

Resources for SPE Due Date #4 – February 24th, 2010

This document was designed to help Morse High School Seniors meet all the **Minimum Requirements for Due Date #4, the FINAL DUE DATE, 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!**

★ IMPORTANT REMINDERS FOR ALL SENIORS:

- Seniors who **DO NOT** submit a completed senior portfolio that **MEETS EXPECTATIONS** on this **FINAL SPE DUE DATE, WEDNESDAY, FEBRUARY 24th, 2010**, will forfeit all End of Year Senior Activities, including Prom and Graduation!!
- When you submit your Portfolio on February 24th, 2010, your advisor will keep your portfolio until Exhibition Day. **MAKE COPIES OF EVERYTHING YOU CANNOT REPRODUCE!** If your Portfolio gets stolen, you will be responsible to recreate a Portfolio for your Senior Exhibition on March 24th, 2010!

The following items are due for BOTH OPTIONS

6 Copies of a First Draft of your Reflective Letter of Introduction (FRONT OF PORTFOLIO)

Details about what to include in your Reflective **Letter of Introduction** are detailed in the Resources for the January 22nd Due Date. Your Letter of Introduction should be **NO MORE** than 2-pages, typed, double spaced, and should demonstrate effective writing. This means it is neat, organized and clear, and has correct grammar, punctuation, and spelling.

Attendance Record and Reflection (Section I)

The members of your Senior Exhibition panel, not to mention prospective employers and college admission officers, are certainly interested in your high school attendance. Your attendance record reflects your character. Good attendance proves that you are reliable and can be responsible. An attendance record will be ordered for all seniors, and will be available starting Mid February. Listen to the bulletin and in your senior classes for details.

What is more important than these records are your interpretation of them. In addition to your record of attendance, please include a short ONE PARAGRAPH reflection on your attendance record.

➤ **Your ONE PARAGRAPH reflection can include responses to some or all of the following questions:**

- Do you feel that your attendance for your senior year was good or poor?
- Why is it important to have good attendance at school?
- If you had poor attendance, how did it hurt you?
- How could you have made changes to improve your attendance?
- Why do you think that good attendance is important in college and on the job?

Transcript and Reflection (Section I)

The members of your Senior Exhibition panel, not to mention prospective employers and college admissions officers, are certainly interested in your high school academic grades. Transcripts provide evidence of mastery of academic content as well as your ability to handle challenging tasks. An unofficial high school transcript will be ordered for all seniors and will be available starting Mid February. Listen to the bulletin and in your senior classes for details.

What is more important than your high school transcript is your interpretation of it. In addition to your high school transcript, please include a short ONE PARAGRAPH reflection on your high school transcript.

➤ **Your ONE PARAGRAPH reflection can include responses to some or all of the following questions:**

- Why did you select the classes you did?
- Why did you drop certain classes?
- Which classes did you do well in, and why?
- In which classes could you have done better?
- What did you do to earn the grades you did?
- What skills have you gained from these classes that will help you in the future?

Section Reflection (End of EACH Section – FIVE Total)

At the end of each section, submit a ONE PARAGRAPH reflection (typed or neatly written) reflecting on one or more of the following questions. Use a variety of questions when reflecting on each section.

- Why is it important to gather the items in this section?
- How will these be useful for you in the near future?
- What was the hardest part about completing the requirements for this section?
- Which ESLRs are demonstrated in this section?
- What did you learn about yourself by putting together the pieces for this section?
- Discuss the skills and qualities about yourself that this section highlights.

The following items are due for OPTION A SENIORS ONLY

A Comparison of TWO Different Pieces of Work in the SAME Subject (Section III)

Select **TWO ASSIGNMENTS** (Homework, In-class assignment, Individual or group project, Quiz or exam, etc) from the **SAME SUBJECT AREA** (any grade level) that shows significant growth in yourself as a student or as an individual.

- These assignments can be from two different years of high school that might show how you applied a lesson from one year to an assignment for another year. For Example... an assignment from Algebra in which you learned how to solve a multi-step equation (solve for x) accompanied by an assignment from Geometry in which you applied solving multi-step equations to find the expression for Area or Perimeter.
- You may have two assignments from the same year that illustrate significant improvement on a particular topic, unit, or skill. For example... a first draft of an essay with comments and annotations, along with the corrected Final Draft.
- These assignments can be two different assignments that highlight one particular skill and shows how that skill has improved over time. For example... a lab write up from earth science and a lab write up from physics.
- You may choose to submit two different exams from the same subject area that yielded different grades a result of how you prepared. For example... maybe you failed a Unit Test in one class that motivated you to take a different approach for the next Unit, which you passed!

Copies of the assignments you choose should be included in your portfolio, along with **ONE PARAGRAPH** describing what each assignment was, what the two assignments compare, which ESLRs were demonstrated in completing these assignments, and how it has made an impact on your future. If one or more of the assignments you chose is a project (won't fit into the portfolio), you may provide pictures or your teacher's scoring rubric as evidence.

Research Paper #2 – Two Colleges (Section IV)

Select **TWO COLLEGES** (UCs, State, Community, etc) to visit, tour, and research, and write a 2-page paper based on your findings and experiences. (If you'd like to break this up into 2 separate 1-Page Papers, you may do this as well.) Remember, you can find additional information on some colleges through Career Cruising also!

- **Address at least three of the questions below for EACH of your two chosen colleges when completing you research paper.**
 - What is the minimum GPA required in order to be considered for admission?
 - What Exams are required for admission (SAT, ACT, etc) and do these colleges require a base score?
 - What can an average student expect to spend on tuition and books?
 - How many students apply each year, and what percent of those students are accepted?
 - Are there any areas of study that your chosen colleges specialize in? What are they?
 - How many students attend this college each year? What is the average class size?
 - Do they have on campus housing? What is their meal plan like?

- Do they accept Advance Placement Credit for courses taken in high school?
 - Is financial aid available? How do you apply?
 - Are scholarships available?
 - Do I need to choose a major right away? What if I change my mind?
 - Which buildings did you visit when you toured the college?
- **Acceptable pieces of evidence showing you visited your chosen colleges can include, but are not limited to:**
- A copy of the permission slip or letter to parents provided by the organization with whom you visited the college
 - A Pamphlet for that college with a business card and signature attached of someone you spoke with while visiting the college
 - A collage of photos that you took in front of buildings or signs during your visit
 - An Agenda (if your tour was guided) for the day or An Agenda from your Organization showing that a College Tour took place
 - A copy of a receipt from the College Bookstore accompanied with an brief explanation of what souvenir you purchased in the day of your visit.

SINGLE SITE Community Service/Volunteer Verification Form (Section V)

Seniors who chose Portfolio Option B are required to complete a total of 20 hours of Community Service. AT LEAST 10 of those hours must be served at one SINGLE SITE off campus. Students may choose to log all 20 hours of their Community Service with this Single Site if they wish.

MULTI SITE Community Service/Volunteer Verification Form (Section V)

Seniors who choose to complete the remaining 10 hours of their Community Service at different places around the community (this includes any service done on the Morse high school campus) can log their hours on the MULTI SITE Form. If ALL 20 HOURS of Community Service were served at your Single Site, and therefore logged on the SINGLE SITE Form, simply write “**All 20 hours served at Single Site**” across this page and submit it into your portfolio.

The following items are due for OPTION B SENIORS ONLY

Evidence #2 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 February 24th Final due date, your portfolio must contain a **SECOND piece of evidence** showing that your project is under way and almost completed.

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.

CCP Time Logs B and C 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 the Resources for the January 22nd.

Final Draft of Process Paper (Section V)

Your Portfolio must include a Final draft of your formal written **PROCESS PAPER** (2-pages typed) about your Community Capstone Project. Details about what to include in this paper can be found in the Resources for the January 22nd Due Date. Please **KEEP** your draft in your portfolio (Section IV), and place a revised copy of your Final draft in Section V. If you planned an event to take place between February 24th and March 24th, complete your Process Paper as if everything went as planned. If things change significantly after you submit your Portfolio, submit a revised Final Draft to your Advisor before Exhibition Day. **All Community Capstone Projects must be completed by Senior Exhibition Day, which is Wednesday, March 24th, 2010!**