

**Department of Public Administration**  
**Completing Your Eportfolio**  
**Step 1: Organizing Your EPortfolio Files**

1. Organize the files you want to use according to these categories of MPA student learning outcomes:
  - a. General Knowledge of public administration
    - i. Includes knowledge of subfield (i.e., your elective emphasis)
  - b. Professional skills
    - i. Includes statistical analysis, policy analysis, cost-benefit analysis, budget preparation, workforce analysis and planning, etc.
  - c. Writing skills
  - d. Oral presentation skills
  - e. Teamwork and leadership skills

Files can be used in more than one category.
  
2. Either in the computer lab or with your own software, convert the files you want to use to the .pdf format. This will mean that they cannot be altered. In newer versions of Word, Excel and PowerPoint, saving as a .pdf is just another option under the Save command.
  - a. Reduce the size of each file name and eliminate any spaces or special characters. You will want to name the files something short and descriptive of their content so that you can use the file name in their web address.