

Now that you have started your website, let's start with the investigation and preparation tab of your service learning portfolio.

Under the investigation tab, you should have the following: (25 points)

Remember to make your website interesting! You can include pictures, memes, quotes, etc.

1. Identify and justify a need for service within your field.
2. Evaluate any existing actions. Is there already something in place?
3. Identify your personal skills and goals while doing service within your field. (LO1)
4. Which skills do you want to work on?
5. Are there any ethical issues that you may face while serving?
6. Include a reflection on how your investigation towards your career is going.
7. What challenges did you face? And how did you overcome them?

Under the preparation tab: (25 points)

1. Which partnerships did you contact? Include a picture of them or their company logo. You may include a name with their title. Add a small description why this would be a good partner within your career. This can include any job shadowing you have done.
 - a. This is used as a personal statement on your resume or college applications.
2. Determine the success criteria. You can search success criterias online for your field.
3. Develop an action plan/timeline.
4. Include any resources (websites, contacts, etc) who will be a key player in your service learning experience.
5. Include a reflection on how preparing and designing your internship/apprenticeship/volunteer/job shadow work is affecting your life. This may include calling organizations, interviews, meeting with organizations, etc.
6. What challenges did you face while preparing for this opportunity? And how did you overcome them?

**Remember to add

- WHO you are contacting
- WHAT company they are representing
- HOW it relates to you and your career goals
- WHEN you contacted them
- WHERE they are located and if that affects your decision
- WHY you chose this company

A full account of your service learning experience will help you when you build a resumé, LinkedIn, online applications, interviews.