

COMM Web-based Portfolio Reflections Page Check List

- ✓ All artifacts are linked to a location inside your portfolio. No links to the F: drive may be used. (To check, open the page in Internet Explorer. Pass cursor over the link and look for the web address (URL) on the lower left bar.
- ✓ The link to each artifact “opens in a new window.”
- ✓ There is one reflection statement for each portfolio requirement. [It is possible you might link (in the right hand column) more than one artifact for a single requirement.]
- ✓ The Reflection statement clearly states for each artifact discussed:
 - **What portfolio requirement the artifact meets** (e.g. message in mediated form, research paper, etc.).
 - How / why the artifact was created (e.g. for what assignment in what course, or the purpose and contest: e.g. a brochure to introduce a new product for the company I worked at; etc.).
- ✓ The reflection statement explains clearly ...
 - **How the artifact illustrates the requirement** (e.g. how does it reflect your knowledge of theories, etc.).
 - **What about the artifact makes it a good representation of excellent work.** (Statements like, “I got an A on it.” Or “I really enjoyed the project.” Or “The class seemed to like it.” don’t help much in this regard.)
- ✓ Use the kind of language and concepts that a COMM faculty member would use in describing what is good (or bad) about a project. In this way, you will be showing the reader that you know what good work is and that you have done good work.

Show that you can discuss communication materials using professional language and concepts (like those faculty use in evaluating your work) in ways that indicate you can be an effective self-evaluator.
- ✓ No two reflection statements (even though they may refer to the same artifact) will be identical, since in each case you are using the artifact to demonstrate a different ability/competency. Thus, **DO NOT COPY AND PASTE** reflection statements into multiple locations in the portfolio.