe the use, application and limitations of basic sampling methods for gases, vapors, and particulates in the air; show familiarity with common direct reading instrumentation for pollutants.
10. Apply procedures for the data evaluation and quality control measures.
11. Demonstrate concepts for comparing quantitative measurements with recognized or regulated health effects levels within the experimental limits of data variation.

Personal Qualities or Strengths
    Your portfolio should include items and activities that highlight your personal qualities you can contribute to an employer. This is useful especially if you are young or lack work experience. For example: teamwork, written communication, and people skills are usually valued by employers and clients. Highlight activities and documents that show problem-solving, budgeting, planning and organization, time management, discipline, motivation, persistence, responsibility, dependability in your work with others. Helping your friends with projects or working on extra-curricular projects also may require these skills and can be included if appropriate.

Information Ownership
    In documenting your past work and accomplishments, you should only include items which you clearly own, or which you have permission to include. For example, if you have written a report while employed, your employer is normally considered the owner, even if you wrote it as a contract employee. Be aware that you should not divulge proprietary information of any kind. Be especially wary of showing data relating to sales figures, computer programming or business development plans. Students usually can include their own writing, research and data manipulation samples from classes which are clearly owned by them. However, be aware work completed during an internship or period of employment, may require written permission from that employer. If you are unable to get permission to use examples of your work, you still should be able to (creatively) demonstrate your contributions. For example, try converting your sales figures into percentages. ("My team increased the sales of our division by 37 percent." or "My program led to a 40 percent increase in customer satisfaction, according to our annual customer survey.") Visually, figures may be presented in a chart or graph, so that is not possible for a reader to take proprietary information from your display.