Charles County Public Schools
Portfolio Program

The Charles County Public School System embraces as its mission, success for students in the areas of academic achievement, career readiness and personal responsibility. As one measurable student outcome of the career readiness goals, students will develop an "exit" or "showcase" portfolio.

What is in the portfolio?
- A student resume
- Support letter from an adult
- Personal mission statement
- Artifacts which represent the areas of academic achievement, personal responsibility and career readiness

Who is involved with the direct instruction?
- English teachers
- Career Center Coordinators
- Content teachers, as requested

Who is responsible for maintaining the portfolio?
- Each student chooses a mentor from among the high school staff, staff members are asked to accept three students who request them to be their mentor. The mentor meets frequently with the students and monitors and encourages the students to add to their portfolios.

Who are the mentors?
- Mentors are members of the High School staff who volunteer to mentor 3-4 students. The most important functions of the mentor are to coach, teach and listen. Mentors provide positive reinforcement, continued support and guidance in the development of the student's portfolio.

How will each student present his/her portfolio?
- All seniors will present their portfolios in a structured interview situation with employers, school board members and administration and supervision personnel.
- A group of 8-12 students will develop an electronic portfolio using the technology available at the school. These students will present their electronic portfolio using a "CD" in the process.

For assistance with the portfolio project please call the Department of Career and Technology Education Options 301-934-7373.

SENIOR PORTFOLIO CHECKLIST

Student Name:_____   Mentor:_____

English Teacher:_____   **Class Period:**_____

Date Due	*Description of Artifact or Activity*	**Date Completed**	**Initials Mentor**	**Initials Student**	**Initials English Teacher**
	Mentor Match				
	Mission Statement				
	Goals				
	Action Plan				
	Resume				
	Support Letter				
	Introduction Letter / Reflection				
	Academic Achievement Artifact				
	Rationale(Academic Achievement)				
	Career Readiness Artifact				
	Rationale (Career Readiness)				
	Personal Responsibility Artifact				
	Rationale(Personal Responsibility)				
	Completed Portfolio				
	Mock Interview				

FINAL PORTFOLIO EVALUATION

Individual pieces of the Senior Portfolio have already been graded in English classes. While senior English teachers may vary slightly in the requirements for their students, the final evaluation of the student's portfolio is based on the original requirements outlined by the Portfolio Task Force and the Portfolio Support Team. Those requirements are as follows:

> Introductory Statement/Reflective Piece
> Mission Statement
> Resume'
> Support Letter
> 3 areas of the 5-Year Plan represented*
> Interview

* Students should have selected one artifact and written a rationale for each of the three areas of the
5-Year Plan -- Academic Achievement, Career Readiness, and Personal Responsibility.

This final evaluation is to check that all pieces are represented and that the overall presentation is appropriate. All work should be reflective of the student. Any work used by another author should be properly cited. Please use the rubric below to evaluate your student's final portfolio.

	PARTS	RESUME'	ERRORS/MISTAKES	ORGANIZATION	EFFORT
5	all pieces are represented	*error-free* resume, *effectively* showcases a student's strengths	few, if any "surface" errors (immediately obvious errors) in portfolio	used logical, easy-to-follow order	showed outstanding effort and time
4	all pieces are represented	resume contains *few if any* mistakes, *effectively* showcases a student's strengths	few, if any "surface" errors (immediately obvious errors) in portfolio	used logical, easy-to-follow order	showed time and effort
3	most pieces are represented	resume contains *few if any* mistakes, *evidence* of students *strengths* presented	portfolio contains *some* "surface" errors	used easy-to-follow order	showed fair effort
2	most pieces are represented	resume contains *few if any* mistakes, *information* about student *presented*	portfolio has *many* "surface" errors	used order that was confusing at times	showed little effort
1	some pieces are represented	resume may have "surface" errors (immediately *obvious mistakes*), *information* about student *presented*	portfolio has *many* "surface" errors	used hard-to-follow order	messy, very little effort

FINAL PORTFOLIO EVALUATION

Please complete the following information and return this form to me by _____
Thanks for all your hard work!

Mentor's Name _____

Student Names   Score

1. _____   _____

    English Teacher's Name _____   Period ____

2. _____   _____

    English Teacher's Name _____   Period ____

3. _____   _____

    English Teacher's Name _____   Period ____

4. _____   _____

    English Teacher's Name _____   Period ____

5. _____   _____

    English Teacher's Name _____   Period ____

6. _____   _____

    English Teacher's Name _____   Period ____

7. _____   _____

    English Teacher's Name _____   Period ____

8. _____   _____

    English Teacher's Name _____   Period ____

STUDENT INTERVIEW EVALUATION

Student's Name _____**English Teacher** _____

Career Objective _____**Date** _____

Circle the appropriate number in each category, then make additional comments below.

	Low			**High**	**Portfolio Use**
Greeting and Introduction . . . . *Shakes hand, smiles, overall first impression*	1	2	3	4	**Student presents portfolio effectively during interview**
Appearance . . . . *Posture, grooming, appropriate dress for job*	1	2	3	4	
Self-confidence . . . . *Eye contact, awareness of marketable skills/qualities*	1	2	3	4	**1 2 3 4**
Positive Attitude . . . . *Appears interested, motivated, asks questions*	1	2	3	4	**Portfolio used to show information on student's skills and qualities**
Presentation of Self . . . . *Speaks clearly and concisely, demonstrates maturity*	1	2	3	4	
Closure . . . . *Summarizes him/herself, shakes hand, thanks the person for his/her time*	1	2	3	4	**1 2 3 4**

Additional Comments: _____

_____

_____

Interviewer's Name: _____

INTERVIEWER'S EVALUATION

Circle the appropriate number in each category, then make additional comments below

		Low				High

1. **Overall, how would you rate the interview skills of the students you interviewed?**   1   2   3   4   5

2. **In your opinion, were the students able to speak with knowledge and confidence about their career goals/objectives?**   1   2   3   4   5

3. **In your opinion, were the students able to speak with knowledge and confidence about their marketable/transferable skills?**   1   2   3   4   5

4. **In your opinion, did the portfolios exhibit honest reflections by the students?**   1   2   3   4   5

5. **Overall, how would you rate the students' creativity in "showcasing" their skills and achievements?**   1   2   3   4   5

ADDITIONALCOMMENTS_____

_____

PLEASE ANSWER THE FOLLOWING (ONLY ANSWER THIS SURVEY ONE TIME)

Your Name:_____**(PRINT) Title:**_____

How would you rate your experience? (Check one) _____*excellent* _____*good* _____*fair* _____*poor*

*Comments:*_____

Would you be willing to participate next year? _____*Yes* _____*No*

If yes, please fill out the following information (Please Print)

*Mailing address*_____*City*_____*State*_____*Zip code*_____

*Phone*_____*E-mail address*_____