

### **Portfolio Information**

- What is portfolio advising?
- Portfolio cover sheet
- Portfolio review & reflection sheet
- Portfolio review & reflection papers done each semester

### **Academic Program Information**

- CAPP print-outs for each semester
- Advising manual
- Course outlines for selected courses
- REC 470 graduation checklist

### **Communication & Technology Skills**

- Evidence of writing skills (papers, etc.)
- Evidence of oral/presentation skills (presentations, poster sessions, etc.)
- Evidence of technology skills (word processing, data bases, spreadsheets, SPSS, powerpoint, etc.)

### **Professional Development**

- Evidence of understanding the foundations of the recreation field
- Evidence of programming, leadership, and administrative skills/knowledge
- Evidence of cultural competence
- Evidence of development of professional ethics
- Evidence of professionalism (resume, recommendations, memberships, conferences, certifications)

### **Professional/Field Experiences**

- Evidence of at least 160 hours in at least three different areas of the field (reflection logs, hours documentation, recommendation letters)

### **Leisure Skills/Co-Curricular Activities**

- Evidence of breadth of personal leisure/recreation skills and interests
- CCRA membership, club activities, community service, campus service, etc.

### **Pre-Internship Materials**

- Assignments completed in REC 470: Senior Seminar
- Internship site possibilities

### **Internship Materials**

- Assignments completed in REC 475: Internship in Recreation, Parks and Leisure Services