

## **Resources for SPE Due Date #3 – January 22<sup>nd</sup>, 2010**

**This document was designed to help Morse High School Seniors meet all the Minimum Requirements for Due Date #3 of the 2009-2010 Senior Portfolio. Please read through each section carefully. Please note that many of these items require the use of the internet and a printer. Lack of computer or printer access is not an excuse for failing to complete portfolio requirements. Also note, completing some of these items requires a good chunk of time. PLEASE PLAN AHEAD!**

### **The following items are due for BOTH OPTIONS**

#### **First Draft of your Reflective Letter of Introduction (FRONT OF PORTFOLIO)**

The Reflective **Letter of Introduction** is the first piece of evidence that that exhibition panelists will read. The **Letter of Introduction** presents you and your work to the people who will review your portfolio and listen to your exhibition presentation. The purpose of the **Letter of Introduction** is to describe you, your goals and abilities, and to highlight your educational experiences in high school. The Letter of Introduction should be both personal and informative, showcasing your best work.

**Your LETTER OF INTRODUCTION should contain the following parts:**

- **Tell about yourself** – You want the panelists to understand a little something about you and your capabilities before your presentation. This includes Personal goals, Post Secondary and Career goals, How you will reach your goals, Strengths, Skills, and Abilities, and Important achievements.
- **Tell about an important piece of your Portfolio**
  - If you are doing Option A, you will use this time to write about the most important pieces of evidence in your portfolio. If it is a class assignment, you can discuss what abilities you developed by completing the assignment. If it is one of your research papers, you can write about what you learned from your research.
  - If you are doing Option B, you will this time to write about your Capstone Project. Discuss your leadership role, success and obstacles, what you wish you had done differently, how you would improve it if you were to do it again.
- **Tell about what the portfolio process means to you** – Explain how compiling the portfolio was most helpful to you. What did you achieve by completing your portfolio? What did you learn from your Community Service or Capstone Project? Why is putting together a portfolio important?

Your Letter of Introduction should be NO MORE than 2-pages typed and should demonstrate effective writing. This means it is neat, organized and clear, and has correct grammar, punctuation, and spelling.

#### **Job Application (Section II)**

All students graduating from high school should know how to properly fill out a job application. As part of your senior portfolio, you must turn in a copy of any job application that you have completed this year.

This can be done online and then printed, or neatly by hand using blue or black ink. Job applications can be found around the community or in some cases, online. Please note, submitting your application is not required. For purposes of your senior portfolio, you just need to fill one out!

### **Resume (Section II) and Cover Letter (Section II)**

All students graduating from high school should know how to properly complete a **Resume** and **Cover Letter**. As part of your senior portfolio, you must turn in a copy of an original **Resume** or **Cover Letter** that highlights yourself as an ideal candidate for employment. Just as any professional document, your resume and cover letter should be neat, organized and clear, and have correct grammar, punctuation, and spelling.

- Here are some online resources with more information, and many examples, to help you complete this task.
  - <http://jobstar.org/tools/resume/index.php>
  - <http://jobsearch.about.com/od/resumes/a/aa040801a.htm>
  - <http://www.resume-resource.com/>
  - <http://www.careercc.com/resumpr.shtml>

### **The following items are due for OPTION A SENIORS ONLY**

#### **A Career-Guiding Assignment (Section III)**

Select **ONE ASSIGNMENT** (Homework, In-class assignment, Individual or group project, Quiz or exam, etc) from your High School Career (any grade level) that played a part in helping you make decisions about your future goals, or helped you gain skills and abilities that you can apply to your future.

- This assignment can be one that challenged you in a big way or taught you something you will never forget.
- This assignment can be one that sparked your interest in a particular career.
- This assignment can be one that taught you something about yourself as a professional.

A copy of the assignment you choose should be included in your portfolio, along with **ONE paragraph** describing what the assignment was, which ESLRs were demonstrated in completing the assignment, and how it has made an impact on your future goals. If the assignment you chose is a project (won't fit into the portfolio), you may provide pictures or teachers scoring rubric as evidence.

#### **Research Paper #1 – Two Careers (Section IV)**

Select **TWO CAREERS** from your **Career Cruising Results** and write a 2-page research paper that includes information about those careers. (If you'd like to break this up into 2 separate 1-Page Papers, you may do this as well. If you created a portfolio on the Career Cruising webpage, all the information needed to complete the research paper can be found by clicking on any one of the careers on your suggested list and using the buttons on the left side of the screen to learn more and read interviews regarding that career.

- **Address at least three of the questions below for EACH of your two chosen careers when completing your research paper.**
- What is the minimum level of education required for entry level positions in the career?
  - What do people do in this career? What skills do they have?
  - Where do people in the career work? What kind of hours do they work? (days, nights, shifts, overtime?)
  - What is the yearly earnings for someone in this career?
  - What did interviewees say they like/dislike about this job?
  - What kinds of activities does a person in this career spend the most time doing?

In addition to a research paper about two careers, Seniors who chose Portfolio Option A will be required to complete a 2-page research paper in which they share their findings based on research and visits to two college campus (Due Feb 24<sup>th</sup>). Please note, that while visiting the college (and proof that you visited the college) is still required, you can find additional information using on some of these colleges through Career Cruising also!

### **The following items are due for OPTION B SENIORS ONLY**

#### **Contract and Waivers if applicable (Section III)**

Clarification from Last Due Date #2(Dec 4<sup>th</sup>)... This section of your portfolio should contain AT LEAST the **Required Authorization for Student Participation** page (parent signature form) that was the first two pages of the Community Capstone Project Guidelines. In addition, if your Capstone Project requires waivers or contracts from outside participants, a copy of one of these should be provided in this section as well.

#### **Evidence #1 of Project Implementation (Section IV)**

Each senior completing Portfolio Option B must provide at least TWO PIECES of Evidence showing implementation of the project. By the January 22<sup>nd</sup> due date, your portfolio must contain **ONE piece of evidence** showing that your project is under way. Your second piece of evidence is due on February 24<sup>th</sup> Final Due Date.

#### **Acceptable pieces of evidence include, but are not limited to:**

- Flyers used to advertise your event
- Meeting minutes, meeting notes, meeting agendas
- Email correspondence between you and others you are working with to complete your project
- Pictures of you actively working on this project
- The finished product (or pictures of it)

In addition to the evidence itself, please provide one paragraph for each piece of evidence, briefly explaining how it is applied to your project.

#### **Outline of Implementation (Section IV)**

For the Dec 4<sup>th</sup> Due Date, you completed an Outline of Intent which described the steps you planned to take in order to complete your project. As a follow up, for the Jan 22<sup>nd</sup> Due Date, you must provide an

**Outline of Implementation** which describes the steps you have actually taken (up to Jan 22<sup>nd</sup>) to complete your project. This can be done by taking your Outline of Intent, and making changes based on how your project has unfolded since Dec 4<sup>th</sup>.

### **Draft of Process Paper (Section IV)**

Your Portfolio must include a formal written **PROCESS PAPER** (2-pages typed) about your Community Capstone Project. This should include an overview of your project, the steps you went through to complete it, the results or conclusions you reached, the ESLRs that you demonstrated, and your evaluations of the project and process you went through. Some topics to include are:

- Detailed description of your Community Capstone Project
- An explanation of why you chose this project
- An explanation of how your demonstrated school wide ESLRs
- A discussion of your timeline, any problems that came up, and how you handled those tough situations
- An explanation of skills and abilities used or gained, or how the project challenged you
- An explanation of the resources and equipment you used to complete the project
- A discussion of what changes you would make if you were to do your project again

Keep in mind that this is a DRAFT, and that your project may not be finished before the draft due date. Write the draft as if all goes as planned, then when time comes to turn in the FINAL copy of your process paper, you can simply modify what you have already written to fit what actually happened as your project came to a close.

### **CCP Time Log A showing 10 Hours spent on Implementation (Section V)**

Your Portfolio must include **Community Capstone Project Time Logs** showing you spent at least 25 Hours planning and implementing your project. CCP Time Logs are on ONE PAGE and can be found at the end of this packet.

**Samuel F. B. Morse High School**

**Community Capstone Project (CCP) Time Log A**

**STUDENT and PROJECT INFORMATION:**

Student Name:	Project Title:
Brief Project Description:	

**TIME LOG:**

	Date	Actions Taken
Hr 1		
Hr 2		
Hr 3		
Hr 4		
Hr 5		
Hr 6		
Hr 7		
Hr 8		
Hr 9		
Hr 10		

**ADDITIONAL NOTES and NEXT STEPS:**

## Community Capstone Project (CCP) Time Log B

	Date	Actions Taken
Hr 1		
Hr 2		
Hr 3		
Hr 4		
Hr 5		
Hr 6		
Hr 7		
Hr 8		
Hr 9		
Hr 10		

**ADDITIONAL NOTES and NEXT STEPS:**

## Community Capstone Project (CCP) Time Log C

	Date	Actions Taken
Hr 1		
Hr 2		
Hr 3		
Hr 4		
Hr 5		

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_