**APPENDIX C**

**SAMPLE INSTRUCTIONS FOR THE STUDENT PORTFOLIO**

Aportfolio is required for all students enrolled in the work-based learning program or completing a career-related capstone project. In order to organize assignments and/or to showcase best work, obtain a three-ring binder at least one (1) inch in thickness to serve as the portfolio (Students may keep this portfolio electronically if local system allows this format). Students will be responsible for maintaining the portfolio (notebook or electronic format) and having it available at designated times (classroom, advisement, WBL meetings, etc.). The portfolio may be used when applying for postsecondary schools, financial aid, and jobs; therefore, it should be kept in a professional manner with cover pages, dividers and tabs for all sections, etc.  **All assignments must be typed and error-free.**

**All** **late work will have penalties**. Failure to complete a portfolio may result in credit not being awarded for the work-based learning enrollment.

The specifications and procedures will be specified by the Work-Based Learning coordinator and/or the Career-Related Capstone Project Advisor.

The portfolio is graded each nine weeks as part of the student’s work-based learning evaluation.

What are the benefits of a portfolio?

The use of portfolios enables students to:

• Discover, document, and develop their employability skills;

• Reinforce integration of academic skills, course-specific skills, and employability skills;

• Reflect on their work and goal setting;

• Showcase their best work;

• Establish and strengthen their personal integrity;

• Become a self-directed, life-long learner; and

• Document achievements in a professional manner

The portfolio is a ***“work in progress”***and will chronicle the student’s progress toward their career goal. The portfolio will include:

Introduction (20 points)

* Letter of Introduction/Work Philosophy/Goals
  + Resume
  + Letters of references or recommendations
  + Cover Letter
  + Follow-up letter/Thank-you note for the job interview
  + Career-Related Educational Experiences(documents from section V—page 13)
  + Work Samples/Achievements(documents from section VI—page 13)
  + Activities/Honors(documents from section VII—page 13)

**APPENDIX C (continued)**

**SAMPLE PORTFOLIO OUTLINE/CHECKLIST**

1. **Cover Sheet for the front cover of the 3-ring binder**

**• Graphic or Unique Design**

**• Name**

**• School**

**• Occupation or Career Pathway**

**II. Table of Contents**

**III. Introduction**

* **Letter of Introduction**

This is the major self-reflective piece in the portfolio. This describes the qualities and goals of the individual and introduces the various parts of the portfolio, including the significance of the work included.

* + **Work Philosophy**

Write a paper discussing the responsibilities, expectations, and work ethics you believe to be important for an outstanding employee. Include information about how your personal characteristics compare to those listed in your discussion.

* + **Goals**
* This may include two to five year goals for the student
* Goals should be measurable
* Goals are different from career objectives
* Write three to five goals
* The goals should not be too personal
* Academic plan of study

**IV. Employability Skills**

* Resume
* Letters of references or recommendations
* Cover Letter
* Follow-up letter/Thank-you note for the job interview

**APPENDIX C (continued)**

V. **Other Career Related Education Experiences**

**Choose FIVE topics below**

*(If a student has skills in more than one area of expertise, get them to make sections in the portfolio to indicate the different areas with information behind each divider)*

* + Job Shadowing/Mentoring Experiences
  + Internships
  + Photo Journal from WBL experiences/Capstone Project Completion/Mentoring Experiences (WBL or Capstone Project)
  + Job descriptions and information about a career of interest(for those not in WBL)
  + Employer/Instructor/Mentor feedback/evaluation with student analysis
  + Seminars Attended/Other Related Events
  + Training Plans and mastery levels (WBL only)
  + Work Samples from related classes
  + Glossary of Terminology for selected career
  + Letters of commendation
  + Work/Wage Records/Mentoring Log

**VI. Work Samples/Achievements**

**Choose at least THREE**

* Classroom projects
* CTSO projects/activities
* Real life simulations/Participation in Community Activities
* Photo Journal from WBL experiences/Capstone Project Completion/Mentoring Experiences (WBL or Capstone Project)
* Research Paper/Career-Related Capstone Project Research Paper
* Scholastic/Attendance records

**VII. Activities/Honors**

* Extra-Curricular Activities (Student organizations, church groups, community groups, sports, etc.)
* Honors/Awards/Recognition (Certificates, newspaper articles, etc.)