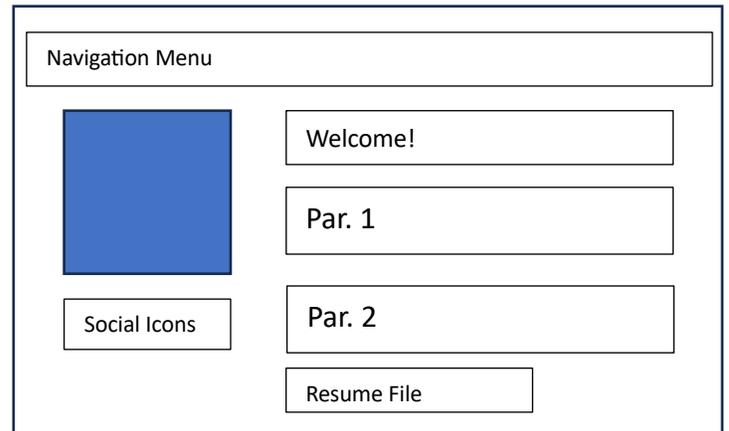


## Digital Portfolio Checklist COMM 422

### About Me Home Page

- Paragraph One- elevator pitch (your degree, career goals, experience)
- Paragraph Two- Short summary of how to navigate your website (what content in on each page, encouragement to check out different sections)
- Downloadable Resume (PDF) after Par. 2
  - Be sure the file Name is: YOUR Name RESUME
- Headshot
- Contact Icons for LinkedIn and Other Relevant Social platforms (in the caption under the headshot)

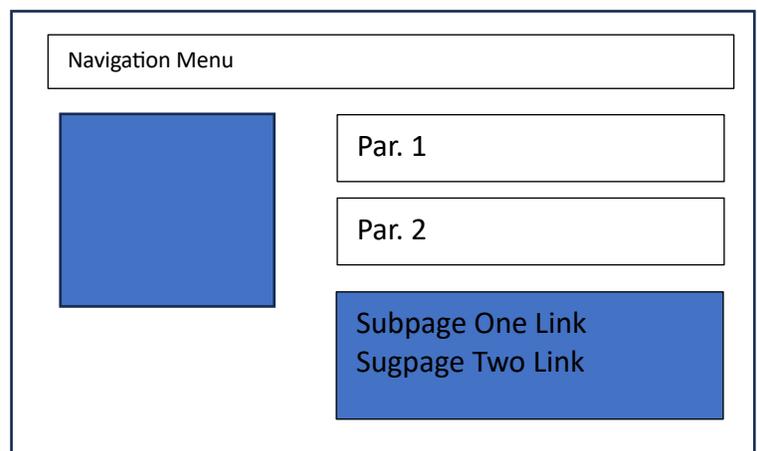


### Navigation Menu Information

- Homepage
- 1-2 Main Pages of Project Examples/Choose from the Page Titles Below (MUST USE THESE TITLES)
  - Multimedia Projects
  - Social Media Management
  - PR Writing & Campaign Planning
  - Journalism Projects
- 1 page for second major/minor work
- Subpages for different examples under each main page (at least 2 per main page)

### Main Pages

- Paragraph One- Summary of experience in specific area (overview of software, project types etc- use your resume info for this)
- Paragraph Two- explanation of what is on the subpages with hyperlinks to each subpage
- An image that reflects what the page content is
  - Could be a stock photo from Pixabay or other royalty free images
  - Could be a screenshot from a project of your own



## Subpages

- Minimum 2 projects (max 4 per subpage)
- Include PDF file, hyperlink or embedded content for each project
- 1-2 paragraph summary for each project that includes the following information:
  - Title of Project/time (semester) completed
  - Goal for the Project
  - The steps you took to complete. It (be specific mention software, equipment, anything you had to learn to do it)
  - Outcome (this is where you mention check out the link posted next to the case study)
    - NOTE: If it was coursework and you got an A or any great comments from the professor on the project those could be included here, too)

## General Format

- People do not scroll they click so keep content tight and use subpages as needed
- Consistent heading size (use the planning handout)
- Working hyperlinks
- Proofread! Grammarly installs on your browser and will proofread any text you create

