

GRADUATE OF SPECIALIZATION

Portfolio Check Off Sheet

NAME _____ ID# _____ PATHWAY _____

You will need a notebook with 7 dividers to complete your portfolio. This Check Off Sheet is to be the first page in the notebook.

Tab 1 – CAREER DEVELOPMENT PACKAGE

1. Letter of Introduction about you/portfolio/goals for school and career and life.
2. Application Blank- filled out neatly in ink
3. Resume
4. Thank you Letter for an interview you had or an imaginary one
5. Letter of Recommendation that tells about your skills, work habits, personality/

WORK SAMPLES- by doing these you are showing exemplary work in the classroom. The reflection paper should tell how each work sample/project was completed, what you did and the quote the State Standard it meets.

Tab 2 – WORK SAMPLE 1 and REFLECTION PAPER

Title _____

Tab 3 – WORK SAMPLE 2 and REFLECTION PAPER

Title _____

Tab 4 – WORK SAMPLE 3 and REFLECTION PAPER

Title _____

Tab 5 – WORK SAMPLE 3 and REFLECTION PAPER

Title _____

Tab 6 – WRITING SAMPLE

Title _____

This research paper must meet requirements of the English department. It must be typed, and use at least 3 references including one from the internet. It is to be at least 3 paragraphs of 5 sentences each.

Tab 7 – PROJECT

Title _____

This is a major hands-on work that you design and complete. You need to document the projects steps and the time you spent on each step. It may take several weeks to complete. Have your project teacher sign that is acceptable. This project can be related to your pathway or it can be completed as part of another class such as Integrated GOV/ECON. It must have community involvement.

OR

SUPERVISED PRACTICAL EXPERIENCE EVALUTATION

This refers to ROP Classes. Please include pictures of you at your work, and documentation and certificate of completion for your ROP teacher.

YOUR COMPLETED PORTFOLIO IS DUE FRIDAY OF THE FIRST WEEK OF MAY

Your teacher will not be the one to decide if you receive this designation, it will be the decision of a group of teachers and adults from the community. This award is a privilege and an honor and goes to students with neat, businesslike portfolios and with good attendance, few tardies and above behavior at school. Good Luck on your endeavors.