

Paralegal Studies Portfolio

To graduate with an A.S. degree SPC requires that a paralegal studies major complete an end of program assessment portfolio. But you should not wait until the end to construct this online example of your knowledge and skills. All students in the Paralegal Studies program (A.S. and B.A.S.) are encouraged to become active participants in their education by working with this online portfolio to help them set goals and archive their accomplishments in the program.

The portfolio portal is located at: it.spcollege.edu/CFPro/paralegal.

On this webpage you will find a link to the **Portfolio User Guide** which you can print out and then refer back to as you build your portfolio. The portfolio will assist you in documenting the acquisition of the knowledge and skill which the *American Association for Paralegal Education* considers Core Competencies in the paralegal profession.

Step 1: After downloading the guide you should open your portfolio by putting in your name as you wish it to appear on the portfolio. **Make certain that you have spelled everything correctly!** Your password will be your student number.

Step 2: Using the resume template create a resume. This document must be uploaded first. **You will have to log in a second time before you can begin depositing other entries into your portfolio.** Your resume is a work in progress so you should get in the practice of editing and refining your legal resume every semester as you acquire new skills and knowledge.

Step 3: As you create work for class, you should consider whether or not you wish to deposit these documents in your portfolio. I would urge you to err on the side of abundance. You can always edit out documents later.

The nine tabs correspond to the nine core competencies you must document. Any given assignment might involve several of these competencies. Use the abstract area to explain why you think this artifact illustrates this competency.

As you refine your resume and add to your portfolio, you should begin to see what areas in your skill or knowledge sets need to be enhanced. Use this information to assist your counselor in helping you choose your classes.

Step 4: Have one of your instructors review your resume and portfolio periodically. Dr. Powers, Dr. Scott and Dr. Demers are all available to assist you so take the opportunity to email any of us the link to your portfolio along with your questions or call 791-2557 and make an appointment to come in.