<div align="center">**Your ePortfolio**</div>

Your eportfolio is an opportunity for you to enhance your learning and to showcase your experiences at Montgomery College. While you will put some personal reflections, and discuss your personal educational journey, in your portfolio as related to the artifacts you choose to include, you should consider your portfolio as a public space. You should consider carefully what to put in your portfolio, particularly in relation to the optional elements. Consider the following tips about what not to include. Please remember your portfolio is a Montgomery College sponsored activity and it falls under the guidelines for the Student Code of Conduct.

<div align="center">## What <u>NOT</u> to Include in Your E-Portfolio</div>

Information that you do not want others to see

Do not post any information that you consider too personal. Your e-portfolio rests in a public domain that your professor, peers and anyone who you give your e-portfolio site or who finds your e-portfolio site, can see and access. (If you have privacy concerns, please speak with your instructor about your options.)

Some information you may <u>**NOT**</u> wish to include in your portfolio follows:
1. Your full name (Use your first name only or first name and an initial).
2. Personal information (Cell phone, address, personal email, Social Security number, date of birth)
3. Information that is of a personal and sensitive nature

Inappropriate content for intended audience

All content posted to your e-portfolio site will be seen by your instructor(s), your fellow students and others in the general public. Inappropriate content includes information, imagery, videos, audio, etc. that does not in some way relate to your activities at Montgomery College, you education, your career and academic goals, your course(s) or assignments.

You should <u>**AVOID**</u> content that is inflammatory, offensive, explicit, or other content deemed inappropriate for an educational setting.

Inappropriate material will be handled in accordance with Montgomery College's policies. You will be asked to take down content deemed to be inappropriate.

Content that you do not own or have the rights to use, or improperly cited content created by someone else.

It is never permissible to plagiarize (to claim someone else's work is your own). If you post content that is created by someone else, such as a paper or picture or video, that was not created by you, you **MUST CITE** who created the piece and where it was from, if you choose to include another's work or an excerpt from an outside source. It is also recommended that you provide context for why you included someone else's work or made the reference that you did.

Please see examples of properly citing at: www.easybib.com
See the Montgomery College Libraries resources for citing sources:

http://libguides.montgomerycollege.edu/citation_tools
http://libguides.montgomerycollege.edu/c.php?g=341053&p=2295650

<div align="center">## <u>Please use your discretion when posting content to your e-portfolio site</u></div>

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