Leadership Studies Minor

Leadership E-portfolio

The general purpose of the e-portfolio is to exhibit, blend and demonstrate your goals, accomplishments, and leadership experiences. It is a space to think meta-cognitively about your learning and experiences with leadership. The e-portfolio will allow you to deepen your understanding as you progress through the minor as electives are taken from many places and every student has an individual plan. The outward and inward components provide opportunities to self reflect, become more self aware, and improve your emotional intelligence. It is also a chance to strengthen how you present yourself as a leader to the public and can be useful professionally. You should continue to work on the e-portfolio as you progress from LEAD 1000 (or any other approved foundations course) to LEAD 4000. Take ownership of your e-portfolio and make it a reflection of your individual leadership philosophy.

Be sure to continue to revise your e-portfolio over time and reflect on work regularly. You will need to meet with the Leadership Minor Director, Kira Pasquesi, every so often to check your portfolio and get feedback on your progress. Share it with others for feedback before you submit it to Kira Pasquesi. The e-portfolio will be evaluated on a pass/fail basis with minimum requirements to pass outlined below. Deadlines to check your progress are below and the final e-portfolio will be due the first day of finals week when you complete the last course required for the minor. For most of you that will be the capstone, but for some it will be after completion of the final elective course.

Minimum requirements –

☐ The e-portfolio must be done on a web-based platform. If you choose not to use the Google Site template then you must have this approved by the LSM Director. Social media platforms will not be accepted. Instructions to set up the e-Portfolio through Google Sites can be found at [http://www.colorado.edu/lsm/coursework/leadership-eportfolio](http://www.colorado.edu/lsm/coursework/leadership-eportfolio)

☐ Academic reflection (linked to LEAD 1000 and each LSM elective; due by the end of the semester when each course is taken; these must be completed for the foundations course and two electives before beginning LEAD 4000)

  • What concept or idea from this course enhanced your understanding of leadership?
    • Define the concept or idea
    • Discuss how it enhanced your understanding in specific terms (or extended your understanding from LEAD 1000)
    • Must be 250 words each
  • Specific to LEAD 4000
    • Describe the leadership challenge and your role in the group.
• What were the outcomes?
• Reflect on how the project affected your understanding of leadership (250 word minimum).
• Share an artifact of the work (e.g. a final paper, blog, video presentation, podcast, etc.)

□ Co-curricular reflection (all things non-academic)
  ▪ 500 words total (can be divided into 1 or 2)
    • Think about a non-academic experience(s) you’ve had where you practiced leadership. (Consider items you’ve listed on your resume, for example). Write a description of that experience (campus or non-campus) (student group or work etc.) that challenged you to act as a leader.
      o What did you learn from that experience in terms of strengths and weaknesses as a leader?
      o What did you gain from that experience?
      o How will you take that knowledge/insight going forward?
      o Connect that experience to a particular scholar or reading you experienced in the minor?
    • Share an artifact that represents the event/product of work

□ Resume
□ Biography with photo

Writing should meet the following criteria:
• Reflection is thoughtful and covers several levels and perspectives.
• Course-related content contains some variety and demonstrates applied learning.
• Connections are made between coursework and co-curricular activities.
• Creativity in the expression of your personality (made evident in writing, pictures, media, etc.)
• Presentation of the e-portfolio is clear and well thought out.
• Suitable for an academic/professional audience.
• Sentence construction, organization, and word choice are above average. Few sentence level errors (grammar, spelling & punctuation).

Ideas to enhance your e-portfolio
• Make tabs in the portfolio for foundations, leadership in groups, capstone, blog, or other sub-headings.
• Use the portfolio for jobs, resumes, etc. Make it readable for employers.
• Keep samples of work in various forms (documents, videos, artwork, etc.).
• Use it as a space to share with relevant employers about experiences and where you are going as a leader.
• Record leadership philosophy (your strengths and style of leadership); leadership skills and leadership experiences in and outside of school.
• Articulate leadership goals.
• Keep references/store general references.
• Add a case study analysis.
• Add group work consulting projects from class (e.g. add final product paper).
• Add relevant coursework even if it is not for the minor and reflect on how it has affected your understanding of leadership.
• Add course descriptions.
• Add skills and knowledge competencies that you gained through the classes.
• Create a digital story about your leadership development.

**Deadlines** – All submissions should be sent in the form of a link to the e-portfolio to **leadershipstudies@colorado.edu**.

- Set up e-portfolio in the semester you take a Foundations Leadership course. Must include:
  - Resume
  - Biography
  - Photo

- Reflections and examples of works are due no later than two weeks after the semester in which you completed the course ends. This includes the Foundations course and all of the electives.

- Show that you have had at least two outside reviewers of your e-portfolio by sending me the review notes. One can be from a peer, the other from an instructor, supervisor and or staff. This should be done before you begin LEAD 4000.

- Final submission of the complete portfolio is due on the first day of finals week at the end of your last LSM course. This must include both the academic and co-curricular reflections. You may submit these earlier for review.

**Information for students:**
You will still be required to reflect on courses taken prior to enrolling in the minor in the e-portfolio. Reflections for the foundations course, two electives, bio, photo and resume should be submitted before enrolling in LEAD 4000. Components of the e-portfolio relating to LEAD 4000 will be due on the first day of finals week if this is your final course for the minor. Otherwise, any remaining electives, and co-curriculars will be due on the first day of finals week in the semester in which you take your final LSM course.