**Student e-Portfolio Guidelines/Checklist**

**MSU Mankato - Department of Music**

**Fall 2015**

**WELCOME TO THE 21ST CENTURY!** The Music Department at MSU Mankato is transitioning from the old, worn-out, three ring binder portfolio to the new and improved, all online, e-portfolio. Also known in music circles as an “e-press kit”, online portfolios are a great way for you to showcase your skills, work experience, projects and musical talents for current faculty and future employers.

In order to create an effective e-portfolio, you must keep it simple, focus on objectives, consider your audience and include relevant accomplishments. Remember, your e-folio is simply the online version of the three-ring binder. Many of your documents will be typed directly into a text box (ex. your bio, list of ensembles, past performances, etc.), while other items must be scanned, converted to PDF and uploaded as a file (ex. unofficial transcripts, jury sheets, etc.). Some items, such as Performance Series programs are available online.

Although your e-folio will reflect your individual style and personality, it must still meet Department of Music standards of professionalism and uniformity. Therefore all e-folios must contain the content described below (where applicable) organized according to the following outline: <http://professorbutler.wix.com/sr-sample>

**PAGE 1:** HOME

**PAGE 2:** BIOGRAPHY

\_\_\_\_ **Biography**. One Page Bio**.** Include a summary of your musical journey and future goals.

\_\_\_\_ **Photograph.** A professional quality, digital photograph (with or without your instrument)

\_\_\_\_ **Resume.** One page resume describing your education and relevant work experience. May include as a sub-page or attach a PDF link on your bio page.

\_\_\_\_ **Teaching Philosophy.** Statement of teaching philosophy (Music Ed students). Include as a sub-page or on same page as your bio.

**PAGE 3:** REPERTOIRE

\_\_\_\_ **Repertoire list**. Listing the musical selections, i.e. solo literature, etudes or exercises that you have studied during the present term. This should be listed in chronological order with the most recent material first.

\_\_\_\_ **Recordings**. Audio and/or video recordings of past performances. May include as a sub-page.

**PAGE 4:** CONCERTS

\_\_\_\_ **Chronological listing of past performances.** Include an updated list of ALL performances. This should be listed in chronological order with the most recent material first. Include all performances, solo performances, ensemble work, open microphone nights, small groups outside of school, etc.

\_\_\_\_ **Programs** –PDF programs of all concerts in which you have participated.

\_\_\_\_ **Ensembles.** Include a list of all ensembles or small groups in which you participate: studio ensembles as well as other community groups, church choirs, etc. May include as a sub-page.

**PAGE 5:** DOCUMENTS – must be password protected.

\_\_\_\_ **A business cover letter and statement of career goals** (incl. background, experience, etc.)

\_\_\_\_ **A copy of your current grade report/unofficial transcript**.

 Found here: <https://www.mnsu.edu/eservices/>

\_\_\_\_ **Song and Aria Sheets** study sheets(Voice students)

Found here: <http://www.mnsu.edu/music/departmentnewsandevents.html>

\_\_\_\_ **Jury sheets from past jury performances**

Students must secure a copy of these from PA 202 during the week of final exams. The student jury forms are photocopied in the office and available one day following juries each term. Found here: <http://www.mnsu.edu/music/departmentnewsandevents.html>

\_\_\_\_ **Work samples from specific courses in the student’s degree program**. (see below)

* + All degree programs. Samples may include work in 300/400 level classes.
	+ B.A. in Music - Capstone experience project(s).
	+ B. M. in performance - Programs and MP3 recordings of solo recitals.
	+ B.S. Music Education: Program and MP3 recording of Senior Recital. Video(s) of Student Teaching experience.
	+ B.S. Music Industry - Capstone experience project(s). MP3 recordings or videos of songwriting and/or audio projects

See the following websites for additional guidelines and sample e-folios:

<https://www.findspark.com/creative-online-portfolios-students-recent-grads/>

<http://www.instructables.com/id/College-Students-How-to-Create-Your-Professional-/?ALLSTEPS>