



Kentlake High School

Home of the Falcons

eFOLIO/Portfolio Student Guide



Kentlake High School

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Dear Kentlake Students:

The Culminating Project is a mandated graduation requirement by the State of Washington and the Kent School District. With its many components, timelines, and rubrics, the project will be completed over four years in high school. The Kent School District has tailored the Culminating Project to further reflect the expectations and mission of the entire school district. The Culminating Project should not be viewed as added work beyond what you are already doing since most of the project requirements are assignments and activities that you are doing as part of your classroom work and community involvement.

You will save all of your work in an electronic portfolio, called eFOLIO, which you can access from home. You will have access to it year-round, and even for several years after graduation. Seniors are additionally required to give an oral presentation of this electronic portfolio that focuses on the skills, interests, experiences and career goals achieved over the past four years.

You will be guided through the requirements by staff during Advisory class. However, most elements will need to be completed on a student's own time. If students complete the eFolio requirements over the course of their high school career instead of waiting until their senior year, this project will not be overwhelming and will truly be an intended reflection of a student's learning from his/her high school career.

Sincerely,

Kentlake Staff and Administration



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eFolio Portfolio Checklist

All forms referenced below can be downloaded on Kentlake's Culminating Project Web Site

Best Works (Senior Binder Divider Tab)

- ☐ Awards and Activities (Athletic awards, Community Service Award, Job Shadow Award, etc.)
- ☐ Best Work – 9th grade (An outstanding work completed in the 9th grade)
- ☐ Best Work Reflection – 9th grade (Answer questions on provided Best Works Reflection worksheet)
- ☐ Best Work – 10th grade (An outstanding work completed in the 10th grade)
- ☐ Best Work Reflection – 10th grade (Answer questions on provided Best Works Reflection worksheet)
- ☐ Best Work – 11th grade (An outstanding work completed in the 11th grade)
- ☐ Best Work Reflection – 11th grade (Answer questions on provided Best Works Reflection worksheet)
- ☐ Best Work – 12th grade (An outstanding work completed in the 12th grade)
- ☐ Best Work Reflection – 12th grade (Answer questions on provided Best Works Reflection worksheet)

Career Exploration (Senior Binder Divider Tab)

- ☐ Cover Letter (A letter that accompanies a resume and is usually sent to a potential employer about a job opening)
- ☐ Interest Inventory ("Career Matchmaker" survey on Career Cruising website; ASVAB test results also satisfy requirement)
- ☐ Job Application (Fill out provided template or upload application used for real employment)
- ☐ Job Shadow Reflection (Answer questions on provided Job Shadow Reflection worksheet or upload Job Shadow Certificate)
- ☐ Letter of Recommendation (May use a letter of recommendation written for college entrance or for a job application)
- ☐ Resume (Fill out provided template or create one of your own)

Community Service (Senior Binder Divider Tab)

- ☐ Time Log (Community Service Verification) (Completely fill out provided form or upload Community Service Certificate)
- ☐ Reflection (Answer questions on the provided Community Service Reflection worksheet or upload certificate)

High School and Beyond (Senior Binder Divider Tab)

- ☐ Four Year Plan (Fill out provided Four Year Plan)
- ☐ High School and Beyond Plan – 9th grade (Research job or post high school institution of your choice on Career Cruising)
- ☐ High School and Beyond Plan – 10th grade (Research job or post high school institution of your choice on Career Cruising)
- ☐ High School and Beyond Plan – 11th grade (Research job or post high school institution of your choice on Career Cruising)
- ☐ High School and Beyond Plan – 12th grade (Research job or post high school institution of your choice on Career Cruising)

*****Each High School and Beyond Plan must show a different job or institution researched*****

Research Paper (Senior Binder Divider Tab)

- ☐ Research Paper (May be completed in any subject)

Technology Proficiency Verification (Senior Binder Divider Tab)

- ☐ Productivity – Graphic Organizer (Concept map; examples include an outline, flow chart, resume)
- ☐ Productivity – Spreadsheets and Graphs (File created using Microsoft Excel showing both a spreadsheet and a graph)
- ☐ Productivity – Word Processing (Any Microsoft Word document containing a graphic, such as a .jpeg, .gif)
- ☐ Information Literacy (Completed research paper that contains cited ELECTRONIC SOURCES)
- ☐ Multimedia (Senior PowerPoint presentation satisfies this requirement)
- ☐ Communication (Senior PowerPoint presentation satisfies this requirement)
- ☐ Inventive Thinking Best Works (Senior PowerPoint presentation satisfies this requirement)
- ☐ Table of contents (required for Senior BINDER ONLY) (TOC must match binder's actual contents)
- ☐ Portfolio Introduction Letter (required for Senior BINDER ONLY) (Intro to who you are, what will be found in portfolio)



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BEST WORKS GUIDELINES

Awards & Activities

Students need to upload any athletic or academic awards they receive. Students can upload Academic Achievement awards for completion of Culminating Project requirements as well (Community Service or Job Shadow completion awards as an example). Students may choose to upload one award or all.

Best Work

Students will include an example of an outstanding work completed during each year of their four-year high school career. A Best Work can be selected from any subject.

Best Work Reflection

Students will use the provided Best Work Reflection form to answer questions about their best work.

CAREER EXPLORATION GUIDELINES

Cover Letter

A cover letter typically accompanies a resume. You can create your own or use the provided template on Kentlake's Culminating Project Web Site. The following tips should be helpful as you create your resume:

- Address your letter to a specific person by name and title where possible
- Keep the letter brief while you highlight one or two point from your resume,
- Close the letter with a request for an interview.
- Always print a cover letter on quality paper and sign your name.
- Proofread carefully!

Please see the sample Cover Letter on the next page for reference.



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Cover Letter Example

Your Name
123 Ascot Lane
Blacksburg, VA 24060

March 11, 2009

Mr. Robert Burns
President, Template Division
MEGATEK Corporation
9845 Technical Way
Arlington, VA 22207
burns@megatek.com

Dear Mr. Burns:

I learned of MEGATEK through online research using the Career Search database through Career Services at Virginia Tech where I am completing my Master's degree in Mechanical Engineering. From my research on your web site, I believe there would be a good fit between my skills and interests and your needs. I am interested in a software engineering position upon completion of my degree in May 2008.

As a graduate student, I am one of six members on a software development team where we are writing a computer aided aircraft design program for NASA. My responsibilities include designing, coding, and testing of a graphical portion of the program which requires the use of GIARO for graphics input and output. I have a strong background in computer aided design, software development, and engineering, and believe that these skills would benefit the designing and manufacturing aspects of Template software. Enclosed is my resume which further outlines my qualifications.

My qualifications make me well suited to the projects areas in which your division of MEGATEK is expanding efforts. I would appreciate the opportunity to discuss a position with you, and will contact you in a week or ten days to answer any questions you may have and to see if you need any other information from me such as a company application form or transcripts. Thank you for your consideration.

Sincerely,

William Stevens



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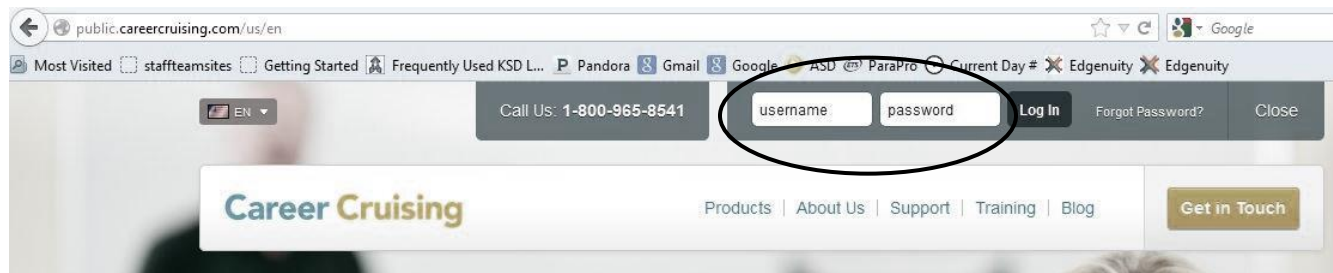
Interest Inventory

To satisfy the Interest Inventory requirement, students will need to complete the “Career Matchmaker” survey on Career Cruising and save their results to upload to eFOLIO. The Career Cruising website is

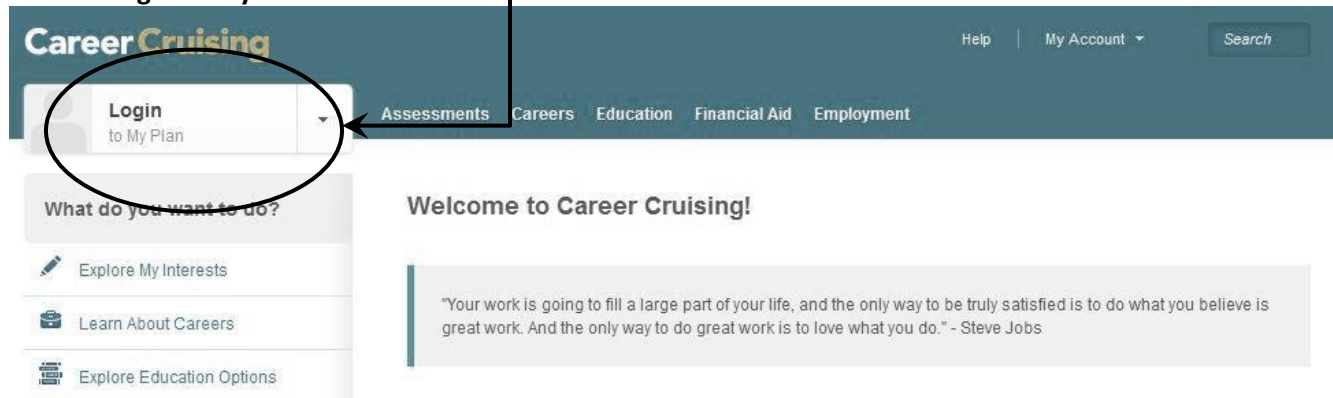
<http://www.careercruising.com>

Login: kentlake

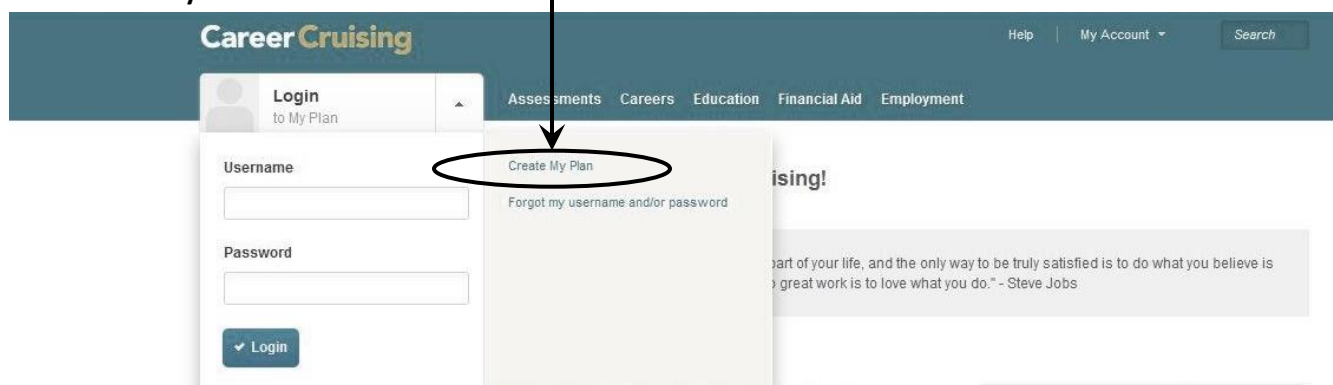
Password: falcons



Click on **Login to My Plan**



Click **Create My Plan**





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Complete the **My Information** section. Your e-mail address will be used **ONLY** to retrieve your password for your plan if you forget it, so please enter one.

Under **Choose Your Login** use the **SAME** username and password that you use to log in to your KSD account. Then click **Create My Plan**.

My Information

First Name Enter your first name *

Last Name Enter your last name *

Grade/Level of Education Please Select *

Gender ☐ Male ☐ Female *

Email Address Enter your email address

Confirm Email Address Enter your email address again

Choose Your Login

Username Enter your username [Check availability](#) *

Password Choose a password *

Confirm Password Re-enter your password *

sn123456 (your student number)

Your KSD password if possible
(passwords cannot contain any special characters other than _ , @ , -)

Once you click “Create My Plan”, you will need agree to the **Terms and Conditions** by checking the box. Click **Submit**.

Terms & Conditions

In order to access your account, you must read and agree to the terms and conditions of the End User Agreement.

IMPORTANT – PLEASE READ CAREFULLY

PORTFOLIO END USER AGREEMENT

IMPORTANT – PLEASE READ CAREFULLY: This Portfolio End User Agreement (hereinafter, the “Agreement”) is a legal and binding agreement between you, a Portfolio End User (hereinafter to be referred to as “you” and “your”) who is at a subscribing institution (hereinafter, the “Subscriber”) and Anaca Technologies Ltd. (“Service Provider”). The Service Provider has entered into a Terms of Use Agreement with the Subscriber to provide you with access to this website which shall be used by you for career and education planning. A copy of the Terms of Use Agreement is posted at Service Provider’s Internet website (go to <http://www.careercruising.com> and click on the

☐ I have read and agree to the End User Agreement.



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Click on **Explore My Interests**

CareerCruising Help | My Account ▾

Assessments Careers Education Financial Aid Employment

My Plan ▾

What do you want to do?

- Explore My Interests**
- Learn About Careers
- Explore Education Options
- Choose My Courses
- Build My Resume

Welcome to Career Cruising

"Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you great work. And the only way to do great work is to love what you do." - Steve Jobs

Focus on Careers

Focus on careers in design

Designing things that both meet people's needs and look good is a challenge all designers face. If this challenge sounds appealing, one of these careers might be right for

Click on **Matchmaker & My Skills**

CareerCruising Help | My Account ▾

Assessments Careers Education Financial Aid Employment

Matchmaker & My Skills Ability Profiler Learning Styles

Explore Assessments

Matchmaker & My Skills

Answer questions about your likes and dislikes to find careers that match up with your interests.

▶ Start Matchmaker

Ability Profiler

Learn more about your abilities and see how your abilities compare to those used in careers that interest you.

About Ability Profiler

Learning Styles Inventory

Discover how you learn and retain information and find tips on how to improve your study habits to suit your learning style.

▶ Start Learning Styles



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You must enter a **Matchmaker Label** (name for your results; can be the date or whatever you choose). To begin the assessment, click **Start Now**.

Matchmaker

Introduction

In this section you will be asked 39 questions. Read each question carefully.
Once you have finished answering the questions, Career Matchmaker will look for careers that suit your answers.

For each question there are five answers to choose from:



Dislike very much



Dislike



Does not matter



Like



Like Very Much

Matchmaker Label

Please enter a name for your session. Your results will be saved automatically after the first round of questions.

Today's date

▶ Start Now

Once you have completed the assessment, a list of careers is created that best match your interests and skills. You can further narrow your results by answering additional questions at any time.

Your results are automatically saved.

Next you will need to create a PDF version that you can upload to eFolio.



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To create an electronic copy of your results for upload to eFOLIO, Click on **My Plan**.

On the right you will see **Matchmaker & My Skills** under My Assessments. You will see your file (the Label you gave your session) here. **Click on your label**.

CareerCruising Help My Account Search

Student Name [Dropdown] Assessments Careers Education Financial Aid Employment

My Plan Build My Resume Share My Plan Print My Plan

Student Name
Kentlake High School
Kent, Washington
[Edit Profile](#)

My Assessments

- Matchmaker & My Skills**
Answer questions about your likes and dislikes to find careers that match up with your interests.
[Matchmaker Label you created](#)
Updated:
[Career Matchmaker](#)
- Ability Profiler**
Learn more about your abilities and see how your abilities compare to those used in careers that interest you.
[View More](#)
- Learning Styles Inventory**
Learn more about your abilities and see how your abilities compare to those used in careers that interest you.
[Learning Styles Inventory](#)

My Saved Careers
Bookmark the careers that interest you and record your thoughts about each. When you find an occupation that interests you click on "Save to My Plan".
[Find Careers](#)

My Saved Schools
Bookmark the colleges that interest you and record your thoughts about each. When you find a school that interests you click on "Save to My Plan".
[Find Schools](#)

My Saved Majors
Bookmark the majors that interest you and record your thoughts about each. When you find a major that interests you click on "Save to My Plan".
[Find Majors](#)



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Click on the **Printer Friendly** box on the right.

- Once the Printer Friendly results come up, from your browser, go to the **File** menu.
- Then click on **Save Page As...** and save your file (the default file type will be *.htm)
- Open **Microsoft Word**.
- Choose **File > Open** (navigate to where you saved your *.htm file).
- Choose **File > Save as Adobe PDF**.

Job Application

Students can upload a real job application they filled out when applying for employment or they may use the Job Application Template provided on Kentlake's Culminating Project SWIFT site.

Job Shadow Reflection

After completing the required three hours of Job Shadowing (can be done during any grade level), students will need to complete the provided Job Shadow Reflection form. This requirement can also be met by writing a Thank You letter to the Job Shadow Supervisor reflecting on the experience.

Letter of Recommendation

Students may use a letter of recommendation written for college entrance or for a job application. Students are also allowed to write their own letter of recommendation following the guidelines found here: <http://www.writeexpress.com/recommendation-letters.html>. The letter must still be typed and professionally written.

The following Letter of Recommendation sample is provided for reference.



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Letter of Recommendation Example



Falcons

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Kent School District

March 10, 2009

To Whom It May Concern:

I am delighted to recommend Ashlie _____. Ashlie is a student here at Kentlake High School and has been here for the last ____ years. I have witnessed her responsibility, resourcefulness and strong work ethic. She is a very conscientious student with leadership potential. She has demonstrated a responsible attitude and has been a pleasure to have as a student here at Emerald Ridge.

Ashlie received awards in Volleyball at both the district level and state level. She also participated in Club activities here at KLHS. She has been an excellent student and is always willing to participate above and beyond expectations. She also has excellent attendance. She worked extremely hard to excel and will graduate, no doubt, with honors. She shows a high motivation to succeed and made use of the extra opportunities available to achieve her goals.

Ashlie is very conscientious and always turns her work in complete and on time. I could always count on her to be a good role model for others in the classroom and she is willing to help others as well. She has been active in sports (Girls Fast Pitch Softball and Volleyball) as well as volunteering at her church and with a non-profit Christian Athletic Program for kids' basketball.

Here at Kentlake High School, we follow high standards. Ashlie is highly motivated and a self-starter in the many activities in which she is involved. She demonstrates an exceptional attitude and shows a great deal of responsibility. She easily meets our high standards.

In short, Ashlie is a young woman who is taking advantage of the many different opportunities available to her at Kentlake High School and who has great potential to any post secondary program or field of her choice.

It has been a pleasure to have Ashlie as a student here at Kentlake High School.

Sincerely,

Teacher
High School

21401 SE 300th Street Kent, WA 98042 Telephone: (253) 373-4900



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Resume

A resume is a one page fact sheet stating what you can do for a potential employer. You can create your own or use the template provided on Kentlake's Culminating Project site. The following tips should be helpful as you create your resume:

- Be brief – say what you need to in the fewest words; one page if possible
- Be honest – Honesty is the best policy; an employer may check on what you claim about yourself
- Be neat and accurate – Type your resume, proofread and avoid abbreviations

(Sample of resume format when there is no formal work experience)

Jolene Jones

6913 231st Street
Kent, WA 98032
(253) 555-5430

Job Objective

Seeking entry-level receptionist position

Education

Kent-Meridian High School Kent, WA
Graduation expected June 2008

Relevant Courses

- Office Systems, Keyboarding, Computer Applications, Recordkeeping

Skills and Abilities

Office Machines

- Ten-key adding machine
- Word Processing (45 WPM)
- Photocopier and FAX machine

Computer Skills

- PC: Windows XP, Word, Excel, and PowerPoint
- Macintosh: Microsoft Works

People Skills

- Office aide at Kent-Meridian High School in the main office for two semesters
- Organized student fund-raisers for Polynesian Club
- Read to, and play checkers with, elderly at nursing home

Hobbies and Interests

- Enjoy reading, drawing, exercising, and hiking with friends

References Furnished Upon Request



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COMMUNITY SERVICE GUIDELINES

Students are required to complete eight hours of community service. Community Service is defined by:

"Working with community members through volunteering personal time which will benefit a community need." Community service is unpaid work outside of the regular school day that benefits the community outside of school and/or a school related activity.

Time Log

Students need to keep track of the time they have spent doing community service projects on the provided Community Service Time Log form. This form also requires the signature of the Supervisor of the community service project.

Community Service Reflection

After completing the required community service hours, students will need to complete the provided Community Service Reflection form by reflecting on their experience.

HIGH SCHOOL AND BEYOND

Four Year Plan

Students will complete the Four Year Plan form by filling in the desired classes they would like to take throughout their high school career. Their advisor can help develop a four year plan that tracks the courses a student plans to take each year. Credits required to graduate are as follows:

- Language Arts – 4 credits
- Mathematics – 3 credits
 - ✓ Courses include Algebra, Geometry, Pre-calculus, Calculus
- Social Studies – 3 credits
 - ✓ Courses include World Studies, World Issues/Problems, U.S. History, Government
- Science – 3 credits
 - ✓ Courses include Earth/Physical Science, Biology
- Fine Arts – 1 credit
 - ✓ Courses include Art, Music, Photography, Drama, Dance
- Occupational Education – 1 credit
 - ✓ Courses include Business, American Sign Language, other CTE classes
- Health and Fitness – 2 credits
 - ✓ You must have one semester of health (.5) and three semesters of PE (1.5)
- Electives – 6 credits

High School and Beyond Plan – 9th, 10th, 11th, 12th

Students are required to research four different types of careers or post high school institutions (one each year of high school). Students will need to create a Career Cruising account (this account will also be necessary to take the required Career Matchmaker survey that meets the Interest Inventory requirement in eFOLIO).



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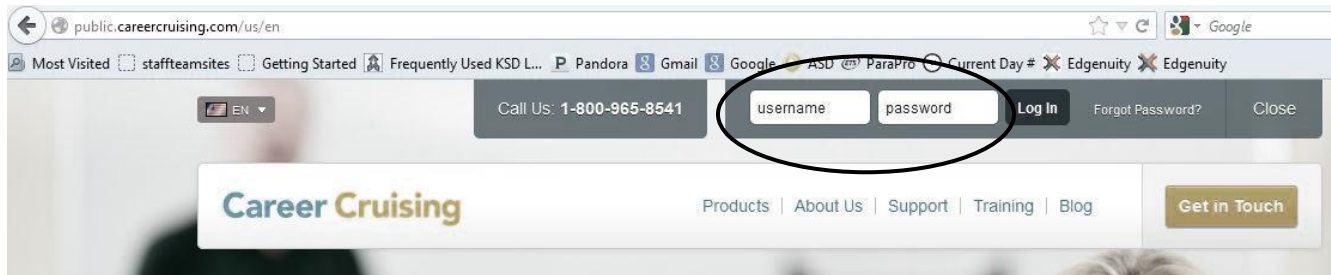
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To research a career on the Career Cruising website, follow these steps.

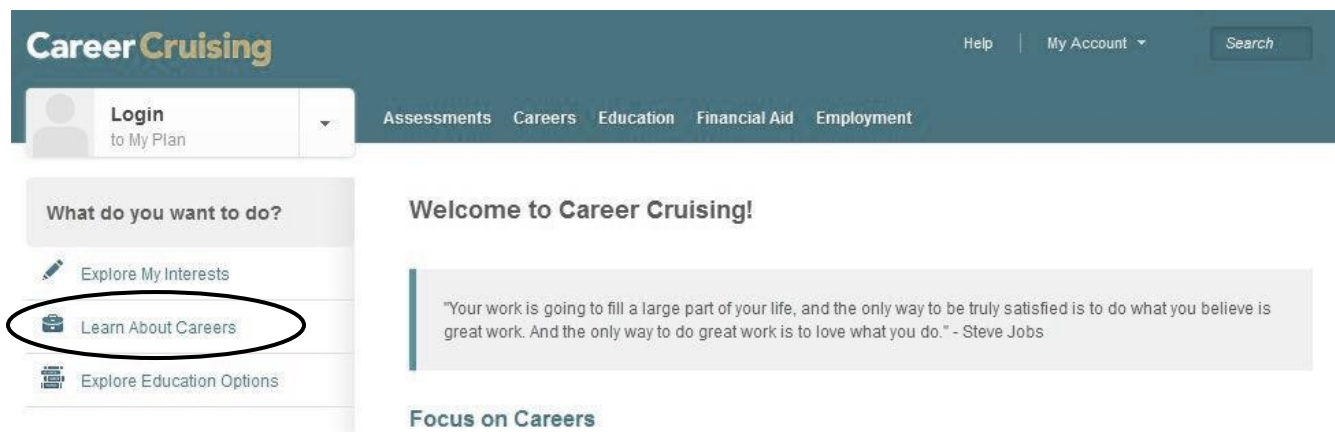
Log on to the following web site: www.careercruising.com

Username: kentlake

Password: falcons



Once logged on, choose **Learn About Careers** from the left hand menu





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You can either search for a career by typing it in the search field box or choosing it from a list

The screenshot shows the CareerCruising website. At the top, there's a navigation bar with 'Help', 'My Account', and a 'Search' button. Below this is a 'Login to My Plan' button and a menu with 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. A secondary navigation bar includes 'Search for Careers', 'Career Clusters', 'Career Selector', and 'Military Careers'. The main section is titled 'Explore Careers'. It features a 'Keyword Search' box with 'Engineer' entered and a 'Search' button. Below the search box are tabs for 'Index', 'School Subjects', '16 Career Clusters', and 'Industries'. A callout box points to the 'Index' tab with the text: 'Use the alphabetical index to quickly find the careers you're looking for.' Below this is an alphabetical index grid from A to Z. To the right, there's a 'Career Selector' box with a description and a 'Start Career Selector' button.

Once you find a career that interests you, click on the career name and you will be brought to an **At A Glance** page. Please print this web page to meet the High School and Beyond Plan requirement.

The screenshot shows the 'At A Glance' page for an Electrical Engineer on the CareerCruising website. The page title is 'Electrical Engineer' with a 'Save to My Plan' button. On the left is a sidebar menu with options: 'At a Glance', 'Job Description', 'Working Conditions', 'Earnings', 'Education', 'Sample Career Path', 'Related Careers', 'Other Resources', and 'Photos & Interviews'. The 'At a Glance' option is selected and circled. The main content area has a description: 'Electrical engineers design and manufacture electrical equipment or work in the production, transmission, and distribution of electricity.' Below this is a 'Core Tasks' section with a list of tasks: 'Use computer programs to design products, components, or electrical systems', 'Estimate quantities and cost of materials, equipment, and labor needed for projects', 'Supervise manufacturing process', 'Attend meetings to discuss and plan projects', and 'Test systems and equipment to make sure they perform as required'. To the right of the tasks is a photo of an electrical engineer working at a desk.



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RESEARCH PAPER GUIDELINES

Research Paper

Students need to demonstrate their ability to access reliable information, write, and communicate clearly and effectively. This paper can be completed in any subject and during any grade. If a student chooses to use a research paper that also cites electronic sources, that paper can also be used to satisfy the 'Information Literacy' requirement under Technology Proficiency.

TECHNOLOGY PROFICIENCY VERIFICATION GUIDELINES

Students need to demonstrate proficient use of technology as defined by the Kent School District Student Technology Standards. Students are encouraged to take a technology driven course during their high school career and will demonstrate proficiency by including the following artifacts in eFOLIO:

Productivity – Graphic Organizer

A graphic organizer is a visual way to organize thoughts. Types of graphic organizers include flow charts, a resume, a word web (main thought surrounded by circles with thoughts that lend themselves to the main thought), multilevel lists, etc. This organizer must be created electronically.

Productivity – Spreadsheets and Graphs

This requirement must contain BOTH a spreadsheet and a graph (interpretation of the data). This requirement must be created electronically – preferably using Microsoft Excel.

Productivity – Word Processing

To meet this requirement, the word processed document must contain a graphic (jpeg, gif, bmp, png).

Information Literacy

To satisfy this requirement, students must provide an example of a completed research paper and electronic sources must be referenced in the bibliography.

Multimedia

To satisfy this requirement, students must provide an example of a multimedia project that includes features such as animation, sound video or graphics. This requirement can be met by the Senior PowerPoint Presentation.

Communication

To satisfy this requirement, the student must provide an example of a project that was presented to an audience *outside of the classroom*. This requirement can be met by the Senior PowerPoint Presentation.

Inventive Thinking Best Works

An artifact created using technology that reflects a best works in high school and one or more of the following: self-direction, creativity, high level of thinking, sound reasoning. This requirement can be met by the Senior PowerPoint Presentation.



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SENIOR BINDER REQUIREMENTS

Table of Contents

Students can print out the provided Table of Contents from Kentlake's Culminating Project site or create their own. If they print out the provided TOC, their binder contents must match that list.

Portfolio Introduction Letter

A Portfolio Introduction letter is a letter (one page at most) that is used to introduce one party to another. This letter will serve as a means of providing a writing sample and introduction to the oral presentation judge's panel; it is important to know a little about you - personally, about your goals and career plans, and about your educational background.

Tips for writing an effective introduction letter to introduce yourself:

1. Whenever possible, address your letter to a specific person.
2. Begin your letter by stating your name and your position or role, if relevant.
3. Give the purpose for your letter.
4. Indicate what it is that you hope to accomplish by sending your letter or what you would like the reader to do in response to your letter (such as pass your Oral Presentation, or goal of graduation).

ACCEPTABLE FILE TYPES FOR UPLOAD TO eFOLIO

The preferred file type for upload to eFolio is .pdf

However, the following list of file types are also acceptable:

.doc
.docx
.xls
.xlsx
.jpeg
.jpg
.gif