

IMPORTANT -- PLEASE READ!!

Follow these instructions **BEFORE** making any changes to the template!

- Click on **“FILE”** (top left)
- Select **“MAKE A COPY”**
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“Last Name, First Name”
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- Enter your advisor’s email address
- Click **“DONE”**

You are now working within your own document and can begin making changes.

Delete this page **AFTER** following the above instructions!

****Add your own design for your cover on this slide.**

Include:

Your name

Senior Portfolio 2023

Advisor's name

Note: Please see the Portfolio, Project & Presentation Manual for many details and instructions for each component, your project, your presentation and more!

Qualification Page for Final Evaluation

Class of 2023
Portfolio

(SENIOR NAME HERE)
(Senior)

To the Portfolio Interviewers:

_____ This certifies that this student met all of the required portfolio deadlines and completed at least five optional components. This senior may be considered for Pass or Pass with Honors.

_____ This certifies that this student has completed the minimum requirements and may be considered for the final evaluation of Pass.

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Add each of the optional components you have completed. Double check all slide numbers before finalizing your portfolio!	

Personal Responsibility Statement

All items in this portfolio represent my own efforts and are my responsibility. I have had the assistance of my advisor and teachers. Much of the philosophy of the portfolio and project depends on the honor of each senior. By inserting my name here, I attest that all work as documented, including my project, is my own and accurately reflects my time and effort. Advisors and teachers have given feedback to seniors throughout the year. This product is what I choose to submit for evaluation.

Student Name

Required Components & Deadlines

All the following items are REQUIRED. Due dates and completion dates are indicated in appropriate columns. Some activities, including community service, may require pre-approval (as indicated on forms). Completion of all required components by each deadline, the completion of 5 optional components, and an outstanding presentation qualifies a student for “Honors.”

Required Components	Due Date	Completion Date
<i>Senior Seminar</i> with Headmaster	September 2022	September 2022
<i>Project Proposal</i> of senior project submitted, <i>portfolio</i> shared with advisor, and <i>Personal Responsibility Statement</i> completed	September 21, 2022	
<i>Resume</i> including list of clubs, activities, experiences	October 19, 2022	
Review of <i>4-year Course of Study</i> and email advisor with <i>senior project</i> status update	November 16, 2022	
<i>High School Narrative</i> and updated <i>portfolio</i>	January 18, 2023	
Attendance at 1 after-school <i>CBNA public game or performance</i> as a spectator and 1-page <i>reflection</i>	February 15, 2023	
Forty hours of non-school time <i>community service</i> hours and <i>Student Career Plan</i> (started freshman year)	March 8, 2023	
Completed <i>Senior Project</i> and all <i>Optional Components</i> and demonstrated achievement of the CBNA reading level of <i>1185 Lexile</i> and <i>Project Reflection</i>	April 5, 2023	
<i>Portfolio</i> completed and ready to present (<i>Note: advisors will submit final portfolio to office by April 14</i>)	April 12, 2023	
Completion of slideshow presentation to interviewers	May 3, 2023	May 2023
<i>Practice session</i> scheduled and attended with advisor	May 11, 2023	May 2023
<i>Exit questionnaire</i> and <i>presentation</i> to interviewers	May 2023	May 2023

* *Advisors may schedule mandatory senior/advisor meetings to assist in meeting deadlines. Failure to attend those meetings may result in a Saturday School.*

Optional Components

Students must complete any five (5) following optional components in order to meet the qualification of “Pass with Honors” if the interviewers feel the student has made an outstanding presentation and has met all deadlines.

Number	Optional Component	Date
1	<p><u>Civic Involvement:</u> (Grades 9-12)</p> <p>A) Attend a town or government meeting (2-hour minimum) and write a synopsis and reflection; and,</p> <p>B) Provide written proof of voter registration (or pre-registration if not 18) and write reflection.</p>	
2	<p><u>Cultural Enrichment:</u> (Grades 9-12)</p> <p>A) Attendance at two cultural events with two summaries written discussing how these events enriched and expanded the cultural experiences of the student.</p>	
3	<p><u>Explore Beyond Curriculum:</u> (Grades 9-12)</p> <p>A) Verification of successful completion of a class, workshop, or program (minimum of five hours) outside the school curriculum or co-curricular activity.</p>	
4	<p><u>Career Exploration:</u> (Grades 10-12)</p> <p>A) Completion of Career Fair and Career Exploration Activity with school counselor (or completion of transition/vocational rehab. activities); and,</p> <p>B) Professional interview using questions provided by school counselor and completion of written summary.</p>	
5	<p><u>Postgrad Plans/Life Skills:</u> (Grades 10-12)</p> <p>A) Documentation and reflective summary of three or more college visits with a parent/adult or an interview session with a military recruiter including both the student and parent/guardian and reflective summary.</p>	

Optional Components (cont.)

Number	Optional Component	Date
6	<p><u>Career Interning:</u> (Grades 9-12)</p> <p>A) Completion of two (2) four-hour, non-school time, job shadows (must be pre-approved) and written summary of each experience.</p>	
7	<p><u>Community Service:</u> (Grades 9-12)</p> <p>A) Completion of twenty additional hours of community service to an organization beyond the required 40 hours.</p>	
8	<p><u>Job Skills:</u> (Grades 10-12)</p> <p>A) Letter of recommendation from an employer to be quoted in portfolio; and,</p> <p>B) Evidence of earnings through steady employment either in the form of a 1040EZ or equivalent form to be shown to advisor.</p>	
9	<p><u>Participation:</u> (Grades 9-12)</p> <p>A) Two years' active participation in a CBNA or community sports team or club and completion of reflective writing.</p>	
10	<p><u>Healthy Choices:</u> (Grades 11-12)</p> <p>A) Documentation of having donated blood, or senior year current certification for CPR, First Aid, or Lifeguard.</p>	

Project Proposal

Summarize your project proposal here in a minimum of three paragraphs. Your summary should include your original plans, your allocation of time, and ultimate goals for your project.

Resume

Type /copy your resume here.

High School Narrative

Type /copy your high school narrative here including a reflection on high school experience and future plans.

PAGE 2 for your High School Narrative....

CBNA Event Spectator

Type a reflection of your attendance of the CBNA event including why you attended, what happened during the event, and your concluding thoughts of the experience.

Community Service Write-Up

Type your community service write-up here.

Student Career Plan

Senior Career Plan Statement: During my school career at Coe-Brown I have met regularly with my school counselor reviewing educational and career goals. These activities have included exploring information about my strengths, interests, testing results, extracurricular activities, work experiences, community service, and grades that all work together to help me formulate my post high school plans.

Write a two-paragraph reflection of how your plans have developed or changed since your freshman year. Then, discuss what your plans for after graduation are at this point in time.

Project Completion Timeline

Complete the table with your hours, modifying as you need with appropriate categories. You should be able to document 25 or more hours of personal involvement in the project.

	Planning	Advertising	Producing	Selling
June	#	#	#	#
July	#	#	#	#
August	#	#	#	#
September	#	#	#	#
October	#	#	#	#
November	#	#	#	#
December	#	#	#	#
January	#	#	#	#
February	#	#	#	#
March	#	#	#	#
April	#	#	#	#

Explain your timeline with the information mentioned above and more. This should be customized to your particular project. Note: you will complete a full reflection on the next slide. This explanation should only pertain to the breakdown of hours.

Project Reflection

Write your project reflection here including your thoughts and experiences both before and after completion of your project.

Optional Components

(Delete this paragraph.) The following pages are all optional components. Finish the slides that you completed and delete the slides that you did not complete.

Portfolio Interviewers: The following pages contain additional optional components I have completed for my Portfolio experience.

#1A - Civic Involvement

Town or Government Meeting

Date of Meeting:

Type of Meeting:

Purpose of Meeting:

Write or copy your one page reflection about this meeting here.

#1B - Civic Involvement

Voter Registration

Voter Registration Statement: I, (type your name) attest that I have registered (or pre-registered) to vote in the following town: (town name).

The following paragraph summarizes why registering to vote is important to me.

(copy/type from form)

#2A - Cultural Enrichment

Attendance at a Cultural Event

Event Title:

Event Sponsor:

Date:

Location:

Write your one page summary of the event. This should highlight the parts that were most important and enjoyable. The summary should also include your impressions of the production.

#2B - Cultural Enrichment

Attendance at a Cultural Event

Event Title:

Event Sponsor:

Date:

Location:

Write your one page summary of the event. This should highlight the parts that were most important and enjoyable. The summary should also include your impressions of the production.

#3A - Explore Beyond Curriculum

Outside Class, Workshop, Program

Title of class, workshop, or program:

Date of class, workshop, or program:

Organization hosting class, workshop, or program:

Summary of what the class or workshop covered:

Type your reflection of what you learned, what you liked, and how this class, workshop, or program will help me with your goals:

#4A - Career Exploration

Career Fair & Activity

List Career Fair businesses and individuals visited:

Write a reflection of the benefits you received from attending the Career Fair:

#4B - Career Exploration

In-Depth Interview with a Professional

Potential Careers Currently under Consideration:

Name of Interviewee:

Job Title:

Place of Employment:

Date of Interview:

Type a summary of what you learned from this process and how it has affected your future career decisions:

#5A - Post-Grad Plans

College Visits/Military Recruiter

Type your college/recruiter visits write up here.

#6A - Career Interning

4-Hour Job Shadow

Person shadowed:

Position held by this person:

Company/Organization:

Date(s) of shadow:

Type your summary of the shadow experience and give details about particularly important or enjoyable aspects. How does this program fit your current situation and/or future plans?

#6B - Career Interning

4-Hour Job Shadow

Person shadowed:

Position held by this person:

Company/Organization:

Date(s) of shadow:

Type your summary of the shadow experience and give details about particularly important or enjoyable aspects. How does this program fit your current situation and/or future plans?

#7A - Community Service

Additional 20 Hours

Date(s)	Activity - Brief Description	Place	Group	Supervisor of activity	# of Hours

Summarize and reflect on your additional 20 hours of community service:

#8A - Job Skills

Employer Letter of Recommendation

Your place of employment:

Dates of your employment:

Describe your most typical and important duties as an employee:

Reflect, in one paragraph, on your experiences as an employee.

Name & title of employer writing letter of recommendation: [insert here]

Quote from the original letter of recommendation:

“”

#8B - Job Skills

Evidence of Earnings

Student Evidence of Earnings Statement: I have been an active employee of **(NAME OF ORGANIZATION)** for **(how long)**. I have submitted evidence of steady earnings to my advisor for certification.

#9A - Participation

Two-Year Sports Team/Club

Student Two-Year Sports Team/Club Statement: I have been an active member of **(NAME OF ORGANIZATION)** for at least two years (25 hours or more per year).

Describe your role and responsibilities as a member, including a list of important activities, events and achievements:

How have you grown and/or changed as a member of this organization? What have you learned about yourself?

Quote from advisor/coach, **(ADVISOR NAME HERE)**, about this student's most outstanding contribution(s) to this organization:

#10A - Healthy Choice

Donating Blood, Certification in CPR, First Aid, Lifeguard

Date of Blood Donation:

Location of Blood Donation:

OR

Type of Certification:

Date of Certification:

Location of Certification:

Copy/Type a one-page reflection including your reasons for blood donation or senior year certification and a reflection of the experience:

Conclusion

End with a brief thanks to your judges.