



PORTFOLIO GUIDELINES FOR CST MINORS

All seniors pursuing Communications Studies minors in Sports Communication or Multimedia Journalism must submit a portfolio. The purpose of the portfolio is two-fold:

- To give students the opportunity to prepare a portfolio with samples of their work to show to prospective employers
- To give the faculty of the Communication Studies Department the opportunity to assess how well your work reflects the Department's teaching objectives

Your portfolio should include:

- Table of contents
- Resume
- Letter of introduction, including a statement of your career goals
- At least five examples of your best work from classes related to your minor. Include an explanation for each piece, noting the class, the assignment and the skills learned. Include one or two samples (if available) from the following areas:
 - Writing
 - Visual communication
 - Radio/television production skills
 - Multimedia or online journalism
- Awards, certificates, recommendation letters received

Additional guidelines:

- Only include clean copies of your work – copies should not include professor comments or grades.
- Be sure your best work is submitted. Re-read and re-edit your submissions. For all examples, your writing skills will be evaluated.
- You are evaluated only on what you submit. While we encourage a variety of samples, you will not be docked if you do not have, for example, a radio or television production.
- Examples can come from service projects, class work, internships, organizational involvement, The Varsity News, etc.
- While e-portfolios are preferred and create a stronger impression with employers, hard copies in the form of 3-ring binders will be accepted.

Due dates:

- October 1 for December graduates
- February 1 for May, June, and August graduates

Contact:

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