

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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- Enter your advisor’s email address
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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 2024

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 2024
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 2023	September 2023
<i>Project Proposal</i> of senior project submitted, <i>portfolio</i> shared with advisor, and <i>Personal Responsibility Statement</i> completed	September 20, 2023	
<i>Resume</i> including list of clubs, activities, experiences	October 18, 2023	
Review of <i>4-year Course of Study</i> and email advisor with <i>senior project</i> status update	November 15, 2023	
<i>High School Narrative</i> and updated <i>portfolio</i>	January 17, 2024	
Attendance at 1 after-school <i>CBNA public game or performance</i> as a spectator and 1-page <i>reflection</i>	February 14, 2024	
Forty hours of non-school time <i>community service</i> hours and <i>Student Career Plan</i> (started freshman year)	March 13, 2024	
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 3, 2024	
<i>Portfolio</i> completed and ready to present (<i>Note: advisors submit final portfolio to office by April 12</i>)	April 10, 2024	
Completion of slideshow presentation to interviewers	May 1, 2024	May 2024
<i>Practice session</i> scheduled and attended with advisor	May 10, 2024	May 2024
<i>Exit questionnaire</i> and <i>presentation</i> to interviewers	May 2024	May 2024

* *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>Attendance at a town or government meeting (2-hour minimum) and written synopsis and reflection or written proof of voter registration (or pre-registration if not 18) and completed reflection.</p>	
2	<p><u>Cultural Enrichment:</u> (Grades 9-12)</p> <p>Attendance at two cultural events with two reflections 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>Verification of successful completion of a class, workshop, or program (minimum of five hours) outside the school curriculum or co-curricular activity and completed reflection.</p>	
4	<p><u>Career Exploration:</u> (Grades 10-12)</p> <p>Two professional interviews using questions provided by school counselor and completion of written reflections.</p>	
5	<p><u>Postgrad Plans/Life Skills:</u> (Grades 10-12)</p> <p>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 completed reflections.</p>	

Optional Components (cont.)

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

Project Proposal

Summarize your project proposal here in a minimum of three paragraphs. Your summary should include your original plans, your proposed 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 of your high school experience including courses, co-curricular activities, challenges, highlights, and the influence CBNA has had on you.

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 (minimum) 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.

#1 - Civic Involvement

Town/Gov't Meeting OR Voter Registration

Write your one-page reflection about your civic involvement here. This may include either a summary and reflection of the meeting you attended **OR** the reasons why you have decided to register to vote and the importance of voting as a US citizen.

#2 - Cultural Enrichment

Attendance at 1st Cultural Event

Event Title:

Event Sponsor:

Date:

Location:

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

#2 - Cultural Enrichment

Attendance at 2nd Cultural Event

Event Title:

Event Sponsor:

Date:

Location:

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

#3 - 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 you with your goals:

#4 - Career Exploration

1st In-Depth Interview with a Professional

Potential Careers Currently under Consideration:

Name of Interviewee:

Job Title:

Place of Employment:

Date of Interview:

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

#4 - Career Exploration

2nd In-Depth Interview with a Professional

Potential Careers Currently under Consideration:

Name of Interviewee:

Job Title:

Place of Employment:

Date of Interview:

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

#5 - Post-Grad Plans

College Visits/Military Recruiter

Type a reflection of your college or military recruiter visits here. Please include the most important information you learned as well as a reflection of how these visits have influenced your future decisions.

#6 - Career Interning

1st 4-Hour Job Shadow

Person shadowed:

Position held by this person:

Company/Organization:

Date(s) of shadow:

Type your reflection 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?

#6 - Career Interning

2nd 4-Hour Job Shadow

Person shadowed:

Position held by this person:

Company/Organization:

Date(s) of shadow:

Type your reflection 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?

#7 - 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:

#8 - 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:

“”

#9 - 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:

#10 - 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.