YOUR FINAL THREE SEMESTERS

Use this timeline as a guide to help you best prepare for the draft and final submission stages. Keep in mind that the most effective portfolios are thoughtful, intentional, and easy for your viewer to see, so allow yourself enough time to build something that makes you proud.

3 SEMESTERS BEFORE GRADUATION 2 SEMESTERS BEFORE GRADUATION FINAL SEMESTER CONFIRM YOUR FACULTY ADVISOR & SUBMIT YOUR DRAFT PORTFOLIO & SUBMIT YOUR FINAL PORTFOLIO & SUBMIT YOUR CONTRACT SELF-ASSESSMENT DEAR REVIEWER LETTER Due October 31 for Fall Graduates **Due April 1** for Fall Graduates **September 1** for Fall Graduates **Due November 1** for Spring/Summer Graduates **February 1** for Spring/Summer Graduates **Due March 31** for Spring/Summer Graduates ATTEND PORTFOLIO DEVELOPMENT SESSIONS

CONFIRM YOUR PORTFOLIO MUST-HAVES

CONFIRM YOUR PORTFOLIO AUDIENCE

· Think about where you plan to go after you graduate: grad school, workforce, service, etc. to help you determine who could

- Compile a list of all your activities and experiences that you invested time and energy into
- Compile samples of your work and images you may want to use

DESIGN & DRAFT YOUR PORTFOLIO

- Choose the platform appropriate for your field (Google Sites, Wordpress, Wix, Weebly, Squarespace, etc.)
- Discuss portfolio goals with your CxC Rep and Faculty Advisor

CONNECT WITH FACULTY ADVISOR & CXC REP RE: FEEDBACK

 When your portfolio and self-assessment are submitted, your CxC Rep and Faculty Advisor are sent a copy to review. They will then provide feedback on your draft to improve it prior to submitting the final version.

REVISE YOUR PORTFOLIO

 Apply the feedback from your Faculty Advisor and CxC Rep to revise your portfolio before submitting a final version

WRITE YOUR DEAR REVIEWER LETTER

 Compose a letter that details your goals and the audience intended for your portfolio

WHAT HAPPENS AFTER MY FINAL PORTFOLIO IS SUBMITTED?

FINAL PORTFOLIO ASSESSMENT

be your audience

Your Faculty Advisor will review your final materials. If they determine you should move to the next round of review, a review panel will then receive your materials for review.

FINAL PORTFOLIO RESULTS

FINAL PORTFOLIO DOES NOT PASS

You produced a portfolio that you can apply feedback from your Faculty Advisor and the independent review panelist to prepare for what comes next. While you will not earn the medal, you may still be eligible for the LSU Communicator Certificate.

FINAL PORTFOLIO PASSES

You presented the portfolio for your future goals and intended audience and demonstrated what it means to be an LSU Distinguished Communicator.