VIRTUAL PORTFOLIO DEFENSE

STUDENT PLANNING TOOL

USE THIS TOOL TO TRACK YOUR PROCESS, PROGRESS AND TO SET YOURSELF UP FOR SUCCESS

INCLUDED:

- A student package checklist
- A timeline
- A weekly planner to schedule your workflow and coaching sessions

“A GOAL WITHOUT A PLAN IS JUST A WISH.”
- ANTOINE DE SAINT-EXUPÉRY

DO YOU HAVE...?

STUDENT “PACKAGE”

- GRADUATE PROFILE
- SELECTED COMPETENCIES FOR DEFENSE
- HANDBOOK + EVENT DESCRIPTION
- RUBRICS

STUDENT “PACKAGE” INCLUDED:

- ADVISOR CONTACT
- TIMELINE
- PLANNING TOOL
- EVENT DETAILS
- TRAINING IN PLATFORM
- TECH CHECK

GREAT! LET’S GET STARTED

STEP #1: CAPTURE IMPORTANT INFO

ADVISOR CONTACT INFO:
NAME:
PHONE #:
EMAIL:

THE COMPETENCIES I AM DEFENDING AGAINST ARE...

QUESTIONS I HAVE FOR MY ADVISOR ARE...

THE DEFENSE EVENT
DATE:
TIME:
PLATFORM:
HOW WILL YOU SET YOURSELF UP FOR SUCCESS?

WHAT ARTIFACTS DO YOU HAVE ALREADY?

WHAT WORK MIGHT YOU STILL NEED TO DO?

HOW DO YOU WANT TO "SHOW UP" AT YOUR EVENT?

WHAT SPACE IN YOUR HOME IS THE BEST ENVIRONMENT FOR YOUR DEFENSE EVENT?

WHAT SPACE IS MOST QUIET SO THAT YOUR PANEL CAN HEAR YOU CLEARLY?

WHAT TECHNOLOGY SHOULD YOU USE FOR BEST QUALITY?

HOW MIGHT YOU DRESS TO COMMUNICATE BOTH PROFESSIONALISM AND TO BE YOUR AUTHENTIC SELF?

WHAT IS THE LASTING IMPRESSION YOU WANT TO LEAVE WITH YOUR PANEL?
TIMELINE

STEP #3: PLOT THE TIMELINE

EXAMPLE:
EMAIL MY ADVISOR TO SCHEDULE MEETINGS

USE THIS TO NAME IMPORTANT CHECKPOINTS

PRACTICE MY DEFENSE WITH PEERS

STEP #4: PLAN THE DETAILS - WEEKLY PLANNER

BE SURE TO SCHEDULE:

1:1 COACHING W/ ADVISOR (WEEKLY)
CREW CALLS WITH ADVISORY (WEEKLY)
TIME TO SELECT ARTIFACTS
TIME TO REFLECT ON ARTIFACTS AND LEARNING
TIME TO REVISE YOUR WORK AFTER COACHING SESSIONS
TIME TO DECIDE WHAT TO WEAR
TIME TO SET UP THE SPACE FOR THE EVENT
ANYTHING ELSE YOU NEED!
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## WEEKLY PLAN FOR ROLL OUT

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