

SENIOR

College and Career
Preparation

Portfolio

Sheridan High School
433 S. Bridge Street
Sheridan, OR 97378

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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 that you must include in your portfolio, but in addition to this you will have the flexibility of including the work of which 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 that 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

Welcome! My name is Sally Student and I am a senior at Sheridan High School. This portfolio is a representation of my academic progress at SHS over the last four years. I've included a list of my achievements, a resume, letters of recommendation, my CIM scores, and high school transcripts in my portfolio. I've also included a summary of my plans for after high school and a few of my favorite projects from my years at SHS.

While I was at SHS, 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 SHS and my tennis partner and I were number one doubles for SHS my senior year. I began volunteering at the local elementary school as a math and reading tutor in my junior year and have since 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 needy families. I think this experience will help me improve my Spanish speaking ability 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 SHS, I plan to pursue my love for teaching at Western Oregon University in Monmouth, OR, where I hope to major in elementary education. I believe that I would make a good teacher because I work well with others and have a knack for inspiring younger children to succeed. I also want 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 and help educate future generations of students. The pieces in this portfolio reflect my past achievements and relevant skills. I'm sure the work I have done at SHS will help me achieve my goals for the future.

Enjoy!

Sally Student

Senior, Class of 2009

Career Comparison Chart: Instructions

In the course of your Spartime classes you have taken the time to explore careers that interest you. Now you will select your top 3 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 CIS) 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, or Senior Focus teacher for help.

Research your careers at: <http://oregoncis.uoregon.edu/home/>

User Name: spartans

Password: rock2004

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: description and 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 $\frac{1}{2}$ of the school year, a quarter lasts for $\frac{1}{4}$ 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 have not current interest, then 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.*

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

*For the purpose of this sample, all figures are estimates. Please do NOT duplicate these numbers in your work.

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 2 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 2 times and plan to take them once more 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 2 times and plan to take them once more 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 that 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's 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 proof read 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 that 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
Sheridan, Oregon 97378
(503) 843-5555 (home)
(503) 219-5555 (cell)
sstudent@emailaddress.com

Career Objective: Grade School Teacher

Education: High School Diploma, June 2008
Sheridan High School, Sheridan, OR 97378
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 4 children, ages 3-9 every summer.

Cadet Teaching – Faulconer-Chapman Grade School. September 2007-June 2008.
Worked in a 3rd grade classroom, helped teach reading and basic math skills

Other Experience: Waitperson - Coyote Joe's, Willamina, Oregon. Summer 2007.
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

Sheridan High School 2005-09

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

Thank You Letter: Instructions and Tips

After you have been granted a job interview it is very important to send a thank you letter to the person who granted you the interview. Please write a thank you letter and include it in your portfolio to demonstrate that you have learned this skill. Follow the tips below, and as always, if you need help, please ask. Also, this is one 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 phone, request the letter in writing, or approach the letter writer in person to ask for a letter. 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 18).

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 time 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 many letters of application 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 Sheridan High School Reference form (page 19).

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!

Sheridan High School

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 below must accompany each work sample that 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 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)

Other potential information to include:

- CIM scores
- NWEA (Northwest Education Association) test data
- SAT (Scholastic Aptitude Test) reports
- ASVAB (Armed Services Vocational Aptitude Battery) reports
- Perfect Attendance Award(s)
- 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
CIM Reading Test	2007	Exceeded with a score of 255
CIM Science Test	2007	Exceeded with a score of 253
CIM Writing Test	2007	Met with a score of 40
SAT	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 B-ball for SHS
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

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 where will be scored on the following criteria:

Student: _____

Date: _____

Creation of Portfolio	Total Value	Points Given	
Cover Page	4		<i>Scoring Key</i> 6 = Exceptional * 5 = Met and gone beyond adequate 4 = Met and adequate 3 = Not yet met - some problems exist in this area 2 = Significant problems exist in this area 1 = Not acceptable 0 = Not Scoreable <i>*This would result in Extra Credit</i> <u>Comments and Notes:</u>
Free of Spelling/Grammar Errors	4		
Table of Contents with accurate page numbers	4		
Content			
Letter of Introduction to college or job	4		
Career Comparison Chart (3 careers)	4		
Resume	4		
Letters of Recommendation (3)	4		
First Work Sample with reflection	4		
Second Work Sample with reflection	4		
Third Work Sample with reflection	4		
Personal Interests and Achievements chart	4		
College Comparison Chart (3 colleges)	4		
Action Plan A	4		
Action Plan B	4		
Best Essay (rewritten - no scoring marks on it)	4		
High School Transcript	4		
Thank you letter	4		
OSAC Essays (4)	4		
Spoken language and professionalism	4		
Professional demeanor and conclusion	4		
<i>Total Points</i> <i>Final Grade</i>	80 is passing		

Oregon Student Assistance Commission Scholarship Application: Instructions and Prompts.

You need to write four complete essays in order to fulfill the requirements of the OSAC application. Read the following prompts, write the appropriate essay, and submit the completed work to your Senior Focus advisor. After the work is returned to you, you need to include a clean, corrected copy in your portfolio and follow the OSAC directions for submitting your application.

OSAC prompts

Write a short essay (150 words maximum) for each of the following prompts

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

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.
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.
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.
OSAC Essays	The student did not include the OSAC essays	The student included one OSAC essay	The student included both OSAC essays	The student included the OSAC essays and has proven that he or she submitted the entire OSAC scholarship application .
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

Acknowledgements

This Portfolio document has been compiled from a variety of sources.

- ★ *Maine Career Advantage*
- ★ *Southern Maine Technical College*
- ★ *South Portland, Maine 04106*
- ★ *Senior Career Portfolio*
- ★ *Reynolds High School*
- ★ *Blackstone Valley Regional Technical High School*
- ★ *Oregon Student Assistance Commission Scholarship*
- ★ *Students and Staff at Sheridan High School, Sheridan, Oregon*
- ★ *Tips for thank you letters received from the following website:*
<http://www.writeexpress.com/thank-you.htm>