Campus Organization ePortfolio Informer

What is an ePortfolio?

An ePortfolio is a digital collection of events, activities, experiences, and achievements that occurs during the academic year. This technology will encourage organizations to not just document activities but to allow members to reflect on the experiences and services that have contributed to meeting the mission of each campus organization. In addition, the ePortfolio will serve as a lasting legacy for each organization to build upon for future generations that can be used as recruitment, promotion, and marketing as organizations seek to be more visible and transparent.

What are the goals of creating an ePortfolio?

The goals for adopting and implementing ePortfolios for all registered campus organizations at Benedict College is as follows:

- To assist campus organizations in demonstrating and showcasing their creativity and skills.

- To develop a professional presentation of accomplishments by the organization and its members.

- To support and enhance campus organizations and its member's academic/ professional planning, development, and success.

- To serve as alternative assessment and merit points evaluation tool that will strengthen campus organization engagement and co-curricular experiences.

- To serve as visual tool for reflection on engagement of activities and services provided.

- To utilize as a marketing tool for promotion and recruitment of students.

- To serve as a legacy tool for future generations.

How to create your organization ePortfolio?

To create your campus organization ePortfolio, please review the Pathbrite Step-By-Step Guide and Categories forms provided.

What to Include in your ePortfolio?

There are no set rules on what to include in your ePortfolio because it is your creative outlet to showcase your campus organization achievements development and success. The sky is the limit! Photos, videos, clip art, certificates, letters of recognitions, etc. are all strongly encouraged to include. Along with your creativity, be sure to include the following sections. *(See Page 10, ePortfolio section sheet).*

Be sure to utilize the proposed events and activities listed on the Organizational Merit Points System Checklist to assist in the development of your ePortfolio.

When can your organization submit your ePortfolio?

Organizations may email their ePortfolio link to Mr. Kenntrail Grooms, Assistant Director of Student Activities at Kenntrail.Grooms@Benedict.edu

How will ePortfolios be evaluated?
After submission deadline, ePortfolios will be reviewed by a specialty committee comprised of campus faculty, staff, and student leaders. The committee will then vote to determine which campus organization will be recognized as the "Most Outstanding Campus Organization" at one of the highlighted events during Tiger Fest Week.

ePortfolio Sections

The following sections should be included in creating your organization ePortfolio

1. **Organization Overview** *(to included, but not limited to)*

   i. Name of Organization

   ii. Founder's Info

   iii. Purpose, Principals, and Mission Statement

   iv. List of Officers, Advisors, and Members

2. **Evidence of Service to the College** *(to included, but not limited to)*
   i. Participation and contributions on campus
   ii. Service at College-wide events
   iii. Record of community service/volunteer work (brochures, letters of recognition, etc.)
   iv. Collaborate and/or attend other student organizations, club sponsored events and activities.

3. **Evidence of Service to the Community** *(to included, but not limited to)*

   i. Records of professional community service (brochures, letters of recognition, etc.)
   ii. Volunteer services in the community as a consultant, advisor, or topic expert

4. **Evidence of Scholarship/Membership Development** *(to included, but not limited to)*

   i. Evidence of involvement in scholarship and leadership development efforts

   ii. Certificates, Awards, and/or other Special Recognition distinctions earned during the current academic year

5. **Closing Summary**
   i. Update/reflection on campus organization year of review. During this section discuss in a narrative what were some of your

organization major strengths, areas of improvements, progression efforts, etc. *(Officers and Members Reflection)*

ii. Identify at least two scholarships, membership, and leadership development efforts goals for the upcoming year
iii. Advisors Approval Page: We ask that Advisors review campus org. E-portfolio and include a brief narrative what were the organization major strengths, areas of improvements, progression efforts, etc. *(Advisors Reflection)*