Using E-portfolios to Capture Learning Gain from Work Placements

Careers Service, University of Dundee
Introductions & Outline

• Careers Education at University of Dundee
• Teaching Self-Awareness
• Recording and assessing learning gain using portfolios
Careers Education Provision at Dundee

- **generic 20 credit modules (level 2) - degree pathways allowing**
  - Career Planning module
  - Career Planning module online
  - **Internship module**

- **bespoke 20 credit modules (level 2)**
  - Business Management Internship module
  - Law Career Planning module
  - Careers & Enterprise module (Life Sciences) – levels 1 & 2
  - Careers & Enterprise module (Engineering) - level 3

- **60 credit (level 9) graduate certificates**
  - Internship Graduate Certificate
Careers modules and work placements ‘should be compulsory’

Study finds classes can improve students’ chances of getting a graduate job by 40 per cent

March 27, 2017

By Jack Grove
Twitter: @jgro_the
Internship Modules

• A 30 hour micro-placement
• arranged to fit around other commitments
• Sourced by the Careers Service
• Local placements with travel expenses covered
“To incorporate a self-awareness component into careers education is to pay attention to the importance of the self-concept in the facilitation of career choices.”

Law and Watts, 1977
Developing Self-Awareness (Activity)
Factors of Career Choice

- Personality - MBTI
- Values - Inventory (what's important to them)
- Interests –What do they enjoy doing?
- Skills
- Personal attributes
Skills Audit

Complete the table below to help to gain a better understanding of your current ability in key transferable skills. If you rate 3 or less for a skill/attribute then consider ways that you can improve this skill.

<table>
<thead>
<tr>
<th>Transferable Skill/Attribute</th>
<th>Rating</th>
<th>I have demonstrated this skill by...</th>
<th>I can develop this skill by...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group &amp; Team working</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Attitudes &amp; Commercial Awareness</td>
<td></td>
<td></td>
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<tr>
<td>Analysing &amp; Problem solving</td>
<td></td>
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</tbody>
</table>
Personal Attributes

“How would your friends describe you?”

1. If you were asked this in an interview, what would you say? Write down 3 words or phrases you think your friends would use to describe you.

   i.

   ii.

   iii.

2. Highlight the above words/phrases which you think represent your strengths or best personal attributes.
Reflection

“Self-awareness is...an inwardly focused evaluative process in which individuals use reflection to make self-comparisons to reality and the feedback of others. The goal of the self-awareness process is to create better self-knowledge, make adjustments and improvements, and accommodate for weaknesses”

Steiner, 2014
Reflection on Internships

• **Informal** - something we do every day, often follows this format:

  *How did that go?’*
  *‘What went well or didn’t go well?’ ‘Why?’*
  *‘What could I have done differently?’*
  *‘What will I do next?’*

• Introduce different models of reflection
Assessment: Why use Portfolios?

• Linking classroom and internship learning
• Making assessment more relevant to learning
• Allow creativity and ownership
• Enhancing digital literacy
• Providing a tool for continual self-reflection throughout career journey
Learning Gain

Portfolio split into 4 sections:

- Preparing for placement
- My transferable skills
- Final summary and evaluation
- Next steps and action planning
Home

Welcome to My Internship Portfolio

Take a look through my blog to find documents, photos, screenshots and much more, enabling you to gain a personal insight into my time at the Nilupul Foundation, and all that I have learnt and experienced.

Use the tabs at the top of this page to accompany me on my journey. These are:

1. Preparation for Placement
2. My Transferable Skills
3. Final Summary and Evaluation
# Internship Learning Agreement

**March 20, 2017 / Leave a Comment**

## Internship Learning Agreement

<table>
<thead>
<tr>
<th>What are you going to learn? (Objectives)</th>
<th>How are you going to learn it (specific resources and strategies)</th>
<th>Target date for completion</th>
<th>How are you going to know that you have learned it (what are your measurements of success)?</th>
<th>How are you going to prove that you have learned it (think about what evidence can be provided for your portfolio)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handling Money &amp; Finances</td>
<td>THE USE OF EXCEL AND DATA PRODUCED BY THE TILL. ADDITIONAL TRAINING IN MONEY HANDLING WILL BE INCLUDED.</td>
<td>10/03/17</td>
<td>This will be achieved once being able to successfully produce reports and, complete money handling tasks with ease and without hesitation.</td>
<td>Providing I have the organisations permission, I will include examples of some data that I have processed and documents/reports produced.</td>
</tr>
<tr>
<td>Marketing</td>
<td>USE OF DIFFERENT ADOBE PACKAGES FOR PRESENTATIONS AND WORD PRESS FOR THEIR WEB DESIGN.</td>
<td>17/02/17</td>
<td>I will collect feedback from other members of staff to ensure that what I am creating is meeting the criteria set, and standard expected.</td>
<td>I will include screenshots of website changes that I will have made, or additions, and upload any additional presentations I have created using the new Adobe packages.</td>
</tr>
<tr>
<td>How a Charitable Business Works</td>
<td>GETTING INVOLVED IN ALL ASPECTS OF THE ORGANISATION, INCLUDING LEARNING THE RECEPTION SYSTEM, BOOKING OF CLASSES, FINANCES, MARKETING AND TEA SHOP WORK.</td>
<td>17/03/17</td>
<td>Continue to be observant and ask questions throughout the placement period. This will allow me to get to the point where all tasks can be completed confidently.</td>
<td>My experiences will be detailed and shared within my reflective summary at the end of Section 3. Due to this internship being fairly hands on and not much allowed to be filmed or photographed this will probably be best.</td>
</tr>
<tr>
<td>The Day-to-day Running of the Teashop</td>
<td>GETTING TO KNOW THE VARIOUS MACHINES WITHIN THE KITCHEN (COFFEE, TOASTIE, BREAD), FOOD AND HYGIENE REGULATIONS, SHOPPING FOR GROCERIES AND LEARNING THE TILL. CUSTOMER SERVICE SKILLS WILL BE DEVELOPED.</td>
<td>01/02/17</td>
<td>The ability to make a coffee without assistance. The practice of safe food and hygiene when in the kitchen making/serving food. The creation of a new starter dish for the menu. Putting through a transaction on the till and giving the correct change.</td>
<td>Provide a photo/short video of making a coffee using the machine. Provide a photo of the dish I create and a detailed recipe and ingredients list with meat and vegetarian options. Provide a photo/short video of putting through a purchase of food, beverage or gift as a transaction on the till, with or without a receipt depending on the customer’s request.</td>
</tr>
</tbody>
</table>

I understand that taking part in this Learning Contract places responsibilities on me. I agree to carry out any follow-up actions that I commit to within the agreed timescales.
And I'm Karma Jiga
Hi there Eleanor, it's lovely to meet you. I'm Maggie.

I think that went really well. I hope I get to do my placement there!

Wahoo! I've been successful in securing my Internship with Nilupul!

First Day. Nervous but Excited.

Good Morning Eleanor, you are going to learn a lot over the next 10 weeks.

And I did...
During my Internship I posted three times onto Instagram. The Charity's Instagram was looking very bare and needed a bit of life and colour knocked into it.
My Overall Experience and Next Steps after the Internship Module

APRIL 1, 2017 / LEAVE A COMMENT

Career Planner Test

MARCH 29, 2017 / LEAVE A COMMENT

This is the Link to my LinkedIn profile.

To help me prepare for applying for graduate positions, at the end of my fourth year, and summer internships at the end of third year, I decided to create a LinkedIn profile. To join the professional network.

I uploaded my University and field of study, past work experience and volunteering experience, skills and, languages that I speak. I've also started to connect with people.
<table>
<thead>
<tr>
<th>Descriptor</th>
<th>A Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evidence;</strong> <em>(each of the 4 sections of the portfolio will be assessed separately for evidence provided)</em> <em>(45%)</em></td>
<td>Excellent range of evidence provided. An abundance of evidence has been supplied and the sources are excellent and demonstrate fully how they meet with the aim of that section of the portfolio.</td>
</tr>
<tr>
<td><strong>Reflection</strong> <em>(each of the 4 sections of the portfolio will be assessed separately for reflection and the reflective summaries)</em> <em>(45%)</em></td>
<td>The reflection and the reflective summary is excellent. Extremely clear evidence of reflection - sharing thoughts/feelings on the topic.</td>
</tr>
<tr>
<td><strong>Structure and presentation (overall)</strong> <em>(10%)</em></td>
<td>The portfolio is extremely clear and laid out extremely well. Each section of the portfolio has its own category menu. All entries contain tags are dated. Evidence sources are labelled clearly and sit within an appropriate part of the portfolio.</td>
</tr>
</tbody>
</table>
Feedback on Portfolio

“It’s a good way to be creative and it alerts you to actually analyse what your placement did for you.” Student 2017

“I believe it is very effective as it provides a comprehensive view of what has been gained from the module and placement.” Student 2017

“Thinking about my skills and strengths has given me a renewed motivation for my studies” Student 2018

“Students gained a depth of learning through the portfolio that they wouldn’t have got using another type of assessment” External Examiner 2017
Knowledge of working environment and how to operate within it

- **Before**
  - Poor: 6
  - Fair: 16
  - Good: 8
  - Excellent: 2

- **After**
  - Poor: 6
  - Fair: 8
  - Good: 8
  - Excellent: 8
On Reflection

- Early on in our portfolio journey
- Making it more sustainable with tool that allows adding in templates, in portfolio assessment
- Effective support for students with low portfolio literacy without adding to tutor workload
- ?? (suggestions/word of wisdom from you)
Interested?  

