

Senior

College and Career
Preparation

Portfolio

Durango High
School

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To the Student: Purpose of the Senior Portfolio

This packet is designed to guide you through the process of creating your senior portfolio. Please read the directions carefully and ask your advisor for assistance whenever necessary. Your portfolio is a tool that can be used to impress employers and college registrars. It will reflect your academic ability, maturity, and motivation; therefore, it is in your best interest to create a professional document that presents you in the very best possible manner.

A portfolio is a collection of evidence that showcases your accomplishments in academics, extra-curricular activities, community service, and personal interests. You will research and document a career that interests you and then collect evidence of the work you have done to prepare yourself for this career. You will be given a list of documents you must include in your portfolio, but in addition to this you will have the flexibility of including the work you are most proud. Your senior portfolio is meant to reflect who you are and what you plan to be. Use your creativity to build this project into something you will be proud to share with family, friends, teachers, employers, and college admission boards. Good luck, and remember to ask for help as often as you need it.

How to Complete the Portfolio:

In this packet you will receive instructions on each piece of required documentation. You will also be given guidelines on how to organize your portfolio, however, you may choose to create and present your portfolio in any manner that suits you, as long as all the required elements are present. Remember, this portfolio is supposed to reflect who you are. The more you put into it, the better it becomes.

Organization, creativity, and unique additions will all be taken into account when scoring your portfolio. If you are unsure of what to put in your portfolio, or how to organize it, then please ask your advisor for assistance.

Letter of Introduction to your Portfolio:

A well-written letter of introduction is critical to a professional portfolio. This letter is the reader's first impression of you and your work. It should be personal and informative and highlight your best work. You should provide a brief overview of your career goals, college selection, skills and abilities, and personality. Follow the required format, and include the fully edited piece in the final draft of your portfolio.

Sample: Letter of Introduction

January 1, 2009

Hello! My name is Sally Student and I am a senior at Durango High School. This portfolio is a representation of my academic progress at DHS over the last four years. I have included a list of my achievements, resume, letters of recommendation, my ACT scores, and high school transcript in my portfolio. I have also included a summary of my plans for after high school and a few of my favorite projects from my years at DHS.

While I was at DHS, I enjoyed Drama and English classes and sang in the school's choir. I also took two years of Spanish through my school's foreign language program. Outside of academics, I played tennis for DHS and my tennis partner and I were number one doubles for DHS my senior year. In my junior year, I began volunteering at the local elementary school as a math and reading tutor and developed a love for working with and teaching elementary school students.

This summer I am traveling with my church to Mexico to help build houses for families in need. This experience will help me improve my Spanish speaking and allow me to interact with people of a different cultural background. I am looking forward to this opportunity to give back and improve the lives of others.

After I graduate from DHS, I plan to pursue my love for teaching at Western Oregon University in Monmouth, Oregon, where I hope to major in elementary education. I believe I will make a good teacher because I work well with others and have a knack for inspiring younger children to succeed. It is also my intention to minor in Spanish. This minor and my experience in Mexico will be useful in the classroom. Eventually, I would like to be a third grade teacher so I can do my part to educate future generations of students.

The pieces in this portfolio reflect my past achievements and relevant skills. I am confident the work I have accomplished at DHS will help me achieve my goals for the future.

Enjoy!
Sally Student
Senior, Class of 2015

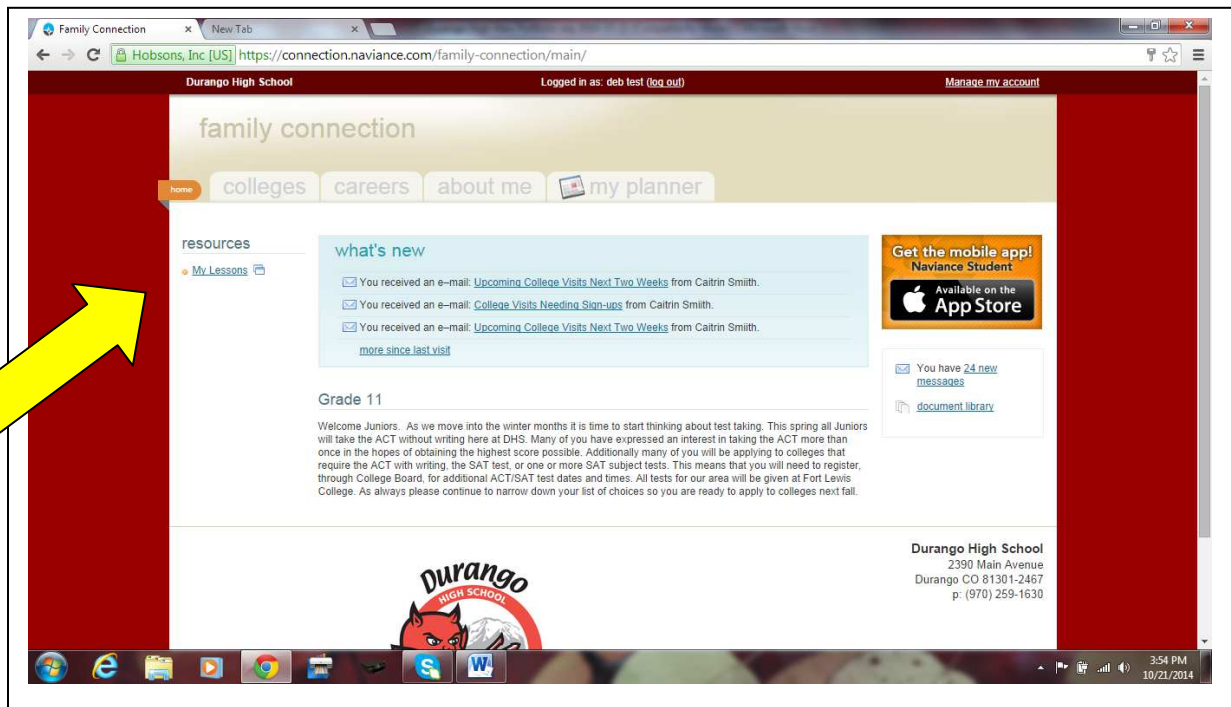
Naviance ICAP Activities

This is the bulk of your senior portfolio. You *cannot* graduate if you do not complete *all* of these activities!

Logging into Naviance:

- Go to naviance.com
- Click “sign in”
- Select student/family
- Enter zip code: 81301
- Select Durango High School
- If you know it, enter your username and password
- If you forgot your user name and password, see your teacher for help
- If this is your first time to use Naviance, click “I need to register”
- Enter login code provided by your teacher
- Create a user name and password
- All students must complete all grade-level ICAP activities to graduate.

Once you have logged into Naviance Click on the “My Lessons link”. You must complete all ICAP activities



Career Comparison Chart: Instructions

As you complete all of your required ICAP activities in Naviance, you have taken the time to explore careers that interest you. Now you will select your top three choices and detail the benefits and challenges of each career. Fill in the career comparison chart on the following page with all of the appropriate information. Be thorough and make sure to research and answer each component. Your chart must be computer generated, and cannot be handwritten. To create a chart, open a Word document, select, “Table”, then “insert”. Click on “Table” and then select the amount of columns and rows that you need. (Columns go up and down – like fence posts; rows go left to right).

You are to include all of the required elements, but you can add additional information if you so choose. If you cannot find all of the relevant information through the usual methods (using Naviance) then find someone who works in that occupation, and interview them. Either way, the information is available, and it is your job to research it. As always, if you need assistance, please ask your advisor, for help.

Research your careers at: Naviance.com

- Select the “Careers” tab
- Select “favorite careers and career clusters”
- Begin your research

Sample: Career Comparison Chart

Career	Writer	Editor	Newspaper Reporter
Required Degree or Certification	Bachelor's Degree in communications, journalism, or English	At least a Bachelor's Degree. Majors for editors include journalism, English, and communications	Bachelor's degree in Journalism
Time to earn degree or certification	4 years	4 years	4 years
Average workweek	May work part time or full time. Copywriters usually work full time.	Work more than 40 hours per week. May work early in the morning or late in the evening.	May work full time or part time. Most work full time and are usually assigned to a day or evening shift. Reporters may have to change their work hours to meet deadlines or follow late-breaking news stories, or travel to other areas to gather information and report news.
Vacation Time	Usually 2 weeks paid, but can be decided by negotiation	Typically 2 weeks, can extend to more time if you stay with the same company.	2 weeks paid.
Salary (Entry level wage)	\$16.76 per hour to start	\$16.95 per hour to start	\$11.72 per hour, to start
Average Annual Income (Entry level)	\$34, 850	\$35, 250	\$24, 370
Current Demand	Limited job opportunities through 2014	Good job opportunities are expected in this field through 2014	Good job opportunities through 2014
Travel	Personal only, no work compensation	Not generally	Can be sent to interview in different locations.
Bonuses	No	Depends on the position, but some with better jobs.	Sometimes
Public or Private Position	Private	Public	Public
Insurance offered	No	Yes	Yes
Retirement Plans	No	Yes	Yes

College Comparison Chart: Instructions

It is wise for you to research colleges, even if you don't think that you are going to college immediately after high school. You may discover that the job you want requires an education beyond your high school years; you may find that college offers some interesting options of which you are currently unaware; you may determine that though you don't wish to attend college now, you will want to in the future. Regardless of your findings, this is a valuable piece of your portfolio.

Focus on three colleges that seem to offer something of interest to you. Research the colleges, either by visiting them, writing to them and requesting materials, or by looking for information on the Internet. Create a chart that compares the three colleges, including the programs they offer and the costs for tuition, books, and living expenses. Type the final piece and place it in your portfolio.

FAQs (Frequently Asked Questions)

- What's the difference between a "semester" and a "quarter"? *A semester lasts for ½ of the school year, a quarter lasts for ¼ of the school year. Credits are determined by the number of semesters or quarters that you must take in order to earn a degree. It's very important to know what your college requires, and how long it will take to earn it.*
- How many types of degrees do I have to acknowledge? *You should note any degree that pertains to your current interest. If you do not have a current interest, you should note at least 4 different programs of study.*
- How do I figure out tuition and books costs? *All colleges will list their tuition costs, usually in their catalog (which can generally be accessed online). Most colleges include an estimated cost for books. OR google college navigator. This is a free website that will give you all the information regarding the cost of attending your selected colleges.*

Sample: College Comparison Chart

Name of College	Portland State University	Oregon State University	Georgetown University
Types of Degrees or Certification offered	Bachelor of Arts Bachelor of Science Master's Degrees' Some Doctorate	Bachelor of Arts Bachelor of Science Master's Degrees' Some Doctorate	Bachelor of Arts Bachelor of Science Master's Degrees' Some Doctorate
Programs of study that are offered	Social Science Psychology Sociology	Engineering Animal Science Veterinary Science	Social Science Anthropology Psychology
Location (city and state)	Portland, OR	Corvallis, OR	Washington D.C.
Time to earn degree/certification	4 years for Bachelor's degree 6 years for a Master's degree Varies for a Doctorate	4 years for Bachelor's degree 6 years for a Master's degree Varies for a Doctorate	4 years for Bachelor's degree 6 years for a Master's degree Varies for a Doctorate
Quarters or Semesters?	Quarters	Quarters	Semesters
Length of terms	10 weeks	10 weeks	3 months
Tuition and Book costs per term	\$2, 100 tuition \$300 books	\$1,900 tuition \$400 books	\$7,000 \$900
Annual Living Expenses	\$3000-4000 off campus \$2,500 in dorms	\$4,000-4,500 off campus \$3,000 in dorms	\$12,000 in the dorms \$15,500 off campus
Number of freshmen admitted each year	4, 875	4,057	6,983
Application costs	\$50 non-refundable	\$75 non-refundable	\$150 non-refundable
Entrance Requirements	High School diploma, SAT scores or ACT	High School diploma, SAT scores or ACT	High school diploma, 1800 on SATs, 40 on ACT

Action Plans A & B: Instructions:

Regardless of what you do after high school, you need a plan! Please complete Plan A and Plan B. Action Plan A should address your first choice of activities following high school. In other words, if everything goes exactly the way you planned, what will your life look like? Be thorough; make sure to include specific amounts for the portion of your plan that involves money. Outline your steps carefully and sequentially. Be specific about your living arrangements; location, roommates, costs, etc.

Action Plan B is your default plan. In other words, if everything falls apart in Action Plan A, what will you do? You also need to be very specific in this plan. If you can't go to college, then where will you work? If you can't live at home, then with whom will you live? These are the types of specific answers you need to provide in a good action plan. Finally, as always, if you are confused, please ask your advisor or teacher for assistance in completing your Action Plans.

Sample: Plan A

What is your first choice of plans after graduation?	I plan to attend Georgetown University in Washington D.C. I think that I am going to major in Psychology.
What requirements must you fulfill in order to complete your plan?	I need to graduate from high school with a 3.5 G.P.A. I need to score at least 1800 on my SATs or a 40 on my ACT. I need to apply to the University and get my letter of acceptance.
What living arrangements do you need to make?	I am hoping to live in a dorm, because that is more affordable than living in an apartment in Washington, D.C. However, if there are no dorms available I will need to find a roommate and get an apartment in D.C. I am flying back there in June to research living arrangements.
How much money does this plan require?	Tuition: \$28,000 year Dorm: \$15,000 year Books: \$2,000 year Food/Misc. \$3,000 year Travel home on Christmas and summer break: \$1,000 TOTAL: \$49,000 year
What is your plan to obtain this money?	I have earned two scholarships, one of them will pay for \$12,000 a year and the other will cover \$15,000 a year. I have also applied for Financial Aid and will take out student loans if necessary.
What steps have you taken to complete this plan?	I have applied to Georgetown. I have taken the ACTs and SATs twice and plan to take them once more time to try to improve my score. I have researched the college and surrounding locations. I have a plane ticket for my flight to D.C. in June. I have applied for Financial Aid. I have applied for dozens of scholarships.
What steps do you need to complete?	I need to hear from the college (to know if I've been accepted). I need to figure out my living arrangements. I need to take the last ACT and SAT tests.

Sample: Plan B

What will you do if Plan A does not work out?	I will go to Oregon State University. I still want to study Psychology.
What requirements must you fulfill in order to complete your plan?	I need to graduate from high school with a 3.0 G.P.A. I need to score at least 1300 on my SATs or a 30 on my ACT. I need to apply to the University and get my letter of acceptance.
What living arrangements do you need to make?	I would live at home and commute, at least for the first year. Then I plan to find an apartment in Corvallis and share expenses with a roommate.
How much money does this plan require?	Tuition: \$8,000 year Commuting: \$2,000 year Books: \$2,000 year Food/Misc. \$3,000 year TOTAL: \$15,000 year
What is your plan to obtain this money?	I need to apply for scholarships that cover expenses at OSU. (The two I have are only for Georgetown). I have also applied for Financial Aid and will take out student loans if necessary.
What steps have you taken to complete this plan?	I have applied to Oregon State University as well as Georgetown. I have taken the ACTs and SATs twice and plan to take them once more time to try to improve my score. I have researched the college and surrounding locations. I have applied for Financial Aid. I have applied for dozens of scholarships.
What steps do you need to complete?	I need to hear from the college (to know if I've been accepted). I need to figure out my living arrangements. I need to take the last ACT and SAT tests. I need to graduate from high school. I need to get a reliable car, since I'll be commuting from Sheridan to Corvallis 5 days a week.

Resume:

A resume is a synopsis of your experience and qualifications. Effective resumes will inform the reader about important facts regarding you, the applicant. When you write your resume you want to make sure you catch the reader's attention. Remember, you are trying to convince the reader that you are worthy of a job, or college admission. It is important to provide all of the following information in your resume:

- Your name
- Your address
- Your contact information
- Mailing address
- Telephone (home and cell)
- E-mail address
- Who are you?
- What skills do you have?
- What should the interviewer know about you?
- What achievements set you apart?
- Remember to:
 - Make it personal
 - Highlight and reflect your personal strengths
 - Always type it
 - Have a teacher or parent proofread it
 - Make it look professional
 - Omit personal pronouns (I, me, myself)
 - Use action verbs to describe your qualifications.

On the next page is a sample resume. Use any format you wish. There are many resources for sample resumes, check on Microsoft Word, and also on the Internet. If you already have a resume, then you need to show it to your advisor, edit and update it, and make sure that it meets the requirements of the Senior Portfolio.

Sample Resume

Sally Student

623 Main Street
Durango, Colorado 97378
(970) 111-1111 (home)
(970) 111-1111 (cell)
ssstudent@emailaddress.com

Career Objective: Elementary School Teacher

Education: High School Diploma, June 2008
Durango High School, Durango Colorado, 81301
G.P.A. 3.2 Class Rank: 15 out of 63

Honors and Awards:

Honor roll for last three semesters
Perfect Attendance Award for last two years

Relevant Courses:

Child Development
Algebra and Geometry
Spanish I, II, and III
Psychology

Babysitting – 2005 to present

Have taken care of four children, ages 3-9 every summer.

Cadet Teaching – September 2007 – June 2008 at Needham Elementary School

Worked in a 3rd grade classroom, helped teach reading and basic math skills.

Other Experience: Waitperson – Summer 2007 – Coyote Joe's in Durango, Colorado

Provided efficient, friendly, quality service in busy family dining restaurant.

Extra Curricular Activities:

Girl Scouts – 1996-2006

- Reliability
- Community Service
- Spirit Mountain Casino Picnic
- State Fair Stroller Booth

Durango High School 2005-09

- State Basketball Playoffs 2008 and 2009
- Softball 2006-09
- Drama 2005-09

Cover Letter Format and Tips:

The cover letter format lists the information you need to include in the cover letter you submit with your resume. Use this guideline to help create cover letters to send to employers.

Contact Information: Your name, date, address, phone number, and email address

Employer contact Information: Name, Title, Company, Address,

Salutation: Dear Mr./Mrs. Name

Body of Letter: The body of the letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

First Paragraph: The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

Middle paragraph: The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

Final Paragraph: Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

Complementary Close: Respectfully yours and signature

Thank You Letter:

Please select at least two people (teachers, coaches, etc) who have had a positive impact on your life to write a thank you letter to. After your advisor has checked off that you have completed this portion of the portfolio please deliver the letter to that person. Follow the tips below, and as always, if you need help, please ask. This is the only component of your portfolio that may be handwritten.

- **Write the thank-you letter as soon as possible** after the event (for a job interview, this should be within *24 hours* of the interview). However, do not thank the person beforehand (for example, "Thanking you in advance for your help in this matter"). To do so is presumptuous and suggests you are unwilling to write a follow-up letter.
- **Handwrite personal letters**, and use customized letterhead for business correspondence. Use quality paper. E-mail may also be appropriate in less formal situations, especially if the addressee expresses a preference for it or if time constraints require it.
- **Address your letter to a specific person**, if possible, not just the company or organization in general.
- **Write clearly and concisely**; this is no time to be longwinded or flowery.
- **Stick to the point.**
- **Be sincere**--most people can sense when you aren't being honest.
- **Be specific and include details from the event.** Make your letter stand out (don't send a generic letter that could be to or from anyone).
- **Proofread the letter before sending it:** grammatical errors and typos are sloppy and unprofessional.

Letters of Recommendation:

You are required to collect three letters of recommendation. Collect one letter from an employer, one from a teacher*, guidance counselor, principal, or advisor, and one from a coach, priest, minister, or another adult of the same caliber.

When you ask for a letter of recommendation it is common courtesy to request the letter in writing, or approach the letter writer in person to ask for a recommendation.

Remember to practice common courtesy when requesting your letter. Allow the writer plenty of time and provide a list of your accomplishments and goals for the writer. Also, make sure to provide the letter writer with the Recommendation Request Form (found on page 17).

You should explain to the writer that you will include the letter in your portfolio, which you will use to conduct your job search, or college admission process.

Make your letter writer aware of the exact deadline that you need your letter. Also, make sure to arrange a date to pick up the letter and/or provide a self-addressed, stamped envelope.

Finally, once you have received your letter, make sure to properly thank the letter writer. Either send a thank you note, or thank them in person. Remember, courtesy goes a long way!

You will find the Recommendation Request Form on the next page. Fill it out, make three copies, and get them to each letter writer. Remember to allow at least two weeks' time for writers to return their letters.

*NOTE: Because teachers are asked to fill out so many letters of recommendation during this time, please ask for a letter ONLY if you need it for a scholarship or job application that you are actually submitting. If you are just asking for a letter in order to fulfill the requirements of this portfolio, then you need to use the Durango High School Reference form (page 18).

Recommendation Request Form

Thank you for agreeing to write a letter of recommendation for me. My full name is _____ and my phone number is _____. Please contact me if you have any questions. I plan to use this letter for (circle one):

- Employment
- College application
- Scholarship
- Other: _____

My current career/academic goals are:

When writing your recommendation, please consider the items below and how they relate to the plans/goals I have outlined for you:

- Personal character
- Work ethic (including punctuality, use of sick time, working with others, etc.)
- Motivation
- Enthusiasm for learning
- Relevant technical or career-related skills
- Relevant academic experience

I would appreciate it if you could complete the letter by this date:

- I will/have (circle one)
- Pick up the letter when it is completed.
- Enclosed a self-addressed, stamped envelope.

Thank you for your help!

Durango High School Reference Form

Student's Name _____ Date _____

Indicate your evaluation of the student in each of the following areas by placing an X to indicate the level of competence.

E = Excellent G = Good A = Acceptable N = Needs Improvement

COMPONENTS	E	G	A	N*	Comments
Essential Skills					
Read & interpret texts					
Write for a variety of purposes					
Speak & present publicly					
Apply math in a variety of settings					
Use of technology					
Completes work on time					
Classroom participation					
Think critically & analytically					
Demonstrate career related learning					
Appropriate attitude in the classroom					
Extracurricular Accomplishments					
Leadership					
Drama					
Music					
Sports					
Other					
Job Readiness Skills					
Confidence					
Complete & concise answers					
Appropriate appearance					
Sets goals for the future					
Teamwork					
Personal qualities & character					
Attendance & punctuality					

* Please comment on "Needs Improvement" rating.

What are the first words that come to your mind to describe this student?

Additional comments:

Work Samples:

Your portfolio must include samples of your work. You are responsible for selecting and gathering these samples. Choose your best work – work that demonstrates your skills and achievements. Remember that you want to showcase what you do and how well you do it.

Samples of work that don't fit in the portfolio may accompany it, and you should provide a photograph of the work, along with reference to it, within the portfolio.

Examples of Work Samples to include:

- Research papers, book reports, essays
- Math projects
- Science projects
- Exams
- Computer projects
- Mechanical/technical drawings
- Pictures/projects relating to personal interests and hobbies (i.e. photography, poetry, cooking, woodwork, etc.)
- Models
- Poster
- Pictures/projects relating to activities you are involved with outside of school (Scouts, religious organizations, FFA, etc.)
- Other: If you are unsure what is acceptable, then check with your advisor

Work Sample Reflections:

A reflection that details the information listed above must accompany each work sample you submit. Your reflection should be written in essay format and must be edited to eliminate all spelling and grammatical errors. Place the reflection in front of the work sample you are addressing.

- When did you complete this work?
- In what context did you complete this work? (School assignment, extra credit, self-motivated, etc.)
- Why are you proud of this work?
- What, if anything, would you have done to improve this work?

Personal Interests and Achievements:

In this section of the portfolio, you will include a personal reflection essay, a copy of your current transcript and other examples of your personal interests and achievements.

You must include:

- A High School Transcript
- College Transcript (from any dual enrollment courses you have taken in high school)
- A Personal Reflection Essay

Other potential information to include:

- ACT scores
- SAT (Scholastic Aptitude Test) reports
- ASVAB (Armed Services Vocational Aptitude Battery) reports
- Academic Award(s)
- Citizenship Award(s)
- Honors Award(s)
- Sports Award(s)
- Certificates of participation in a club(s)
- Other awards or recognition that you have received
- Other recognition of your personal interests and abilities

Sample: Personal Interests and Achievements

Activity	Date or Time of Commitment	Brief Explanation of Activity
TCAP Reading Test	2007	Exceeded with a score of 255
TCAP Science Test	2007	Exceeded with a score of 253
TCAP Writing Test	2007	Met with a score of 40
SAT or ACT	Jan. 26, 2008	Overall score of 1650
National Honor Society	May 10, 2006	Because of my good grades I was inducted into the National Honor Society.
Basketball	Winters 2005-09	Played Varsity basketball for DHS
District 3 Honor Band	Jan. 21-23, 2008	I was selected to play with the top band students in our district.
Doernbecher Fundraiser	October 2007 May 2009	I helped our school raise \$4,500 for Doernbecher
Mexico Trip	March 2008	Went to Mexico with our church to help orphans
Drama	2006-09	I had minor roles in <i>King Lear</i> , <i>Godspell</i> , <i>Taking Steps</i> , and <i>The King and I</i>
Georgetown University	January 2009	Applied and was accepted to Georgetown University! Go Hoyas!
May Day	May 2009	Decorated the dance for May Day
May Day	May 2009	Crowned May Day Princess
Academic Awards	May 2008	Earned Academic Excellence award in AP English and AP US history

Community Service Hours:

Community service is donated service or activity that is performed by someone or a group of people for the benefit of the public or its institutions. Sheridan high school has implemented community service as part of its portfolio package to be completed during a student's senior year. Community service may be done during the summer prior to the senior year and must be documented on the Community service form. Community service hours must total 20 prior to presenting your portfolio to the committee.

Many educational jurisdictions in the United States require students to perform community service hours to graduate from high school. In some high schools in Washington State, for example, students must complete 200 hours of community service to receive a diploma. If a student in high school is taking an AVID course, community service has been required as part of the program.

Community service is the connection of community and its population. Several experts attest to the necessity of engaging youth in deliberating, planning, implementing, and reflecting on their community service, thereby sustaining high-quality service learning. This is intended to make community service an effective learning tool.

As part of the portfolio, you should include your Community Service record sheet and a reflection of the community service you performed.

Community Service and Record Sheet

Name of student _____

Name of Provider or supervisor _____

Location of Service _____

Phone number of provider _____ (home or Cell)

Email address of Provider _____

Date	Start Time	Task	End Time	Total Time	Witness Name*

*to be initialed by witness

I attest that I have completed the Community Service work as recorded above.

Student Signature

Date

Additional Documents:

You must include a copy of a completed college application and or a college acceptance letter in your portfolio.

In addition, you need to write a short essay (150-170 words) on one of the following prompts. You may also use an essay that you wrote for your college applications.

1. Explain your career aspirations and your educational plan to meet those goals.
2. Describe a challenge or obstacle you faced in the last ten year. What did you learn about yourself from this experience?
3. Describe a personal accomplishment and the strengths and skills you used to achieve it.

Explain how you have helped your family or made your community a better place to live. Please provide specific examples.

Upload Senior Portfolio into Naviance:

Congratulations on completing your senior portfolio! Please upload all typed information from your senior portfolio into Naviance. The best way to do this is to combine all of your word docs and any spread sheets into one large document.

- Title the bundle as “Senior Portfolio”
- Next log into your Naviance account
- Click on the “About Me” tab
- In the “Interesting things about me” section click on “Journal”
- Click on “New Journal Entry” and follow the instructions.

Scoring Rubric	Does Not Meet the Standard 0	Partially Meets the Standard 2	Meets the Standard 4	Exceeds the Standard 6
Letter of Introduction	The student is not able to present a cover letter.	The student provides a letter with their interests, and goals. The letter was not in appropriate business letter format and contained spelling and grammar errors.	The student provides a letter discussing the student's interests, goals and experience. The letter is in appropriate format and contains no more than 3 spelling and grammar errors.	The student provides a letter discussing the student's interests, goals, and experience. The letter is in appropriate format and contains no spelling or grammar errors.
Career Comparison Chart	The student did not complete the chart.	The student has only partially completed the chart.	The student has completed all information.	The student has completed all information and has added additional information.
College Comparison Chart	The student did not complete the chart.	The student has only partially completed the chart.	The student has completed all information.	The student has completed all information and has added additional information.
ICAP Naviance Activities	The student did not complete the chart.	The student has only partially completed the chart.	The student has completed all information.	The student has completed all information and has added additional information.
Action Plans	The student did not complete either action plan.	The student only completed one form.	The student completed both form A and form B.	The student completed both forms and compared the information in a short letter of reflection.
Resume	The student was not able to present a complete resume in appropriate format.	The student presented an incomplete typewritten resume using an inconsistent format and contained spelling and grammatical errors.	The student presented a complete, neat, typewritten resume, which adequately described education and experience. The format was consistent but exceeded one page.	The student presented a complete, neat, typewritten resume, which described education and experience in professional language. The format was consistent and did not exceed one page.
Letters of Recommendation	The student is not able to provide any letters of recommendation.	The student is able to provide 1 letter of recommendation from a non-family member.	The student includes 3 letters of recommendation from non-family members.	The student is able to provide an additional list of employers/personal references with contact information.
Work Samples and Reflections	The student is not able to provide a sample of his or her best work.	The student is able to provide a sampling of his or her best work. The student has an appropriate reflection on the work sample.	The student is able to provide 3 samples of his/her best work, which highlight his/her abilities and/or interests. The samples are appropriate to share with a potential employer or college admissions board. Each sample is accompanied by a thoroughly thoughtful reflection.	In addition to 3 print samples, the student also included CD-ROMs, videos and other multimedia formats appropriate to share with a potential employer or college admissions board. The reflections are introspective and insightful.
Personal Interests & Achievement Chart	The student has not provided a chart.	The student has included minimal information.	The student included all required information including school and community service awards.	The student has created a professional inventory of his or her work that includes activities at school in the community, and a completed OSAC activities chart.

Transcripts	The student is not able to provide a transcript.	The student is able to provide a partial high school transcript.	The student is able to provide a high school transcript.	The student is able to provide a high school transcript as well as a college transcript.
Scoring Rubric	Does Not Meet the Standard 0	Partially Meets the Standard 2	Meets the Standard 4	Exceeds the Standard 6
Best essay	The student did not include a sample of his or her best essay.	The student included an essay that was not re-typed and contained teacher scoring marks.	The student included a copy of his or her best essay that was properly edited and was not marred by scoring marks.	The student included a copy of his or her best essay and wrote a letter of reflection that explained the significance of the work.
Cover Page and Table of Contents	The student did not include either a table of contents or cover page.	The student included either the cover page or table of contents.	The student included a cover page and a table of contents.	The student created a colorful and unique cover page and a properly formatted table of contents.
Thank you letter	The student did not include a thank you letter.	The student included a poorly written thank you letter.	The student included a well-written thank you letter.	The student included a professional, grammatically perfect thank you letter.
Overall Presentation of Portfolio	The student does not present the portfolio in notebook form.	The student provides a notebook with the student's name in plain view. All items are provided but not in order by section.	The student provides a notebook with the cover page, table of contents; all items in correct order by sections, all pages are neat, clean, and three-hole punched.	The student provides a notebook with cover page, table of contents; all items are neat, clean, and provided in order, color and style enhance the overall work and all work is neatly contained in three-hole punched plastic protectors

Senior Portfolio Scoring Guide

A Portfolio containing examples of your best work, evidence of research into colleges and careers, a high school transcript, three letters of recommendation, and a sample of your resume is required to complete the Senior Portfolio. You will present this portfolio of work to a panel of judges and you will be scored on the following criteria:

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Creation of Portfolio	Total Value	Points Given	<p>Scoring Key</p> <p>6 = Exceptional *</p> <p>5 = Met and gone beyond adequate</p> <p>4 = Met and adequate</p> <p>3 = Not yet met – some problems exist in this area</p> <p>2 = Significant problems exist in this area</p> <p>1 = Not acceptable</p> <p>0 = Not Scoreable</p> <p><i>*This would result in Extra Credit</i></p> <p><u>Comments and Notes:</u></p>
Cover Page	4		
Free of Spelling/Grammar Errors	4		
Table of Contents with accurate page numbers	4		
Content			
Letter of Introduction to college or job	4		
Completed all ICAP via Naviance	4		
Career Comparison Chart (3 careers)	4		
College Comparison	5		
Action Plan A and B	4		
Resume	4		
Cover Letter	4		
Thank You Letter	4		
Letters of Recommendation (3)	4		
First Work Sample with reflection	4		
Second Work Sample with reflection	4		
Personal Interests and Achievements Chart	4		
Community Service Hours	completed		
Best Essay (rewritten – no scoring marks on it)	4		
High School Transcript	4		
Personal Reflection Essay	4		
Completed College Application or acceptance letter	4		
Spoken language and professionalism	4		
Conclusion	4		
Upload Portfolio into Naviance	5		
Miscellaneous	4		
<i>Total Points</i>	90		
Final Grade	is passing		