**Senior Portfolio**

**2017-2018**

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**Senior Portfolio**

**2017-2018**

This year students will complete a “senior portfolio.” This portfolio should highlight your skills, abilities, and accomplishments and should be something that you can take on job interviews. This is separate from your exit interviews that will take place in April.

**PORTFOLIO DUE DATE**: **Friday, May 4, 2018**

Your portfolio should include the following items:

1. **Résumé** with three references **(20 points)**
2. **Industry Certifications** (if you have received any)
3. POS competency profile(this can be retrieved from your shop teachers)

**(10 points)**

1. **NOCTI Scores** (skills certificate if obtained)

**(10 points)**

1. **Two typed/signed letters of recommendation**
* Should not be written by relatives
* Must be professional looking with proper grammar and spelling

**(20 points)**

1. **Shop Project** **(30 points)**
* Reflection Paper: This should be one-page, typed, double-spaced, Times New Roman 12 point font, and it should explain what was done, the steps that were taken to complete the project, and the tools that were used.
* At least 3 photos of the process and final product
* Time log signed off by vocational teacher documenting at least 10 hours of work on shop project.
1. **Academic Project** **(20 points)**
* This can be from any of your academic classes BUT it must be something that your academic teacher deems portfolio worthy.
* This should be an assignment or project that you received a good grade on and that you spent a considerable amount of time completing.
* This should be something that demonstrates your academic skills.
* Examples could be a paper, a research project, a PPT, etc.
* Be sure to include a copy of the graded assignment and your teacher’s comments.
1. **Any academic or extracurricular awards** (if you have received any)
2. **Community service project** **(20 points)**
* Reflection Paper: This should be one-page, typed, double-spaced, Times New Roman 12 point font, and it should explain where you did your community service, what you did, what you learned, and why you chose to do your community service there.
* Community Service sign-off sheet
1. **Employment, college, apprenticeship, and or military enlistment confirmation**

**(10 points)**

1. **Self-reflection** **(10 points)**

**Total possible points: 150**

All portfolio contents must be submitted in either a one-inch binder or a three-pronged folder (plastic sleeves are optional). Be sure to use the provided checklist to make sure that all contents are accounted for.

**ALL portfolios must be turned in to Ms. Gerhardt in the library no later than Friday, May 4, 2018. Portfolios must be submitted in person so that you can sign off with Ms. Gerhardt. ANY portfolio submitted past the due date will be subject to a twenty percent reduction in grade IN ADDITION TO any points that may be deducted for missing work and/or mistakes. If you do not receive a passing grade on your senior portfolio and/or do not complete one, you will not be able to participate in commencement and the school may withhold your diploma until your portfolio is received. This is a mandatory graduation requirement.**

**Shop Project Log**

**Student’s Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Time spent working on project:**  | **Task completed:** | **Teacher’s initials:** |
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* **Be sure to attach your reflection paper and photos**

**Community Service Project**

**2017-2018**

* As a part of your senior portfolio, you will be required to complete **8** hours of community service for a **non-profit organization**.
* This can be done over summer break. It is something that has to be done on your own time. However, there will be opportunities throughout the school year to complete community service. Many students will fulfill their hours through their shops or through clubs such as Peer Leadership and Skills USA.
* Please note that some activities do NOT count towards your community service hours. See the instructions below and as always, if you are unsure if something will count towards your community service, please contact Mrs. Vanasco, Ms. Gerhardt, or Mr. Milanovich at 724-658-3583.

**THE FOLLOWING ACTIVITIES DO NOT COUNT AS COMMUNITY SERVICE FOR THIS PARTICULAR PROJECT:**

* Babysitting (even if you do it for free)
* Mowing your neighbor’s lawn or taking out their trash, etc.
* Spending a day at your parent’s job and helping them out (the only exception to this is if your parents work for a non-profit organization and you spend the day VOLUNTEERING your time there)
* Taking old clothes/items to Goodwill
* Helping out at local businesses that are NOT non-profit (even if you don’t get paid)
* Community service that was assigned to you by a judge or parole officer

**THE FOLLOWING ORGANIZATIONS WILL COUNT TOWARDS YOUR COMMUNITY SERVICE REQUIREMENTS:**

* Habitat for Humanity
* Humane Society
* Big Brothers and Big Sisters
* The American Cancer Society
* The Crisis Shelter of Lawrence County
* The Salvation Army
* The City Rescue Mission
* Meals on Wheels
* Feed My Sheep
* Pennsylvania Association for the Blind
* The United Way of Lawrence County
* Goodwill Industries
* Church fairs/bizarres (or any work you do for your church that you don’t get paid to do)
* Work done at volunteer fire department
* Work done at any non-profit organization that helps community members

**Community Service Form**

* **This form must be completed in its entirety in order to receive credit.**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vocational Shop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date/Dates Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hours Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Name of organization:****Address:****Telephone number:****Duties performed:** |

**Sponsor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

* **Be sure to attach your reflection paper**

**Academic Project**

1. Name of the class that the project was completed in:

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2. Title of the project/assignment:

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3. Description of the project/assignment (explain what you had to do):

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4. Grade Received for the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Be sure to attach a copy of the actual project/assignment**

**Employment, College, Apprenticeship, and/or Military Enlistment Confirmation**

When I graduate, I will be (check one):

\_\_\_\_ Attending college and/or a post-secondary trade school

\_\_\_\_ Entering into an apprenticeship program

\_\_\_\_ Enlisting in the Military

\_\_\_\_ Entering the work force

\_\_\_\_ Other

* If you indicated that you will be attending college/trade school, entering the military, or starting an apprenticeship program, please attach a copy of the acceptance/confirmation letter.

* If you indicated that you will be entering the work force, please use the space below to state where you will be working and what you will be doing there.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* If you checked off “other,” please explain in the space below what you will be doing once you graduate.

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**Self-Reflection**

**Instructions:** Please answer the following questions **using complete sentences**. **Each response should be at least three lines in length.**

1. What part of your portfolio did you find was easiest to complete? Explain.

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1. What part of your portfolio did you find was most difficult to complete? Explain.

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1. What part of your portfolio did you enjoy the most? Explain.

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1. What part of your portfolio shows your best work? Explain.

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1. What part of your portfolio do you feel you learned the most from? Explain.

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**Senior Portfolio Checklist**

**Instructions:** Use the following checklist to mark off items as you complete them and place them in your portfolio.

|  |  |
| --- | --- |
|  | **Résumé with three references.** |
|  | **Industry Certifications** |
|  | **POS Competency Profile** |
|  | **NOCTI Scores** |
|  | **Two typed letters of recommendation** |
|  | **Shop project time log signed by vocational teacher**  |
|  | **Shop project reflection paper** |
|  | **Shop Project Photos** |
|  | **Academic Project sign off paper** |
|  | **Copy of your graded academic project assignment** |
|  | **Academic or extracurricular awards** |
|  | **Community service sign off sheet** |
|  | **Community service reflection paper** |
|  | **Employment, college, apprenticeship, or military enlistment confirmation** |
|  | **Self-reflection** |