**WatCV Assignment**

In this assignment, you will add to your WatCV ePortfolio by effectively representing a **professional skill** to potential future employers. To add to your ePortfolio, you will:

* write a 500-750 [*Instructors:* *choose word number*] word reflection that clearly demonstrates how you successfully used a professional skill you used when you were completing your [*insert title of course assignment associated with this WatCV assignment here*]
* select a supporting digital artifact that gives evidence of the professional behaviour related to that skill

**Step 1.** Refer to the following documents:

* The WatCV assignment
* How to build your ePortfolio
* Tables of professional skills and behaviours
* STAR format instructions
* Student models
* How to read the WatCV rubric

**Step 2.** Read the Professional Skills Used in Situations and Tasks in [*insert title of course assignment associated with this WatCV assignment*] below.

**Step 3.** Choose a **situation** you faced or a **task** you had to accomplish to complete the assignment.

**Step 4.** Choose ***one specific skill*** you used from the list at the end of this document.

**Step 5.** Refer to the Tables of Professional Skills and Behaviours, and choose ***one specific behaviour*** you used **related to the skill you have chosen**.

**Step 6.** Write your reflection according to STAR Format. You may write directly in the appropriate reflection text box in your WatCV ePortfolio, or you can paste your reflection into the reflection textbox from another document.

**Step 7.** Label and **boldface** the sections of your reflection to announce the content: **Situation** (or Task), **My Actions**, **Result.** B**oldface** the professional **skill** and **behaviour** you used.

**Step 8.** Select/create a Supporting Digital Artifact that gives **evidence** of your professional **behaviour.**

**Step 9.** Drag and drop your supporting digital artifact into the digital artifact placeholder in your WatCV ePortfolio.

**Step 10.** Fill in the Skill Spotlight text box.

**Step 12.** Proofread your entire submission, including your reflection, your supporting digital artifact, and your Skill Spotlight.

**Step 13.** Open the appropriate WatCV assignment Dropbox in LEARN. Submit your assignment by providing a link to the URL for your ePortfolio in the “Comments” box, as well as uploading one screenshot of your landing page AND one screenshot of your project page with your full reflection (you may need to take multiple screenshots if it does not fit in one). **Check your Course Syllabus for the deadline.**

**Professional Skills Used in Situations and Tasks for** [*insert title of course assignment associated with this WatCV assignment here*]

***Note to Instructors:*** *You will need to insert the title of your course assignment associated with WatCV, provide examples of situations/tasks students faced, the list of skills needed in assignment situations/to complete assignment tasks. Adapt this example below to suit your course assignment.*

In **situations** you faced while you were working on your Persona Interview, you developed your **decision-making**, **critical thinking, and teamwork** skills.

* You used **decision-making** when your group was developing your final set of interview questions. For example, you weighed the pros and cons of the best questions or gathered and took into account information about the interview time constraints.
* You used **critical thinking** when you asked follow-up questions in interviews. For example, you assessed where you needed more information to draw reasonable conclusions about interviewees’ views.
* You used **teamwork** skills when you helped your group work together to complete tasks well. For example, you helped work out a fair way to divide work or found a way to make it easy for the group to communicate.

To accomplish the **tasks** required to complete your Persona Interview, you used **oral** and **written communication** skills.

* You used oral communication when you conducted the face-to-face interviews with your research subjects, the high school students. For example, you practiced active listening when you asked questions to prompt further details about their use of technology, and you were conscious of responding to the interviewees’ answers in an interested way by saying back to them what you understood.
* You used **written communication** to write an effective Persona Document. For example, you have organized the content of your document so that a reader could follow it easily, and you used appropriately professional language.