

CCDS 1040
Google Site Portfolio Final Project

Objective and course goal met

- **Demonstrate ability to create and share Google Site**

Having an electronic portfolio to share with potential employers is a great way to garner attention during the interview and job search process. ***An electronic portfolio demonstrates creativity, technological savvy and good written communications skills.*** It's a great tool to showcase your work and provide information on your career goals, as well as your course of study.

I've created a sample Google Site that discusses basic process and expectations for each page, as well as demonstrates a preferred format. It can be accessed at:

<https://sites.google.com/site/carmenstrainingsite/>

In addition, I've provided several links to samples under Course Material>Course Content>Resources>Google Site information

Please create the following pages:

Home

Career

Education

Contact Information

Optional others might include: Personal, Hobbies, Volunteer Work, etc

Your Google Site must include the following to get 75% (37.5) points

- A welcome (minimum three sentences)
- The above three pages
- Final draft of your cover letter and resume
- Your contact information

Your Google Site must include the following to garner 85% (42 points)

- A welcome announcement (see my example on my Google Site, minimum one paragraph of 150 words or more)
- The above three pages
- Final draft of your cover letter and resume
- Your photo on your home page
- Your contact information.

To receive more than 85% some options might include those items . For each additional item you add to your Google Site over and above the requirements listed above, you'll receive two points.

- A list of your core courses (see my example)
- Your program information from the HTC web site. You may either type this into a basic template or copy and paste from a Word document.
- A video related to your career target
- Photos related to your career target, or photos that demonstrate relevance to the content of your Google Site
- Create additional pages; photo gallery, student life, reflections
- Any additional information under the other pages
- Your Google Site must demonstrate correct English mechanics and syntax
- Be creative but consider your audience and format your information professionally.