# Assignment 3: WOrkplace Communications portfolio

*/30 Marks (20% of Final Grade)  
Approximate Time Requirement: 8-10 hours*

For Assignment 3, you will be required to create a portfolio of 11 items showcasing your skills in report writing and workplace communication. This uses the template you submitted for Assignment 2 and **must** incorporate the feedback you received then and through Learning Activities.

There are many opportunities to reuse work from class, but if I find that those pieces have not incorporated my previous feedback, your grade will be lower. Each item should fit onto 1 or 2 pages with a **heading and header and/or footer**. The following items need to be included in your portfolio:

1. **Cover Page:** Include a simple and professional visual design along with your name and the title of your portfolio. An example title is “Writing Samples”
2. **Table of Contents:** A table of contents that lists what item is on which page.
3. **Personal Bio Page:** Include a 250-500 word biography that gives some background on who you are, what your interests are and why you are interested in the justice system. You may include pictures and other design elements if you choose.
4. **Sample Incident Report:** Find an online news article or short newspaper clipping that describes an accident or incident. From that resource write a short one-page incident report following the criteria for incident reports outlined in your textbook. This can also be an edited version of a previously submitted Learning Activity (**DO NOT** submit any non-incident report parts of those learning activities.
5. **Sample Recommendation Report:** Write a made-up recommendation report for a troublesome or unsatisfactory situation. Make sure to identify the problem, possible solutions, and to include a discussion section that outlines why the solutions you suggest should be implemented. This can also be an edited version of a previously submitted Learning Activity (**DO NOT** submit any non-recommendation report parts of those learning activities).
6. **Sample Summary:** Create a descriptive, informative **or** evaluative summary from something that you have read that is no longer than 1000-1500 words. Include a link or copy of your source document. Your summary should be no more than 250-300 words. This can also be an edited version of a previously submitted Learning Activity (**DO NOT** submit any non-summary portion of those learning activities).
7. **Progress Report:** Fill out a progress report for yourself that highlights the Knowledge, Skills, and Attitudes that you’ve developed during your education. Explain how each item you list relates to your future in a justice profession.
8. **Workplace Correspondence Sample:** Write a one-page memo or email informing staff of important safety training coming up on a specific date and at a specific location There will be two different times that staff can attend the training on that date. It is also important to note that participation is mandatory, and that staff must sign up for one of the two sessions being offered at different times on that date, though they only need to attend one.
9. **Cover Letter:** Find a job posting for your dream justice job and write a one-page cover letter for it. Include a link to the job description. This can be an edited version of a previously submitted Learning Activity.
10. **Resume:** Create a one- or two-page resume that highlights your education, skills and experience. This can be an edited version of a previously submitted Learning Activity.
11. **Sample Follow-Up Email:** Write a short two paragraph email text thanking a potential employer for an interview. Format appropriately for email communication.

## Instructions for submitting your assignment:

See the grading rubric on the following page to understand how to achieve full for this assignment. Please make sure that your name and student number is listed somewhere on your assignment file. Name your MS Word file using the course number, your name and the assignment number so it is easy for your instructor to locate.

Please submit your assignment in the D2L dropbox titled Assignment 2: Portfolio Template by the due date listed on the course schedule.

## Resources and Tips:

1. You’re able to reuse a lot of things you’ve done in this course so far, but make sure you’ve reviewed my feedback. If I find I’m saying the same things I said the first time around, you’re going to lose more marks.
2. Make sure to go through and edit everything to make it as good as possible. Pay attention to detail.

## Grading:

See the rubric below for information on how you’ll be graded on your portfolio.

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| PORTFOLIO GRADING RUBRIC | | | | | |
|  | Excellent (8-10 marks) | Good (6-7 marks) | Emerging (4-5 marks) | Unsatisfactory (2-3 marks) | Poor (0-1 marks) |
| Quality of Writing Examples | All or most writing samples are of the highest quality. | All or most writing samples are of a good quality. | All or most writing samples are of a satisfactory quality. | All or most writing samples are of an unsatisfactory quality. | All or most writing samples are of a poor quality. |
| Writing Mechanics | No spelling, grammar, and/or punctuation errors. | A few spelling, grammar, and/or punctuation errors | Numerous issues with spelling, grammar and/or punctuation. | Significant errors with spelling, grammar, and/or punctuation. | Many portfolio items are nearly unreadable. |
| Design | All or most portfolio pieces demonstrate exceptional principles of design (consistent size/font, appropriate font, etc.) | All or most portfolio items demonstrated good principles of design. | All or most portfolio items demonstrate satisfactory principles of design. | All or most portfolio items demonstrate unsatisfactory principles of design. | Portfolio items are severely hindered by design problems. |