Spring 2015

**Google Drive Instruction**

**What Goes in the “Undergraduate Research” Folder?**

The US Department of Health and Human Services defines “research” as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.”

You will likely conduct research in many of your courses; you might also find you have to research elements in other aspects of your life, such as support for your orgs, work in your community, or for a job or internship. These efforts to find, create, and use material should all be documented in your “Research” folder, demonstrating that you know how to locate information when necessary.

Examples of such material includes:

- URLC Course Folder and related coursework
- Annotated Bibliographies
- Project Abstracts or Proposals
- Final projects with a research emphasis (essays, designs, etc.) and all related materials
- Consent Forms
- Interviews (transcribed, audio, video)
- Surveys and Responses
- Grant applications and approval
- IRB approval applications and approval
- Research journals or notes detailing lab techniques or equipment training

This is not an exhaustive list, nor will you likely have examples of all of the above items. Whenever you conduct research, be sure to make a copy of that work for this folder to highlight your efforts!

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### SPRING 2015

You may see the [Google Calendar of Events here](#). To subscribe to the calendar, select the link in the lower right hand corner.

**Workshop (Makeup Date)**

More Than Words: Creating Engaging ePortfolio Material  
March 24 (Tues) 7 pm - 8 pm: VA House

**Open Lab**

Looking for help on your Google Drive archive or a website to showcase your work? Drop into our Open Lab, no appointment needed!

**BAL 2027**

10 am - 4 pm  
March 30 (Mon)  
March 31 (Tues)  
April 7 (Tues)  
April 8 (Thurs)

**Workshop**

**ePortfolio Reflective Cover Letter**

Each semester, you will need to write a brief reflective cover letter reflecting on your studies and related experiences at ODU. We will walk through the assignment requirements, working to develop your letter together.

**BAL 2027**

April 6 (Mon) 10-12 am  
April 7 (Tues) 10-12 am  
April 14 (Tues) 12-1 pm  
April 16 (Thur) 12-1 pm

**Additional Workshops and Open Lab times will be announced in future Newsletters.**
MULTIMEDIA TIP: 
Working with Instagram

Looking to add a visual component to both your archive and presentation portfolio? Consider using Instagram to create useful images and video. While Instagram is known in particular for its social media aspect, it actually offers quick and easy-to-use editing software for images and video, allowing you to rapidly customize material that is more visually representative of your experience at ODU. As many folks began considering their presentation portfolios, they realized that they are not archiving multimedia material, so something as simple as a decent self-portrait for an “About” page is lacking. Instagram can help with this, as it automatically saves the original picture/video, as well as the edited version, both of which can then easily be uploaded to your Google Drive.

Of course, Instagram is a social media platform, meaning you can share your material to other individuals on Instagram. The program also allows you to share your material at the same time to a variety of outlets, including Twitter, Facebook, and Flickr. That way, you can share your work in your ePortfolio, as well as a larger audience, if you choose.

CREATING A PROFESSIONAL NETWORK VIA SOCIAL MEDIA

Many of our “Multimedia Tips” have a social media component. That is to say, they offer you the opportunity to share information or material with a larger network of individuals than those you necessarily encounter everyday. But why might you want to do so?

We’re used to sharing material with friends and family, but consider the ways in which sharing some of your work and experiences in a larger network might help you make professional connections with individuals in fields you’re interested in. As you archive your experiences, consider looking online to see if you can find the digital profiles of individuals’ whose work you admire or whose careers you would like to emulate. Many of them have a social media presence; explore how they represent themselves, or even potentially try to contact them with questions. For instance, consider tweeting a polite inquiry to them or posting using hashtags common to your field’s or career’s interests. Join online groups related to your professional goals, so that you can begin gathering information from those in the field and make connections that might help you in the future.

SUPPORT/RESOURCES

- **Students**, want additional help? Don’t forget to visit the Academic Coaches in the Student Success Center (the same building as the Honors College). These student mentors can help you work with various aspects of ePortfolio building, from archiving in Google Drive to building a presentation website. [Schedule your appointment with one here!](#)
- **Students and Instructors**, visit the ePortfolio Learning Coordinator, Megan Mize, in the Student Success Center (Rm 2022). Please contact the Honors College at 757.683.4865 to make an appointment to meet with her!
- Also visit our [website](#) and [ePortfolio Youtube playlist](#)

NEWSLETTER FEEDBACK

Please take a moment to give us feedback or suggestions, so that we may craft the newsletter to better suit our audience’s needs. You will find the survey here.