ACP Portfolio Handbook

Academic & Career Planning



Cambridge High School (Cambridge, WI)

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Portfolio Overview

The ACP Portfolio

The portfolio is a capstone product of a pathway system (your experiences while attending CHS) that prepares learners for success in post-secondary education, the skilled workplace, and citizenship.

Each learner, no matter their pathway, should graduate from high school academically prepared and socially and emotionally competent by processing and demonstrating career and life readiness from rigorous, rich, and well-rounded activities (reflective through your portfolio artifacts).

In addition, the ACP Portfolio provides a meaningful visual representation of your high school, career and life readiness experiences/activities and support documents (artifacts) for your exit interview. Senior exit interviews allow learners the conversation related to the following questions: Who am I? Where am I going? How do I get there?

Career & Life Readiness

Career and life readiness practices provide a framework of knowledge, skills, and habits that are necessary to becoming career and life ready – experiences that can be "practiced" using many different approaches in a variety of settings, including high school.

Knowledge, Skills, & Habits

- Knowledge is the proficiency in academic and technical content such as English, mathematics, career navigation, financial literacy, global awareness, civic engagement, health literacy, environmental literacy, and digital literacy.
- Skills are that application of knowledge through critical thinking, communication, collaboration, and creativity.
- Habits are behaviors such as perseverance, responsibility, adaptability, and leadership.

Practices

- Acted as a responsible and contributing citizen or employee
- Applied appropriate academic and/or technical skills
- Attended to personal health or financial well-being
- Communicated clearly, effectively and with reason
- Considered the environmental, social, and economic impacts of decisions
- Demonstrated creativity and innovation
- Employed valid and reliable research strategies
- Modeled integrity, ethical leadership, and effective management
- Planned an education and career path aligned to personal goals
- Used technology to enhance productivity
- Utilized critical thinking to make sense of problems and persevere in solving them
- Worked productivity in teams while using cultural/global competence

Portfolio Information

Final Portfolio Details:

1. All material must be in a three-ring binder with a “clear view insertable cover”.
2. It is recommended that clear plastic sleeves be used for all of the portfolio’s contents.
3. All materials must be organized based on the order above (portfolio artifacts).
4. Reasonable measures will be taken to assure portfolio security. However, it is recommended that students include photocopies only of irreplaceable portfolio documents and materials.

Portfolio Submissions:

1. All portfolios must be turned in by the deadline date or before.
2. If a student hands in an incomplete portfolio, it will be handed back to the student to finish.
3. **The deadline for submitting completed portfolios is the Friday before Spring Break for regular grads and before December 1 for early grads.** (Portfolios may be submitted as soon as they are completed prior the deadline)
4. Any exceptions to this deadline due to illness or emergencies will need to be appealed directly to Mr. Pickett.
5. **If a student fails to meet this deadline, they need to hand their portfolio in as soon as possible so they will be able to participate in Exit Interviews, which occur in May. Exit Interviews are a graduation requirement therefore, if a student doesn’t participate because of an incomplete portfolio they may not be able to participate in their Graduation Ceremony.**

Portfolio Artifacts

How do you want to be perceived? Your portfolio conveys your personal brand and will be your first impressions of you for your exit interview committee – consisting of community members. Therefore, it is recommended that you ensure that your artifacts are of quality work that displays yourself as a learner and as a future professional.

1. Cover Page

Include a cover page with the below information. This needs to be visible from the outside of your binder.

1. Portfolio Title: "Academic & Career Planning Portfolio"
2. Your Senior Portrait
3. Your First & Last Name
4. Class of 20--

2. Cover Letter

Include a cover letter to introduce yourself and your portfolio to your exit interview committee. Please note, your cover letter should be formatted as a personal business letter.

1. Description of yourself and establish your intentions to graduate from Cambridge High School due to meeting the graduation requirements.
2. Explanation of an artifact from your portfolio and how it reflects your efforts, progress, and achievements from your school experience.
3. Brief statement of your post-secondary plans (career interest or major, plus education and training program) and your corresponding interpretation of how your portfolio accurately represents your knowledge, skills, and habits.

3. Resume

Include a resume that summarizes your high school experiences/activities, ensuring to include the below information.

- Contact Information
- Objective
- Education
- Work Experience (including volunteer work)
- Honors & Activities (including co-curriculars and non-school activities)
- References

4. Self-Assessment

Include a print-out of your results from the Career Quiz (Career Quiz | WTCS).

5. Experience Reflection

Include your responses to the following questions in the form of a letter to your former freshmen self that addresses all of them. Ideas for your paper may come from your portfolio artifacts that reflect your career and life readiness experiences/activities while attending CHS. If you could go back in time would you do things differently or would you keep your high school experience the same? What advice would you give your freshman self or what do you wish someone would have told you?

1. What classes/teachers/experiences had the greatest impact on you as a learner? Describe each class, teacher's impact, and/or experience.
2. What have been your biggest accomplishments while at CHS? (Think of milestones that you have reached and any challenges that you have overcome. What is something that you worked really hard for and that you are proud of.)
3. What is one thing that you have learned about yourself while in high school?
4. What are your plans for the future; how has your experience at CHS helped prepare you for those plans?

6. Recommendations

Include three recommendations– two from teachers and one from an employer or community member (a coach, a member of your church, someone you volunteered for, etc.). If you already have a letter or recommendation from a teacher or employer/community member, please use those instead of the template.

7. Classwork & Reflections

Include four classwork samples from four different areas. Each classwork sample needs to be accompanied with a complete reflection sheet, which should be placed before the work sample.

- Agriculture
- Art
- Business & Marketing
- Family & Consumer Sciences
- Foreign Language
- Language Arts
- Mathematics
- Music
- Physical Education
- Science
- Social Science
- Technology & Engineering

8. Additional Items

Include two additional items that represent yourself and your career and life readiness. (These items do not require reflection sheets)

- Other class work or school events participation
- Club, sport, or community involvement/affiliations
- Samples of on-the-job, hobbies, or other interests
- Certificates or awards
- Newspaper clippings of yourself
- Compositions or presentations, report cards, or standardized test score reports

Portfolio Checklist

All students will be expected to complete a portfolio and to participate in an Exit interview before graduating from Cambridge High School. The portfolio should reflect some of the experiences you have had while attending Cambridge High School. Use a three-ring binder to collect these materials.

Portfolios are due Friday prior to Spring Break.
Requirements for your Senior Portfolio:
(Please place these items in your portfolio in the order that they are listed below)

- ☐ **Cover Page:** Should be on the front of your three-ring binder
- ☐ **Cover letter:** The cover letter states the purpose of your senior portfolio
- ☐ **Résumé:** must be a current résume
- ☐ **Self-Assessment:** Take the self-assessment then include a print-out of your results
- ☐ **Experience Reflection:** *Include your responses to the in the form of writing a letter to your freshman self that addresses all of them. Ideas for your letter may come from your portfolio artifacts that reflect your career and life readiness experiences/activities while attending CHS. If you could go back in time would you do things differently or would you keep your high school experience the same? What advice would you give your freshman self or what do you wish someone would have told you?*
  1. What classes/teachers/experiences had the greatest impact on you as a learner? Describe each class, teacher's impact, and/or experience.
  2. What have been your biggest accomplishments while at CHS? (Think of milestones that you have reached and any challenges that you have overcome. What is something that you worked really hard for and that you are proud of.)
  3. What is one thing that you have learned about yourself while in high school?
  4. What are your plans for the future; how has your experience at CHS helped prepare you for those plans?
- ☐ **2 recommendations from teachers:** Can use the linked recommendation form or you can print out a letter of recommendation that was already written
- ☐ **Additional Recommendation letter:** *If you have not had a job, or if you are currently unemployed and do not have access to your former employer it is recommended that you ask for a letter of recommendation from someone other than a teacher. You can ask a coach, a member of your church, someone you volunteered for, etc. You will receive no credit if you do not submit an extra recommendation.
- ☐ **Classwork & Reflections:** Include four classwork samples from four different areas. Each classwork sample needs to be accompanied with a complete reflections sheet, which should be placed before the sample. **Different areas include:**
  *Agriculture *Art *Business & Marketing *Family & Consumer Science
  *Foreign Language *Language Arts *Mathematics *Music
  *Physical Education *Science *Social Science *Technology & Engineering
- ☐ **Additional Items:** Includes two additional items that represent yourself & your career & life readiness. **Examples:**
  *Awards *Certificates *Projects *Report cards *Standardized test scores *Music solos
  *Newspaper clippings *NHS or other clubs *Activities, Awards & accomplishments *Presentations
  *Samples of artwork or photography *Programs from athletic/other school events

Template: Cover Page

Academic & Career Planning Portfolio



Susan Smith

Class of 20__

Template: Cover Letter

Your Street Address
City, ST Zip
Month DD, YYYY

Exit Interview Committee
403 Blue Jay Way
Cambridge, WI 53523

To Whom It May Concern:

This portfolio in front of you represents who I am - an energetic, creative individual who enjoys learning about new technology and the ways it can be used to help people work more effectively. In addition, it is a collection of my school experience in achieving the graduation requirements to graduate from Cambridge High School in June of 2020.

In this portfolio, you will find the printed home page I designed for Operation Reptile Rescue, a local non-profit organization. It illustrates the advanced features I was able to program into the organization's entire web site to make it more user-friendly. Overall, when people at school or at home have a computer question or puzzle to solve, they come to me for help.

After I graduate from high school, I plan to pursue a degree in Information Technology from the University of Wisconsin - Whitewater. Right now, I am proficient in HTML, CSS, and JavaScript programming. I am also able to use Adobe Photoshop. As you browse this portfolio, please pay special attention to how I use my love of technology to help others.

Sincerely,

Type First and Last Name

Template: Resume

First & Last Name

403 American Avenue, Cambridge, WI 53523 | (XXX) XXX-XXXX | youremailaddress@gmail.com

Objective

What is it that you want to do and have to offer? That is, describe what you have accomplished that can be transferred to your post-secondary goals/plans.

Education

High School Name, Address (City, State)
Dates of Attendance

- List courses taken that are applicable towards your career interests

Work Experience

Company Name, Address (City, State)
Dates of Employment

- Job Title: job description/responsibilities

Honors & Activities

- List sports, clubs, community/organization participation, volunteerism, etc as well as your role, awards, and dates of involvement

References

- Name, relationship, and contact information
- Name, relationship, and contact information
- Name, relationship, and contact information

Template: Recommendation Form

ACP Portfolio & Exit Interview

Teacher & Employer/Community Member Recommendation

Name of Student	
Name of Evaluator	
Contact Information	

Using the terms outstanding, good, needs improvement, and unsatisfactory, please rate the following characteristics. Place a check mark under the term that best represents your student's attitude, cooperation, effort, initiative, quality of work, and responsibility..

	Outstanding	*Good*	*Needs Improvement*	*Unsatisfactory*
Attitude				
Cooperation				
Effort				
Initiative				
Quality of Work				
Responsibility				

Comments:

Template: Classwork Sample Reflection

ACP Portfolio & Exit Interview

Classwork Sample Reflection

Name of Activity		
Class of Activity		
Date of Activity		
Purpose of Activity *What was learned?*		
Career & Life Ready Practices *Why did I include this in my portfolio?*	✔	*I wanted to showcase that I…* (check all that apply)
		Acted as a responsible and contributing citizen or employee.
		Applied appropriate academic and/or technical skills.
		Attended to personal health or financial well-being.
		Communicated clearly, effectively, and with reason.
		Considered the environmental, social, and economic impacts of decisions.
		Demonstrated creativity and innovation.
		Employed valid and reliable research strategies.
		Modeled integrity, ethical leadership, and effective management.
		Planned an education and career path aligned to personal goals.
		Used technology to enhance productivity.
		Utilized critical thinking to make sense of problems and persevere in solving them.
		Worked productively in teams while using cultural/global competence.
Commentary: *(optional)*		