

Puma Portfolio Guide



PARADISE VALLEY
COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

A Puma Portfolio is an ePortfolio created using Google Sites that allows you to document, deepen, and reflect on your learning experiences during your time at Paradise Valley Community College.

What is an ePortfolio?

An ePortfolio is a professional website and collection of work (evidence) that showcases skills, experiences, and learning over time. It includes diverse artifacts and reflective writing intended for a specific audience, such as instructors, potential employers, program directors, or transfer universities.

Why should I create my Puma Portfolio?

ePortfolios have numerous benefits. Researchers have found that:

- eportfolios “promote learning and retention of core principles”
- Portfolio use “correlated positively with student success indicators and helped advance and support deep thinking, integration, and personal growth”
- ePortfolio’s “help students develop academic identity, future orientation, and a sense of belonging to a community of scholars”
- “students who completed ePortfolio projects evidenced higher levels of engagement and work quality than did similar students who completed traditional projects”
- “students who completed ePortfolios were more likely than students who completed worksheets to demonstrate conceptual mastery, describe a shift in mindset, and describe personal grit” (Singer-Freeman, K. & Bastone, L. (2017). Changing Their Mindsets: ePortfolios Encourage Application of Concepts to the Self. *International Journal of ePortfolio*, 7 (2), p. 151-160.)

According to Hart Research Associates, “ Employers express interest in e-portfolios and partnerships with colleges to ensure college graduates’ successful transition to the workplace. In addition to a resume or college transcript, more than four in five employers say an electronic portfolio would be useful to them in ensuring that job applicants have the knowledge and skills they need to succeed in their company or organization.”

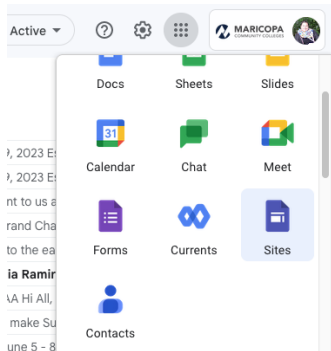
https://dgmg81phvh63.cloudfront.net/content/user-photos/Research/PDFs/2013_EmployerSurvey.pdf

How do I create my Puma Portfolio?

You will start creating your Puma Portfolio in your First Year Experience (FYE) course using a template which you can continue to update over your time at PVCC. As you take courses and participate in activities, you will continue to use your Puma Portfolio to showcase projects and assignments, plan your academic and career goals, and develop core skills that will prepare you for the future. Overall, your ePortfolio will help you showcase your story at Paradise Valley CC.

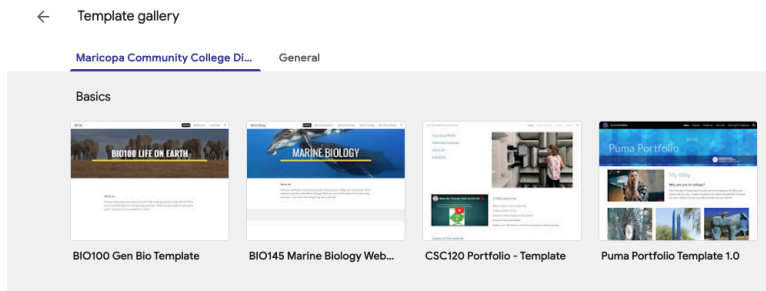
Creating Your Puma Portfolio Site:

1. Accessing Your Google Site: All PVCC students have access to the Google Sites area through their student Gmail account. Your Google site will be available to you throughout your time at PVCC.
2. Go to your student email login with your MEID and Password.
3. Once logged in, click on the tiles icon in the Launch Pad on the left.

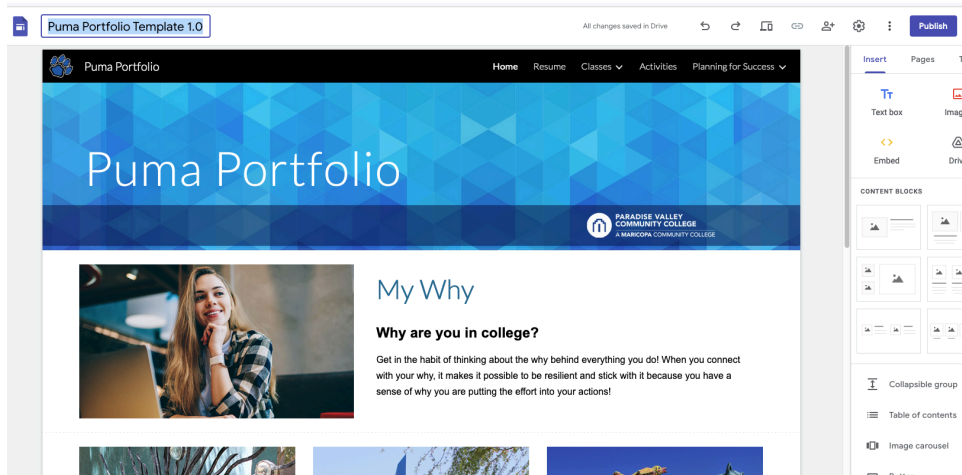


4. Locate and click on Sites.
5. On the Google Sites page you will see any of the sites to which you have access. Locate the Template Gallery and select the Maricopa Community College District Templates. <https://sites.google.com/new?tab=m3&tgif=d&ftv=1> You can click on "Puma Portfolio" to begin creating your ePortfolio site. If you have trouble accessing the template email: felicia.ramirez@paradisevalley.edu

- When creating an ePortfolio it is recommended to use the Puma Portfolio Template 1.0. Click on the template thumbnail to select it.



- Once you click on the Puma Portfolio Template you can then retitle the site by clicking on the title field at the top. Use your name to retitle the portfolio, for example: "Jackie's Puma Portfolio"



- Now you are ready to edit and personalize your Puma Portfolio. Follow the Steps for Completing the Puma Portfolio Template below. The template is the starting point. You can customize the portfolio by editing the pictures, fonts, colors, and content to best reflect your identity as a learner, your unique experiences, and aspirations.
- You can edit and update your Puma Portfolio as you continue your journey at PVCC.
- Publish and Share your Puma Portfolio with classmates, instructors, or others you choose. When you are finished with your site and are ready to share it, you will need to set the correct permissions. Click on the button to edit these settings. On this page you will see the link you can share with others to access your site.
- For help with Google Sites, contact your instructor or the CTLEE.
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Steps for Completing the Puma Portfolio Template:

Home

- My *Why* : Why are you in college? Get in the habit of thinking about the “*Why*” behind everything you do! When you connect with your why, it makes it possible to be resilient and stick with it because you have a sense of why you are putting the effort into your actions!
- Achievements: Celebrating success is a healthy, affirming practice. Marking the milestones we reach, can also help bolster momentum towards accomplishing future goals. What unique accomplishments are you proud to share?
- Strengths: Character strengths are the “psychological ingredients” that compose our personalities and our identities, and make us who we are. Choose 1-2 of your signature strengths, and share how you can use it to be successful.
- Goals: A goal is a desired result that you envision and then plan and commit to achieve. A well-written goal can help be a “map” so you know what you need to do and by what time it needs to be completed. Identify 1-3 long term and/or short-term goals.
- Get in touch at: StudentEmailGoesHere (use maricopa student email account)

Resume

- Import your resume (as a google doc) here.
- Use the PVCC Career Services Resume Template and resources located on the Career Services Website: <https://www.paradisevalley.edu/students/career-services/resume-cover-letter-downloads>

Classes

- FYE
- New Classes: As you add new classes to your Puma Portfolio, coordinate with faculty to select the artifacts from class to include in your portfolio and follow guidelines for reflecting on your learning experience in that course. Consider adding information related to *Signature Work*. “One way today’s student can demonstrate their ability to integrate and apply their learning is through Signature Work. Students pursue an individual project related to a significant issue, problem, or question they define for themselves—immersing themselves in exploration, applying what they learn to real-world situations, and preparing to explain the significance of their work to others. Called “*Signature Work*” to reflect the high level of personalization and individual initiative involved, such a project bears the distinctive imprint of the interests, commitments, and cumulative learning of the student.”
<https://www.aacu.org/office-of-global-citizenship-for-campus-community-and-careers/integrative-learning>

Activities:

- Add details about college activities that you participate in to connect with others, help you with academic or career planning, help you develop as a learner, or contribute to your individual well-being. Include any relevant details such as: Name of organization, description of involvement, role in organization, reflection on learning from involvement and optional visual record of involvement through pictures. Then, explain how the activity is connected to course content and/or your program of study (Field of Interest, Major). Include specific examples of how the activity impacts your learning, personal growth, or educational goals.
 - Get involved, visit the PVCC Student Life and Leadership Office: <https://www.paradisevalley.edu/students/student-life>
 - Consider attending Fine and Performing Arts Events: <https://www.paradisevalley.edu/center-performing-arts>
 - Consider joining the Honors Program: <https://www.paradisevalley.edu/academics/honors>
 - Consider joining the Fitness Center: <https://www.paradisevalley.edu/academics/health-and-exercise-science/fitness-center>
 - Consider attending PVCC Athletic events or joining a team <https://www.gopumas.com/landing/index>

Planning for Success:

- **Academic Planning**
 - Education Plan Worksheet: Consult with your PVCC Academic Advisor and complete your Education Plan Worksheet. Once you and your advisor complete the Education Plan, you can upload the worksheet as google doc to the Academic Planning page. *In order for this form to be official and be accepted by faculty, it needs to be filled out by an advisor with their signature on it.* Academic Advisors help you choose the classes you need to complete your degree or program of study. The required courses are listed under your degree program. An advisor will help you find the classes to meet your degree requirements. <https://www.paradisevalley.edu/students/advisement>
 - Add details about your academic goals and planning
 - Include details about your selection of a Field of Interest (FOI). What made you choose this FOI or what excites you the most about learning within this field? <https://www.paradisevalley.edu/degrees-certificates>
 - What degree or certificate are you planning to earn? What motivates you complete this program of study? <https://www.paradisevalley.edu/degrees-certificates#a-z>
 - Are you planning to transfer to another college or university? Explain your reasons for selecting a particular program or school. <https://www.paradisevalley.edu/students/advisement/transfer-information>
 - Consider how you will pay for college <https://www.paradisevalley.edu/students/pay-college>

- Reflect on your learning strengths and opportunities for improvement.

Take the PVCC General Education Skills Inventory.

<https://www.paradisevalley.edu/employees/assessment-learning/general-education-skills-inventory>

- **Career Planning**

- Add details about your personal career exploration and planning.

Are you unsure about what you want to do with your life or are experiencing anxiety about your major or career choice? Start here. Our [counseling faculty](#) can help.



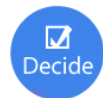
Step 1: Self Assessment

Our counseling faculty help you develop awareness of your skills, values, interests, and personality traits. Assessment tools can help you gain a better understanding of yourself, expand your major and career options, and find good matches with majors and careers. Self-assessment typically includes meeting with a counselor and perhaps taking one or more of the many career assessment inventories we offer.



Step 2: Explore Career Options

There are many avenues to learn about various majors and careers. Using the Buxton Library and internet resources, conducting information interviews, and volunteering are just a few ways to learn what majors fit various careers. In addition, you can learn what is involved in a particular career, how it compares against trends in the field, the educational requirements, salary expectations, and other key career information.



Step 3: Decision Making

As we develop and grow, we will evaluate our career choices many times. We may revise and change our direction. Thus, career decision-making is no longer a "one-time" event. We need to learn a process that allows the flexibility and confidence to make the best decision. To this end, counseling services will help you create a plan of action to turn your major and career vision into a reality!

- Include information about any of the **Work Based Experiences (WBE)**. Participating in a Work Based Experience can give you the opportunity to gain hands-on work experience, build your resume and industry relationships, and create a foothold for your future. Contact PVCC Career Services for more information about WBE and to get expert tips for Career Planning: <https://www.paradisevalley.edu/students/career-services>

Career Exploration

- Familiarize yourself with [Maricopa PipelineAZ](#)
- Take a career interest or personality inventory to see how your passions and personality match available careers and fields of interest
- Attend a workshop/webinar on choosing a major
- Meet with Academic Advisor
- Develop your Education Plan
- Join a PVCC Club or Organization
- Meet with Career Counselor/Career Service to review career goals
- Complete the First Year Experience Class (FYE)
- Identify your brand and value
- Begin developing your Puma Portfolio

Career Exposure

- Create LinkedIn Account <https://www.paradisevalley.edu/students/career-services/networking-and-linkedin-videos>
- Attend a workshop/Webinar on networking
- Participate in Workshop/webinar on resume writing
- Attend Alumni Career Panels
- Attend Career Fair
- Schedule a Mock Interview with Career Services
- Develop a 60 second commercial

Career Engagement

- Sign up for Job Shadowing <https://www.paradisevalley.edu/students/career-services/job-shadow-mentee-application>
- Conduct Information Interviews: An activity where a student seeks written or verbal information from an industry professional about their profession and daily activities on the job.
- Enroll in an Internship
- Participate in or Lead a PVCC Club/Organization
- LinkedIn Outreach to Alumni
- Employer Contacts
- Participate in Job Search Boot Camp
- Consider professional association memberships
- Write your resume <https://www.paradisevalley.edu/students/career-services/resume-cover-letter-downloads>
- Write a cover letter

Career Experience

- Engage in Service Learning
- Complete an Internship
- Develop a Research project in collaboration with faculty
- Complete a Capstone project
- Share your Puma Portfolio
- Apply for a job

<https://www.paradisevalley.edu/students/career-services/resources>