

FLORIDA STATE UNIVERSITY
COLLEGE OF MEDICINE
IMS DEGREE

Page 1 of 3

TITLE: CAREER PORTFOLIO

POLICY: All students enrolled in the IMS program will establish a Career Portfolio site during their first IMS seminar. By (insert date), students in every seminar course are required to update their Career Portfolio. Use of the transcript section of the Career Portfolio is voluntary.

RATIONALE: The Career Portfolio is used to demonstrate activities which assist each student in achieving the Mission of the Florida State University College of Medicine IMS Program.

FSU has a progressive and unique system to support student presentation and documentation of work products and activities from both academic and extramural perspectives of student life while at the University. The Career Portfolio is a web site with several templates from which students may choose. The student establishes a personal site and enters personal/professional data of academic achievements and community contributions while at FSU and then following graduation.

The design and components of a Career Portfolio are based on research conducted with both employers and students. Students share the web address and a password with visitors on an individual basis when the student wishes to showcase his/her accomplishments. Visitors such as employers and graduate school admissions officers can view any of the completed sections of the portfolio that the student selects.

PROCEDURE:

1. To begin, access the Career Portfolio website <https://career.fsu.edu/portfolio> and select “Create or Access your Career Portfolio” and log into your myfsu account. User guides tutorials can be found under “Student Resources”.
2. By (insert date), students in every seminar course are required to update their Career Portfolio. This updating is done by adding information from the semester in the following sections of the portfolio:
 - Student profile
 - Resume or CV
 - One reference per experience
 - One or more artifacts (personal statement, draft of MCAS experiences, journal/reflection)

- Skills matrix – These are skills where students should describe and reflect on skills they have gained through their experiences. It is up to the student to determine and input skills they have acquired and can relate to their career field. This is a great section to discuss how you have developed your skills. Students should reflect on their experiences in areas such as jobs/internships, courses, service/volunteer work, membership/activities, and other interest or life experiences. Early documentation of these skills will make it easier for students to describe and write about their experiences when it is time to create a resume, prepare for an interview, or write a personal statement.
3. In each term, one course will include the completion of the Career Portfolio as a required activity. On a date determined by the course instructor, students are required to provide the faculty member print copies and a password for viewing the skills, matrix, artifact and examples, resumes, and references.
4. Suggested items for inclusion in the portfolio relate to:
- Experiential learning hours (Service, shadowing, research, etc)
 - Membership in educational, social, and/or professional organizations
 - Offices held in educational, social and/or professional organizations
 - Committee membership in educational, social and/or professional organizations
 - Participation in community and/or university projects
 - Presentations made to classmates, groups, communities
5. Resumes are to be part of the Career Portfolio. The resume/CV enables the student to communicate their experiences and abilities for future employment. The following criteria is required to complete the career portfolio and will need to be updated with every seminar class.
- Resume focuses on experiences, gained skills and reflection.
 - Resume is in chronological order, with the most recent position cited first.
 - Use action words to describe their responsibilities of career/major related experiences.
 - Resume is easy to read and understand.
 - Resume language is grammatically correct and free of spelling errors and mixed tenses.
 - Resume style is formal, e.g., no contractions or abbreviations.
 - Resume is less than five pages long.
 - Resume is produced electronically.
 - All of the following sections are adequately addressed:

- Identification
- Education
- Honors/Awards
- Employment Experience
- Volunteer Experience
- Certification/Licensure
- Research
- Presentations
- References
- Sample career portfolios can be found at <https://www.career.fsu.edu/portfolio/sample-portfolios>.

6. After students have completed their portfolio, it can be shared with the instructor by using the feature access key. To make it easier for the students and instructors, it is recommended the access key should be the instructor's last name in all lowercase letters. Once students enter the access key, they will be prompted to enter the instructor's email to provide the instructor access. When the student previews their portfolio, the completed portfolio will be sent to the instructor and the student should receive an email with the instructor CC'ed.