

SENIOR PORTFOLIO



PURPOSE

This process is designed to assist the students transition to the different possibilities after high school. This project is intended to prepare the students for the various paths available after high school.



THE NINE COMPONENTS

UNIT ONE

1. Resume
2. Cover Letter
3. Interview

UNIT TWO

1. Career Inventory
2. Job Application
3. Community Service

UNIT THREE

1. Post-Secondary Plan
2. Graduation Speech
3. Accumulated Portfolio



REQUIREMENTS

EVERY SENIOR WILL BE REQUIRED TO COMPLETE THIS COURSE BEFORE THEY GRADUATE. THEY WILL EARN 3 UNITS UPON COMPLETION. THE COURSE WILL BE COMPLETED WITH THEIR INDIVIDUAL TEACHER AND COUNSELOR.

SENIOR BUDDIES WILL BE ENCOURAGED TO CHECK IN WITH THEIR STUDENTS AND ASSIST IF NEEDED.



UNIT ONE

Please Note -
At the end of Unit 1 the teacher and counselor will schedule a mock interview with the student for 40% of their grade of Unit One

Senior Portfolio **Unit 1**
 Student Activity Workbook

The White Board

Materials Needed
Student Activity Workbook
Computer with Internet Access

Key Assignments		
<input type="checkbox"/>	Google Account Information	P. 7
<input type="checkbox"/>	Resume Worksheet	P. 16-19
<input type="checkbox"/>	Final Resume w/Rubric	P. 21
<input type="checkbox"/>	Cover Letter Worksheet	P. 27-28
<input type="checkbox"/>	Final Cover Letter w/Rubric	P. 31
<input type="checkbox"/>	Interview application	P. 40
<input type="checkbox"/>	Interview Worksheet	P. 41-42
<input type="checkbox"/>	Interview Rubric	P. 45

Assessment			
Final Resume w/Rubric	P. 21	0-30	_____
Final Cover Letter w/Rubric	P. 231	0-30	_____
Final Interview w/ Rubric	P. 45	0-40	_____
	Total	0-100	_____

Senior Portfolio Unit 1

Name: _____

Teacher: _____



UNIT TWO

Please note -
 The student may not complete
 Unit 2 until their 10 hours of
 Community Service are
 complete and turned in

Student Activity Workbook
Senior Portfolio
Unit 2

The White Board


Materials Needed

- Student Activity Workbook
- Computer with Internet Access

Key Assignments

- Career Inventory P. 5-8
- Career Comparison Worksheet P. 9
- Job Search Worksheet P. 10
- Job Application P. 12-14
- Community Service Log P. 19
- Community Service Letter P.21

Assessment

	Career Inventory	P. 5-8	0-10	_____
	Career Comparison	P.9	0-10	_____
	Job Search	P. 10	0-10	_____
	Job Application	P. 12-14	0-10	_____
	Community Service Log	P. 19	0-40	_____
	Community Service Letter	P.21	0-20	_____
	Total		0-100	_____

Senior Portfolio

Unit 2

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Name: _____

Teacher: _____

The White Board






Materials Needed

Student Activity Workbook
Computer with Internet Access

Key Assignments

- Community College Worksheet P. 13-15
- My College Road Map P. 16
- Financial Aid P. 17-20
- Reflection Worksheet P. 32-33
- Graduation Checklist P. 36
- Graduation Speech P. 38-40
- Google Portfolio Site P. 47

Assessment

	My College Road Map	P. 16	0-10	_____
	Reflection Worksheet	P. 32-33	0-10	_____
	Graduation Checklist	P. 36	0-10	_____
	Graduation Speech w/Rubric	P. 41	0-40	_____
	Portfolio Site w/ rubric	P. 47	0-30	_____
		Total	0-100	_____

Senior Portfolio

Unit 3

Name: _____

Teacher: _____

Student Activity Workbook

Senior Portfolio

Unit 3



UNIT THREE

Please note -
The student will be making a Google Website. They are encouraged to use their personal email, as this will stay with them after they graduate.

CERTIFICATE OF COMPLETION



Counselor Review and Teacher Review

The Counselor will complete a final review of the students website. This will be checked off on the students final Graduation Check in Studenttrac