Access Students' Portfolios

This portfolio should tell the academic, professional and personal story of the student. TFL team and the U.S embassy representatives will have access to these portfolios. Some sections are mandatory and some are more flexible for the students to tell us about themselves. Everything that students learned and will learn before and during the Access program should be presented here. In black are the sections that should be built now and in red are the sections that should be added later following trainings or activities.

I. About me

1. Add Photo: A professional photo of the student (avoid selfies and group photos).
   In case the student cannot upload his/her photo, they can choose any photo that would represent them.
2. Date of birth
3. Lives in: City, Country (Avoid detailed home addresses)
4. Grade level
5. School (Name of the school they attend)
6. Email: (Both TFL and personal emails)
7. Phone number (optional)
8. Hobbies (list at least one)
9. Who am I? A small paragraph where students can use to tell people more about themselves.

II. My Accomplishment:

1. Students' resume/ CV (To be added following the session on CV writing)
2. Goals (To be added following the session on writing goals)

III. Extracurricular Activities/Volunteer Work:

This section is where students would add their volunteering, community service, internship work or any other projects they participated in (whether related to the Access Program or not).

Each project is to be added separately with the following included:

1. Title of the project
2. Type of the project (volunteering, community service, internship, scout…)
3. Goals/objectives of the project.
4. Duration of the project (e.g. June 2019 till August 2019)
5. Role of the student in the project.
6. Outcome/deliverables of the project.
7. Pictures

- Students should add the community services project that will be done with the Access Program + a reflection on their experience.

IV. Academic and Personal Growth

1. Self-Assessment Introduction describing the growth of the students during the Access program (to be always updated based on new input from the students).
2. List of acquired skills (the teacher can help by providing a list of skills, so students can choose what they believe they acquired).
3. Best presentation: to be chosen by each student from their work (they can always update it with new materials).
4. Best writing/essay: to be chosen by each student from their work (they can always update it with new materials).

- Other academic and personal achievements can be added here.

V. Next Steps/Career Path

1. Career test results
2. My career paths
3. My professional profile
4. Reflection on my choices