

HEALTH AND PHYSICAL THERAPY SPECIALTY CENTER CLASS OF 2020

HPT SENIOR MENTORSHIP DIGITAL PORTFOLIO

MONACAN HIGH SCHOOL



All forms and information can be found at:

<https://sites.google.com/ccpsnet.net/monacanhpt>

I. PURPOSE:

This packet is designed to guide you through the process of creating your senior portfolio. Please read the directions carefully and ask your coordinator for assistance whenever necessary. Your portfolio is a tool that can be used to impress employers and college registrars. It will reflect your academic ability, maturity and motivation; therefore, it is in your best interest to create a professional document that presents you in the very best possible manner.

A portfolio is a collection of evidence that showcases your accomplishments in academics, extra-curricular activities, community service, and personal interests. You will research and document several health-careers that interest you and then collect evidence of the work you have done to prepare yourself for this career. You will be given a list of documents you must include in your portfolio, but in addition to this you will have the flexibility of including the work of which you are most proud. Your senior portfolio is meant to reflect who you are and what you plan to be. Use your creativity to build this project into something you will be proud to share with family, friends, teachers, employers, and college admission boards. Good luck, and remember to ask for help as often as you need it.

II. PORTFOLIO REQUIREMENTS

The senior HPT portfolio consists of the following requirements listed below. You can add additional information that will help strengthen any section of their portfolio. You will be given guidelines on how to organize your portfolio; however, you may choose to create your portfolio in any manner that suits you, as long as all the elements are present. Organization, creativity, and unique additions will all be taken into account when scoring your portfolio. If you are unsure of what to put in your portfolio, or how to organize it, please ask for assistance.

- All assignments must be typed in Times New Roman – 12 pt. font. Nothing should be turned in with handwriting unless it is your best work examples.
- **ON YOUR GOOGLE DRIVE CREATE A FOLDER THAT SAYS PORTFOLIO. YOU WILL SUBMIT ALL OF THESE ASSIGNMENTS ON GOOGLE DOCS, FORMS.** It is HIGHLY recommended you make three subfolders – academic, career and community. The better organized the better this will be to complete!
- There are 3 parts that are due before the final submission of your portfolio, please adhere to the deadlines. Points will be deducted for late submissions- 10% -for each day late.
 - **ACADEMIC SECTION** due near the end of 1st nine weeks – **OCTOBER 25, 2019**
 - Journal entry
 - 2 best pieces of work from HPT electives or HPT classes and their descriptions
 - College comparison chart for colleges you are applying
 - Brag sheet for recommendations

- CAREER SECTION – due near the end of the 2nd nine weeks- **JANUARY 24, 2020**
 - Journal entry #2
 - Career comparison chart (2 must be health related)
 - Resume
 - Intro letter
- COMMUNITY SECTION - due near end of the 3rd nine weeks – **March 27, 2020**
 - Journal entry #3
 - Community service record in table/chart form
 - Chart/Table of clubs/extra-curricular activities

FINAL PORTFOLIO DUE - MAY 8, 2020

III. ACADEMIC SECTION - DUE OCTOBER 25, 2019

A. Journal Question: In what ways will you use what you have learned in high school to help you succeed in life?

- ✓ Reflection on your high school years – include your answers to the following questions as well as the guiding question above
- ✓ What are your strengths as a learner?
- ✓ Did you set specific goals in high school and did you meet those goals?
- ✓ How can you use those strengths to do what you want in life?
- ✓ Do you think high school has prepared you for college?
- ✓ Include a story about a particular class in which what you learned really seemed to make sense to you.

B. Best work: Include and describe your best piece of work from high school from any 2 HPT electives/classes. This could include:

- | | |
|-----------------------------|----------------------------|
| - A Photograph of a project | - A piece of work/project |
| - A digital representation | - An essay or written work |

C. College Comparison Chart

It is wise for you to research colleges, even if you don't think that you are going to college immediately after high school. You may discover that the job you want requires an education beyond your high school years; you may find that college offers some interesting options of which you are currently unaware; you may determine that though you don't wish to attend college now, you will want to in the future. Regardless of your findings, this is a valuable piece of your portfolio.

Focus on three colleges that seem to offer something of interest to you- 2 must have a health career program. Research the colleges, either by visiting them, writing to them and

requesting materials, or by looking for information on the Internet. Create a chart that compares the three colleges, including the programs they offer and the costs for tuition, books, and living expenses. Type the final piece and place it in your portfolio.

Your chart must be computer generated, and cannot be handwritten. To create a chart, open a google document, select, “Table”, then “insert”. Click on “Table” and then select the amount of columns and rows that you need. (Columns go up and down – like fence posts; rows go left to right). See **Appendix B** for an example.

Common App will also allow you to create a comparison of the colleges. If you chose this option you must make it a table format and it should only be one page.

FAQs (Frequently Asked Questions)

- ✓ What’s the difference between a “semester” and a “quarter”? *A semester lasts for ½ of the school year, a quarter lasts for ¼ of the school year. Credits are determined by the number of semesters or quarters that you must take in order to earn a degree. It’s very important to know what your college requires, and how long it will take to earn it.*
- ✓ How many types of degrees do I have to acknowledge? *You should note any degree that pertains to your current interest. If you do not have a current interest, you should note at least 4 different programs of study.*
- ✓ How do I figure out tuition and books costs? *All colleges will list their tuition costs, usually in their catalog (which can generally be accessed online). Most colleges include an estimated cost for books. OR google college navigator. This is a free website that will give you all the information regarding the cost of attending your selected colleges.*

*** YOU MUST CITE YOUR SOURCES

D. Brag Sheet

- When you ask for a letter of recommendation it is common courtesy to request the letter in writing, or approach the letter writer in person to ask for a recommendation. Remember to practice common courtesy when requesting your letter. Allow the writer plenty of time and provide a list of your accomplishments and goals for the writer. (**APPENDIX E**).
- Make your letter writer aware of the exact deadline that you need your letter. Also, make sure to arrange a date to pick up the letter and/or provide a self-addressed, stamped envelope.
- Finally, once you have received your letter, make sure to properly thank the letter writer. Either send a thank you note, or thank them in person. Remember, courtesy goes a long way!

IV. CAREER SECTION – DUE JANUARY 24, 2020

A. Letter of Introduction to portfolio

- a. A well written letter of introduction is critical to a professional portfolio. This letter is the reader's first impression of you and your work. It should be personal and informative and highlight your best work. You should provide a brief overview of your career goals, college selection, skills and abilities, and personality. Follow the example (**Appendix A**) and include the fully edited piece in the final product of your portfolio.

B. Journal: How has the HPT program influenced your decision what you will be doing in the next stage of your life?

- ✓ Reflection on your hopes for a career or job after high school
- ✓ Describe whether you are planning on going to a college or university, a vocational program, joining the workforce, joining the armed forces, or any other option.
- ✓ What career or interest will you be pursuing after high school/college?
- ✓ Why are you interested in this career?
- ✓ What are the educational requirements?
- ✓ What alternative plans have you considered?

C. Employment Resume – list any employment experiences you have had - A resume is a synopsis of your experience and qualifications. Effective resumes will inform the reader about important facts regarding you, the applicant. When you write your resume you want to make sure you catch the reader's attention. Remember, you are trying to convince the reader that you are worthy of a job or college admission. It is important to provide all of the following information in your resume:

Your name

Professional Goal

Who are you?

What skills do you have?

What should the interviewer know about you? What achievements set you apart?

Remember to:

- Make it personal
- Highlight and reflect your personal strengths
- **Make it look professional**
- Use action verbs to describe your qualifications.
- Always type it
- Have a teacher or parent proofread it
- Omit personal pronouns (I, me, myself)

APPENDIX C has a sample resume. Use any format you wish. There are many resources for sample resumes, check on Microsoft Word, <http://bit.ly/HPTresume> and also on the Internet. If you already have a resume, you need to show it to your coordinator, edit/update it, and make sure that it meets the requirements of the Senior Portfolio.

- D. Career Comparison Chart -Throughout the course of the HPT program and your mentorship you have learned about a variety of allied health careers. Now you will select your top three choices and detail the benefits and challenges of each career. Fill in the career comparison chart on the following page with all of the appropriate information. Be thorough and make sure to research and answer each component. You are to include all of the required elements, but you can add additional information if you so choose. Either way, the information is available, and it is your job to research it. As always, if you need assistance, please ask your coordinator for help. **(APPENDIX D) CITE SOURCES**

V. COMMUNITY SECTION – DUE March 27, 2020

- A. Journal: What does it mean to be an involved member of the community and a contributing citizen?
- ✓ Describe your community services throughout your high school years.
 - ✓ Describe your health mentorship – include the skills that you learned throughout your time spent at the facilities.
 - ✓ How has the mentorship program made you think about your health career explorations?
 - ✓ Use previous experiences you have learned in the classroom that support your experiences during your mentorship opportunities.
 - ✓ Describe what you have learned from your non-high school activities.
- B. Include your community service record – see **APPENDIX F** for an example. You may make a copy of all your community service and mentorship hour sheets to include in your portfolio.
- C. List of clubs and/or extra-curricular activities in which you participated-
- Make a chart/table for each of your years in high school
 - Include only school-related activities in this section
 - Be sure to include any offices held or honors received.

FINAL PORTFOLIO - Due May 8, 2020

- Students throughout the year will be creating a digital portfolio using google sites.
 - More information on how to do this will be discussed during the Mandatory Monacan Morning Meetings.
 - Instructions for creating webpage are in **APPENDIX G**
 - Make sure to have all corrections completed.
- 1) Home page - Place your name on the homepage. Insert a current “professional” picture of you. Intro letter goes on your homepage - make sure spelling is correct. DO NOT include any personal information such as emails, phone numbers or addresses.
 - 2) Journal page - Upload your journal entries onto this page. Make sure the original questions are shown somewhere with your journal response. You may do subpages to separate out the entries or you may put them all on one page. Just make it presentable and clear. Must fix all spelling and grammatical errors. EX: DO NOT capitalize Physical Therapist every time it is written.
 - 3) Resume: Upload your resume to this page. TAKE OUT YOUR PERSONAL EMAIL. Since this is going on the web we don’t want any personal information out there. When you go for an interview or need to show someone this you may include it later on. Take out your address and phone numbers as well.
Update the resume with any scholarships, awards, etc. that you have received since the second nine weeks. Fix and spelling/grammatical errors. Make sure the resume is professional looking – make sure to have clear categories and they are separated from each other.
 - 4) Pictures/best pieces of work: Upload your pictures of your best pieces of work from your HPT electives and explain them. You can also include any pictures from your mentorship if you have any or community service events.
 - 5) Recommendations – Upload at least one recommendation from your portfolio. If you have more then include all that you desire. You may do individual subpages for each one or just have them all on the same page. Just make it clear and presentable.
 - 6) Community service – Upload your community service record. Make sure to fix all spelling and grammatical errors. Make sure that you include the amount of hours you were at each place, the name of the supervisor, the location and the task that you did. You can separate the years (freshmen – senior) into subpages or all on one page. Make it clear and presentable.
 - 7) Clubs/Activities – Upload your clubs and activities sheet you completed. You need to make sure the years the activities were done are listed. Should be in table/chart form or separated by years. You may do subpages for each year of high school. It should be clear and presentable.
 - 8) Mentorship Hours and Tasks: Create a sheet of your hours that you did at your mentorship –list the location, date, hours, task completed, and name of supervisor. You may come and take a picture of your completed sheets in Ecroyd’s office. Make it clear and presentable.
 - 9) OVERALL PRESENTATION – Make sure your webpage looks professional. You are not limited to the design/themes or overall look of the webpage. The more clear, presentable and ability to navigate through website will receive the most points.

APPENDIX A – Letter of Introduction

January 1, 2020

Hello! My name is Sally Student and I am a senior at Monacan High School. This portfolio is a representation of my academic progress at DHS over the last four years. I have included a list of my achievements, resume, letters of recommendation, and high school transcript in my portfolio. I have also included a summary of my plans for after high school and a few of my favorite projects from my years at MHS.

While I was at MHS, I enjoyed Sports Medicine and English classes and sang in the school's choir. I also took two years of Spanish through my school's foreign language program. Outside of academics, I played tennis for MHS and my tennis partner and I were number one doubles for DHS my senior year. In my junior year, I began volunteering at the local elementary school as a math and reading tutor and developed a love for working with and teaching elementary school students. This summer I am traveling with my church to Mexico to help build houses for families in need. This experience will help me improve my Spanish speaking and allow me to interact with people of a different cultural background. I am looking forward to this opportunity to give back and improve the lives of others.

After I graduate from MHS, I plan to pursue my love for sports medicine East Carolina University in Greenville, NC, where I hope to major in sports medicine. I believe I will make a good athletic trainer because I work well with others and have the knowledge to help athletes heal from an injury. It is also my intention to minor in Spanish. This minor and my experience in Mexico will be useful in a facility setting. Eventually, I would like to be in clinical setting so I can help others recover from injuries.

The pieces in this portfolio reflect my past achievements and relevant skills. I am confident the work I have accomplished at MHS will help me achieve my goals for the future.

Sincerely,

Sally Student
Senior, Monacan High School Class of 2020

APPENDIX B – College Comparison Chart - Name _____

Name of College	Portland State University	Oregon State University	Georgetown University
Types of Degrees or Certification offered	Bachelor of Arts Bachelor of Science Master's Degrees' Some Doctorate	Bachelor of Arts Bachelor of Science Master's Degrees' Some Doctorate	Bachelor of Arts Bachelor of Science Master's Degrees' Some Doctorate
Programs of study that are offered	Social Science Psychology Sociology	Engineering Animal Science Veterinary Science	Social Science Anthropology Psychology
Location (city and state)	Portland, OR	Corvallis, OR	Washington D.C.
Time to earn degree/certification	4 years for Bachelor's degree 6 years for a Master's degree Varies for a Doctorate	4 years for Bachelor's degree 6 years for a Master's degree Varies for a Doctorate	4 years for Bachelor's degree 6 years for a Master's degree Varies for a Doctorate
Quarters or Semesters?	Quarters	Quarters	Semesters
Length of terms	10 weeks	10 weeks	3 months
Tuition and Book costs per term	\$2, 100 tuition \$300 books	\$1,900 tuition \$400 books	\$7,000 \$900
Annual Living Expenses	\$3000-4000 off campus \$2,500 in dorms	\$4,000-4,500 off campus \$3,000 in dorms	\$12,000 in the dorms \$15,500 off campus
Number of freshmen admitted each year	4, 875	4,057	6,983
Application costs	\$50 non-refundable	\$75 non-refundable	\$150 non-refundable
Entrance Requirements	High School diploma, SAT scores or ACT	High School diploma, SAT scores or ACT	High school diploma, 1800 on SATs, 40 on ACT

******material in this chart may be false to avoid duplication**

APPENDIX C- Employment Resume - There are other much better templates on Microsoft Word and Google Docs

Sally Student

Career Objective: Athletic Trainer

Education:

High School Diploma, June 2015
Monacan High School, Chesterfield, Virginia, 23236
G.P.A. 4.12 Class Rank: 15 out of 450

Honors and Awards:

Honor roll for last three semesters
Perfect Attendance Award for last two years
HPT student of the year award

Relevant Courses:

Sports Medicine
Intro to Therapeutic Services
Nutrition Therapy

Babysitting – 2005 to present

Have taken care of four children, ages 3-9 every summer.

Mentorship – September 2014 – June 2015 CJW Sports Medicine

Worked with an athletic trainer to learn how to help athletes recover from injuries

Other Experience: Internship – Summer 2014 – Advanced Orthopedics

Studied alongside a physical therapist to see the techniques used for therapy.

Professional Organizations:

HOSA member 2014-2015

Extra Curricular Activities:

Girl Scouts – 1996-2006
Reliability
180 hours Community Service
State Fair HOSA winner

Monacan High School 2012-16
State Basketball Playoffs 2013
Softball 2013-2016

APPENDIX D – Career Comparison - Name _____

Career	Physical Therapist	Sports Medicine	Nurse
Required Degree or Certification	DPT	At least a Bachelor's Degree. Majors -	Bachelor's degree in
Time to earn degree or certification	12 years	14 years	14 years
Average workweek	May work part time or full time.	Work more than 40 hours per week. May work early in the morning or late in the evening.	May work full time or part time. Most work full time and are usually assigned to a day or evening shift.
Vacation Time	Usually 2 weeks paid, but can be decided by negotiation	Typically 2 weeks, can extend to more time if you stay with the same company.	2 weeks paid.
Salary (Entry level wage in VA)	\$160.76 per hour to start	\$160.95 per hour to start	\$110.72 per hour, to start
Average Annual Income (Entry level in VA)	\$344, 850	\$355, 250	\$244, 370
Current Demand	Limited job opportunities through 2014	Good job opportunities are expected in this field through 2014	Good job opportunities through 2014
Travel	Personal only, no work compensation	Not generally	Can be sent to interview in different locations.
Bonuses	No	Depends on the position, but some with better jobs.	Sometimes
Public or Private Position	Private	Public	Public
Insurance offered	No	Yes	Yes
Retirement Plans	No	Yes	Yes

****** material in this chart may be false to avoid duplication**

APPENDIX E – Recommendation Request Form/Brag sheet

Subject: Recommendation for Sally Student

Date requesting:

Dear Mr./Mrs. _____,

My name is Sally Students and I am currently enrolled or have been enrolled in your _____ course. I am currently applying to colleges/jobs for (list your intended major). I have enjoyed your class and I was hoping you would be willing to write me a recommendation on my behalf. I have chosen the field of _____ as my major because _____. I would greatly appreciate a strong recommendation to this school(s) so I can be considered as a student.

I have enclosed self addressed stamped envelopes to the colleges; _____. I have also attached a resume that will help in completing the recommendation. I am hoping that the deadline of _____ would be sufficient time for you to complete the letters. The recommendations would be mailed directly by you to _____. I appreciate your time and assistance. If you are willing to allow me to have a copy so I can display it in my HPT Senior Portfolio for future references I would be grateful. Again, thank you for your time. **(Or if the applications needed to be emailed please supply the email/ links).**

Sincerely,
Sally Student

Contact information:

Email: sallystudent@gmail.com

Phone: 804-555-8181

On the recommendation form please include this information so they will be matched correctly with my other application materials.

Name: Sally S. Student Date of birth: 03/11/02 High School: Monacan High

Brag sheet -

Name

List of colleges to which you are applying

- 1) Goals in academics, career, and personal
- 2) What are three adjectives that best describe you and tell why.
- 3) What types of community service have you done?
- 4) How are you unique from the other students/applicants?
- 5) What are your passions/interests?
- 6) What are some specifics that you would like to be highlighted in the recommendation?

APPENDIX F – Community Service Record

Name of student _____

Year of service: _____

Date	Task	Start time	End time	Total Time	Name and location of supervisor

I attest that I have completed the Community Service work as recorded above.

Student Signature

Date

APPENDIX G: Webpage instructions

Instructions on how to make a google site:

- 1) Create a gmail account that is not attached to your CCPS account.

HOW TO DO THIS: Go to google home page. Click on SIGN IN page. If you already have a gmail account login. If not create one.

- 2) YOU WILL NEED TO DO THIS PART AT HOME NOT ON YOUR CHROMEBOOK. Once you are in your new gmail – go to the google drive. Go to the blue NEW button and find Google sites. Might have to click on more. If all else fails, go to google sites : <https://sites.google.com>
- 3) Click the create button – then the “**new sites**” button.
- 4) Title your site with your last name. Then HPT Mentorship Portfolio. Example: Ecroyd- HPT Mentorship.
- 5) Now you can start formatting your webpage according to the rubric requirements. I have included one for you all to see the set up of it all. See the tips below to help guide you along, but it is relatively easy to format and get set up.
- 6) When you go to Publish please follow these rules:
 - 1) **Under site location write your first initial then last name then hpt – ex: gsmithhpt**
 - 2) UNCLICK the box that says “Allow my site to appear in search results”. YOU DO NOT WANT THIS OPTION.
 - 3) Click publish.
 - 4) Anytime you make changes you will need to re-publish.
 - 5) Let Ecroyd know when you have published – send the link to her via email: Marcia_Ecroyd@ccpsnet.net

TIPS:

- 1) Images are better for the pictures of you. Screenshots are easier to upload than the actual pictures (for the best work).
- 2) When entering information on the pages you need to double tap in the white area and a menu circle will appear.
- 3) Be careful, it doesn’t underline spelling errors or grammar – so double check your work.
- 4) When you publish have someone look over the published website on another computer. If your attachments say “Ask for permission” you need to go back to change your permissions. To do this follow these steps:
 - a. Go to your Google drive where these items are located
 - b. Click the blue share button
 - c. Click on advanced in lower right side
 - d. Choose “Public to any one who has link”
 - e. Should be fixed - check on another computer

GRADING FOR MENTORSHIP AND PORTFOLIO –

Formative grades – Portfolio requirements

Summative grades – Mentorship and community service hours

1st nine weeks grade - 25% of your final grade

Community service hours recorded from freshmen and sophomore year – 30 hours total -55%

Project - 7 habits project , Journal entry and academic portfolio requirements- 45%

2nd nine weeks grade - 25% of your final grade

Community service hours recorded from junior and **senior year** – 20 hours total -55%

Project – Journal entry and career portfolio requirements - 45%

3rd nine weeks grade - 25% of your final grade

At least 40 hours of mentorship need to be completed - 55%

Project – Journal entry and community portfolio requirements- 45%

4th nine weeks grade - 25% of your final grade

Remaining hours of mentorship need to be completed - 55%

Project - Mentorship portfolio completion grade - 45%

Freshmen / Sophomore Community service hours -(# hours completed / 30 hours required

Ex: 25 hours completed / 30 required = 83 B

Junior / Senior Community service hours = # hours completed/ 20 hours required – (10 hours each year)

Ex: 18 completed hours/ 20 hours possible = 90

PLEASE NOTE - Senior year community hours are due by end of 1st semester.

Mentorship hours completed / Hours required = grade

Academic section -RUBRICS FOR PORTFOLIO –

Scoring Rubric	Does Not Meet the Standard 0	Partially Meets the Standard 1-2	Most standards are met 3-4	Meets/exceeds the Standard 5
Meeting attendance	Did not come to any of the 1 st 9wks meetings	Missed more than two meetings/did not make up – OR very disruptive during meetings	Missed one or two of the meetings and did not make them up – or was not attentive at meetings.	Attended all the meetings and was attentive
Journal #1-	The student did not submit a journal entry.	Journal entry did not include 3-4 components. AND/OR Journal was not typed. More than 2 spelling and grammar errors.	Journal entry did not at least 2 components. At least two spelling and/or grammar errors.	Journal entry was complete, typed and well written. Contained all question components and well thought out.
Work Samples and Reflections	The student did not able to provide 2 sample of HPT work.	The student provided one sample of best work. The student has an appropriate reflection on the work sample.	The student is able to provide 2 samples of HPT best work. One or two of the reflections for the work is missing.	The student provided 2 HPT pieces of work. The reflections are both included, are introspective and insightful.
College Comparison Chart	The student did not complete the chart.	The student has only partially completed the chart. AND/OR the student did not include a health career field.	The student has completed all information.	The student has completed all information and has added additional information.
Brag Sheet	The student did not complete the chart.	The student has only partially completed the chart. AND/OR the student did not include a health career field.	The student has completed all information.	The student has completed all information and has added additional information.
Score 25 x 4				

CAREER SECTION:	Does Not Meet the Standard 0	Partially Meets the Standard 1-2	Most standards are met 3-4	Meets/exceeds the Standard 5
Meeting attendance	Did not come to any of the 1 st 9wks meetings	Missed more than two meetings/did not make up – OR very disruptive during meetings	Missed one or two of the meetings and did not make them up – or was not attentive at meetings.	Attended all the meetings and was attentive
Journal #2	The student did not submit a journal entry.	Journal entry did not include 3-4 components. AND/OR Journal was not typed. More than 2 spelling and grammar errors.	Journal entry did not at least 2 components. At least two spelling and/or grammar errors.	Journal entry was complete, typed and well written. Contained all question components and well thought out.
Resume	The student was not able to present a complete resume in appropriate format.	The student presented an incomplete typewritten resume using an inconsistent format and contained spelling and grammatical errors.	The student presented a complete, neat, typewritten resume, which adequately described education and experience. The format was consistent	The student presented a complete, neat, typewritten resume, which described education and experience in professional language. The format was consistent,
Career Comparison Chart	The student did not complete the chart.	The student has only partially completed the chart.	The student has left off a one or two parts of the chart.	The student has completed all information.
Intro Letter	The student did not provide an intro letter.	The student only provided a weak intro letter.	The intro is lacking a couple of key points or some spelling errors	The student included a well written intro letter
Comments and Total Score: /25 x 4 =				

COMMUNITY SECTION:	Does Not Meet the Standard 0	Partially Meets the Standard 1-2	Most standards are met 3-4	Meets/exceeds the Standard 5
Meeting attendance	Did not come to any of the 1 st 9wks meetings	Missed more than two meetings/did not make up – OR very disruptive during meetings	Missed one or two of the meetings and did not make them up – or was not attentive at meetings.	Attended all the meetings and was attentive
Journal #3-	The student did not submit a journal entry.	Journal entry did not include 3-4 components. AND/OR Journal was not typed. More than 2 spelling and grammar errors.	Journal entry did not at least 2 components. At least two spelling and/or grammar errors.	Journal entry was complete, typed and well written. Contained all question components and well thought out.
Community Service record	The student did not show any records of community service hours	Only a few community service hours were obtained and/or not approved from a supervisor.	The student showed a good amount of community service hours which were approved.	The student showed ample community service hours and all hours were approved.
Clubs & Activities Achievement	The student has not provided a list of activities.	The student has included minimal information. AND/OR there was just a photo copy of the community service sheets.	The student included all required information including school and community service awards. The information was not in a chart/table.	The student has created a professional inventory of his or her work that includes activities at school in the community.
Comments and Total Score: / 20 x 5 =				

Portfolio Webpage completion:	Does Not Meet the Standard 0-1	Partially Meets the Standard 3-2	Most standards are met 4	Meets/exceeds the Standard 5
Home Page	None or just a small amount of the required elements are present on the home page.	Two of the above elements are missing. Several spelling/grammar errors.	One of the above elements is missing. A few spelling/grammar errors..	Picture, name and intro letter are all on home page. Spelling and grammar are correct
Journal Entry page	None or just a small amount of the required elements are present on the journal page.	Two of the journals are missing. Several spelling/grammar errors.	One of the journals is missing and/or the journal questions are missing. A few spelling/grammar errors.	All three journal entries and questions are on this page. Spelling and grammar are correct
Resume Page:	None or just a small amount of the required elements are present on the resume page.	Hardly any information on resume. Several spelling/grammar errors.	Portions of resume are missing or it isn't professional looking. A few spelling/grammar errors.	Resume is included and updated. Spelling and grammar are correct.
Best Work Page	None or just a small amount of the required elements are present on the best work page.	Both or one piece of work but no pictures or links aren't working. Many spelling errors.	Only one piece of best work or explanations are not included. Few spelling errors.	2 best pieces of work included with descriptions. Spelling and grammar are correct.
Recommendation Page	None or just a small amount of the required elements are present on the recommendations page.			At least one Recommendation is uploaded. Spelling and grammar are correct.
Community Service Page	None or just a small amount of the required elements are present on the community service page.	Several years missing and/or many of the required elements are not included. Several spelling/grammar errors.	At least one year missing or a couple of required elements are not included. A few spelling/grammar errors.	All four years are included and updated. All required elements present. Spelling and grammar are correct.

Clubs/Activities Page	None or just a small amount of the required elements are present on the clubs/activities page.	Several years missing and/or many of the required elements are not included. Not in an organized manner. Several spelling/grammar errors.	At least one year missing or a couple of required elements are not included. A few spelling/grammar errors.	All four years are included and updated. Presented in a nice organization. Spelling and grammar are correct.
Mentorship Page	None or just a small amount of the required elements are present on the clubs/activities page.	Several and/or many of the required elements are not included. AND/OR just a screen shot of sheet. Several spelling/grammar errors.	A couple of required elements are not included. A few spelling/grammar errors.	All information above is included and updated. Neat organization. All required elements present. Spelling and grammar are correct.
Final presentation: Points are double in this section	More than half of the portfolio is missing and is not ready for completion or presentation.	Many pieces of the portfolio are missing. Assignments were not fixed and reprinted. Portfolio is not presentable. Some links don't work	Webpage is missing a couple of key elements and/or it a little hard to navigate through.	All parts from above are found in the portfolio. Things were fixed and the final portfolio is a great piece of work to be presented in the future.
Comments and Total Score: / 50 x 2				