



Portfolio Guidelines

Sehome High School Culminating Project

Portfolio Guidelines

Portfolios serve as a record of your work. The quality of your portfolio says a great deal about the quality of your work overall and gives a first impression to the panelists who will be viewing your presentation. Portfolios are to be in a **3-ring binder** with the documents presented in the order listed on the following checklist. *Always place your rubrics behind each approved document*. Some of the best portfolios include plastic protector sheets to display documents neatly, an artistically created cover, and artifacts that can also be utilized during the presentation such as CD's, digital photographs, uniforms, equipment, etc.

Requirements

These documents must be included in the portfolio

- ❑ **Culminating Project Approved Proposal**
This document permits the panel of judges to note each student's initial overview of all of the components of the project. You will need either front page approval or rubrics.
- ❑ **Approved Scholarly Paper**
This academic writing allows the panel of judges to understand fully the scope and depth of the student's research into the project prior to completion of the fieldwork. In addition, the panel members are permitted to note the student's ability to research and write academically while utilizing MLA format and citation. You will need need rubrics.
- ❑ **Time Log – Both pages**
These account for the hours spent on the student's fieldwork and with the Community Advisor, the list of activities in which the student participated, and the signed Community Advisor, parent, and student verification.
- ❑ **Community Advisor Final Observation Form**
This document provides the student and panel of judges with feedback as to the performance of the student, additional insights from the Community Advisor, and signed Community Advisor verification of satisfactory completion of the student's fieldwork.

□ **Written Reflection**

This two to three page piece of writing details the application of new learning, the connection to the scholarly paper, the challenges presented by the project, and the student's personal and academic growth.

□ **Artifacts**

These items, along with the previous documents, offer proof to the panel of judges that the project did, indeed, connect to or benefit the community. In addition, these objects demonstrate the progression of the fieldwork of the student's culminating project.