**PRM Capstone Portfolios** (COAPRT 7.04)

In PRM 260, you will begin the process of creating a Linked In Profile and compiling required documents for your Capstone Portfolio.

The Capstone Portfolio is submitted at the end of the Capstone Internship (PRM 483/484). The portfolio is meant to showcase the work that the student has completed over the course of the degree. Portfolios are useful tools to demonstrate ability as students apply for jobs.

For the PRM Capstone Portfolio there are 2 required submissions:

1. Students will update their Linked In profile with the requirements below. Complete the assignment module submission to alert their instructor when they are ready for them to review and grade Linked In. \*\*This will begin in PRM 260, be updated in PRM 370, and finalized during PRM 483/484 Capstone Internship.
2. Students will submit a comprehensive portfolio of their work in a pdf format in Bb\*.

\*\*You will be encouraged to begin this in PRM 260 but it is NOT submitted for a grade, submit a working draft in PRM 370, and submit completed portfolio in PRM 483/484 Capstone Internship.

**I. Linked In Profile Requirements (Required assignment for PRM 260)**

**\*See Rubric for details.**

a. Current photo of student (headshot)

b. About Section: Personal Summary/Introduction: Well written, professional. Include uploaded copy of current resume and if applicable, your outdoor resume.

c. Experience (work, internships, volunteer) with accurate descriptions utilizing action verbs.

d. Education (WCU, community colleges, study abroad, other)

e. Certifications (date obtained, date expires)

f. Courses (Relevant to professional career, include course title)

g. Projects (Include course title, description of project or abstract). Must include the following: PRM 361, PRM 430, PRM 461, PRM 495 and other relevant examples of high quality work or projects you have produced, such as Tent Peg article).

h. Honors and Awards\* (include Chancellor’s List, Dean’s List, Scholarships, etc.) \*if applicable

i. Professional presentations (NCUR, Undergraduate Research Symposium, Senior Seminar Conference, AEC, NCRPA, ACA, etc) \*Everyone should have Senior Seminar Conference presentation, others are only if applicable.

j. Organizations\* (NCRPA, NRPA, ACA, AEE, WEA, fraternity, sorority, professional organizations, club sports, sport teams, PRM Club, other campus or community organizations). \*if applicable

**II. Capstone Portfolio (pdf version) (Encouraged in PRM 260, but not submitted as an assignment for a grade)**

\*\**Between each section, noted with an\*, please place a divider page with the title of what comes next*.

a. Title Page (full name, address, phone number, email, date)

b. Table of Contents

c. Resume

d. Outdoor Resume/Activity Log (if applicable)\*

e. Certifications (photos of cards or listing of certifications with date obtained and date expires)\*

f. PRM 361 Project\*

g. PRM 430 Project\*

h. PRM 461 Project\*

i. PRM 495 Research Paper\*

j. Tent Peg article (if applicable)\*

k. Honors and Awards\* (include NCUR, Undergraduate Research Symposium, Chancellor’s List, Dean’s List, Scholarships, etc.) \*if applicable

l. Other assignments or projects that represent quality work related to your professional career path.\*

m. Additional materials such as photos, photo of poster presentations, creative pieces, etc.\*

**PRM Capstone Portfolio Rubric (LinkedIn Profile) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Outstanding= Met all criteria, professional.

Average= Missing at least 2 required items. Could be more professional.

Fair= Missing 2 or more required items. Does not display professionalism.

*\*For items that do not have point values assigned, instruction discretion for awarding points.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Headings & Criteria**  **Items in RED are required for PRM 260** | **Outstanding** | **Average** | **Fair** | **Actual Points** | **Comments** |
| **Required\*** |  |  |  |  |  |
| I. **Opening Section/Introduction:\***  a. Professional looking, nice photo, preferably a head shot  Background photo is optional, landscape/panorama preferred  b. Headline: tell about yourself, concise, memorable, a couple of words or one sentence | 25 | 20 | 15 |  |  |
| II. **“About”: Professional Summary:\*** (within Introduction section) what motivates you, what are your skills, what do you want to do next. Concise, confident.  a. Upload current professional resume.  b. Upload current outdoor resume/activity log (if applicable) | 25 | 20 | 15 |  |  |
| III. **Experience:\*** jobs, internships, volunteer work experiences you have held (found on your resume), along with what you have accomplished at each one (action verbs, concise) You can include photos or videos from those jobs (professional of course). | 25 | 20 | 15 |  |  |
| IV. **Organizations:** this can be clubs, sports, groups, professional organizations, memberships (NCRPA, WEA, or ACA, AMGA, etc) Include if applicable. |  |  |  |  |  |
| V. **Education:\*** include all college, community college, NOLS or OB if applicable, special trainings or certification courses. Do NOT include high school. Make sure you use the correct degree: Parks & Recreation Management | 25 | 20 | 15 |  |  |
| VI. **Volunteer experience and causes:** what have you done in terms of service, volunteer work, service learning, etc. Include if applicable. |  |  |  |  |  |
| VII. **Skills and expertise**:\* list at least 5 key skills. Use keywords found on job or intern ads you are interested in. | 25 | 20 | 15 |  |  |
| VIII. **Certifications:\*** List any current certifications you hold, include name, organization that certified you, when you received it and when it expires. \*\*Optional for PRM 260 at this point, but will need for PRM 370. |  |  |  |  |  |
| IX. **Honors & awards:** during college, dean’s list, chancellor’s list, Honor’s College, scholarships, etc, Include if applicable. |  |  |  |  |  |
| X. **Professional Presentations:** Undergraduate Research Symposium, NCUR, Senior Seminar Conference., conferences (AEC, NCRPA, ACA, etc) **Senior Seminar conference should be included for all seniors.**\* |  |  |  |  |  |
| XI. **Courses:**\* list classes that show off your skills and interests, the ones you feel are beneficial for future internships or jobs. For the classes, give a brief descriptive title. Course number not needed. \*\*Optional for PRM 260 at this point, but will need for PRM 370. |  |  |  |  |  |
| XII. **Projects:\***  PRM 361 Project/Description/Abstract  PRM 430 Description/Abstract  PRM 461 Project/Description/Abstract or Assignment  PRM 495 Research Paper /Abstract  \*No need to upload entire project.  You may also include other projects or assignments you feel are professional and related to your career path.  \*\*Optional for PRM 260 at this point, but will need for PRM 370. |  |  |  |  |  |
| XIII. **Publications, Languages,** **Interests, Journals** These are extra sections to highlight your accomplishments in parks and recreation, especially items that demonstrate your skills, knowledge and experience.  \*Tent Peg article (if applicable) |  |  |  |  |  |
| **Overall Professionalism:** No errors in punctuation, capitalization, spelling. | No points deducted | Minus 5 points | Minus 10 points |  |  |
| **Total Points** | 125 |  |  |  |  |