

Planning My Portfolio Worksheet

Complete and submit this document through the Canvas link - Due by Benchmark 1 date

Student Name/U Number:

LIS Advisor Name:

Anticipated Graduation (semester/yr):

Format/Link to ePortfolio:

Confirm that you have completed the following activities and understand the statements below to indicate your preparation for and started the planning of your ePortfolio this semester. Mark the box before each item for the things you've done. All resources are provided at <http://dianaustin.myweb.usf.edu/eportfolio/>. I have:

✓	<i>Preparatory Activity</i>
	Completed the preparatory information provided.
	Read <i>The ePortfolio Option</i> pdf document.
	Read the <i>articles</i> on <i>The ePortfolio Option</i> pdf document
	Listened to the <i>Introduction to ePortfolio</i> (mp3) and/or read the Introduction to ePortfolio notes provided.
	Started gathering appropriate artifacts for inclusion in my ePortfolios
	Reviewed the <i>Student Learning Outcomes</i> document and have it available to me as a guiding resource for the selection of my artifacts and examples and writing of my narrative
	Have been in contact with or met with the ePortfolio Coordinator
	Asked any questions I might have going into the process?
	Understand that I am responsible for planning, designing, organizing, creating, and submitting my ePortfolio.
	<ul style="list-style-type: none"> • Understand the three benchmark dates and the deliverables due? • Benchmark date 1: completed the items on this worksheet and submitted them in Canvas in a timely manner • Benchmark date 2: Submit a “substantial” draft for review by Coordinator and my LIS Advisor • Benchmark date 3: Submit the final completed version of my ePortfolio
	Planned to attend (or listen to recordings of) any optional online help sessions or hands on sessions to help me with my ePortfolio.
	Plan to review examples which will be provided.
	Plan to read any and all announcements or communications from my ePortfolio Advisors to help ensure my success!

If you have any questions, please contact dianaustin@usf.edu

Updated 01.11.16