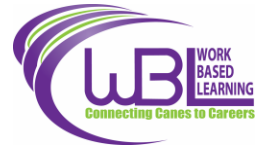


Letter of Introduction to Portfolio



What is an Introduction: Typically, an introduction should present the specific idea or concept of the portfolio and describe the strategy or organization of the portfolio. Because the introduction is clearly identified by its position in the portfolio, it is not labeled. **Therefore, it is not necessary to write "introduction" as a title for the introduction page.**

Before writing the portfolio introduction, consider:

- Why is the portfolio important?
- How does the structure of the portfolio relate to your work based learning experience?
- What do (you) the student want the reader to "get" from the portfolio, and how does your work in the portfolio relate to what you learned during your WBL experience?
- What kinds of knowledge did (you) the student gain, and how do you know?

A good introduction answers these questions in a paragraph or two, previews the contents and the data of your portfolio and gives the reader a firm sense of what was done and why.

A sample portfolio introduction and format is on the next page.

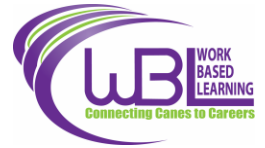
REQUIREMENTS:

- Explanation of Your High School and/or Work Experience
- Future Plans
- What can the Portfolio Viewer Expect in your Portfolio and What purpose do these things serve?
- What have you learned in your WBL experience and what evidence of that is in the Portfolio?

MANDATORY Letter Formatting

- Times New Roman, Arial or Calibri Font
- 12 point font size
- Margins should be 2" Top, and 1" Right, Left, and Bottom
- No Header for this assignment

(Top Margin should start at 2")



Your Street Address
City, GA Zip Code
Current Date (**Formatted such as: September 27, 2016**)

(Leave four blank lines here)

C/O Ms. Shannon Boyer
WBL Coordinator
Cartersville High School
320 East Church Street
Cartersville, GA 30120

Dear Ms. Boyer:

I will be graduating from Cartersville High School on May ____, 20___. My plans after graduation are to attend _____ and pursue a career as/in a/the _____ or enter the military or enter the workforce and seek employment with _____. After receiving my degree in _____ from _____, I plan to _____ - OR- upon entering the workforce after high school, I plan to work for _____.

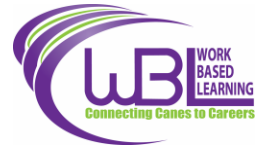
My portfolio includes a summary of my qualifications. Within my portfolio, I have included a resume, letter of application, and a letter of recommendation. I have also included activities in which I have participated. Other parts of my portfolio provide information about my job/internship duties and responsibilities as well as employer/mentor comments and evaluations. I hope this will give you more insight into my qualifications.

Create a closing paragraph (three or more sentences) that summarizes your reason for wanting to be considered for this position or admission. You may use the following sentence in your closing paragraph: The knowledge and skills that I have gained from the experiences in the Work Based Learning program will be valuable to me in the future as I hope you will see in this portfolio of work and accomplishments.

Sincerely,

(Leave four blank lines here and SIGN your name with pen after printing)

Susie Student



Work Philosophy

Directions: Write a paper discussing the responsibilities, expectations, and work ethics you believe to be important for an outstanding employee, intern or an apprentice. Include information about how your personal characteristics compare to those soft skills listed below and discussed in orientation. Type in essay format: Introduction, Supporting and Informative Paragraphs, and a conclusion.

Format:

Use TNR or Calibri

12 point font size

Double Space

Use Header

Shannon Boyer

Work Philosophy

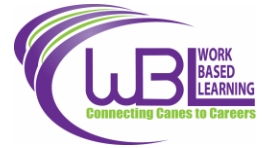
August 2016

First line after header Entitle **Work Philosophy** (Left Aligned) Bold

Soft Skills from Orientation

- Dress Appropriately and groom for the worksite
- Follow all company policies and guidelines.
- Show courtesy and respect to co-workers, customers, and employers/mentors; refrain from gossip, greet everyone with a smile, learn to get along with people, and omit expressions such as “okay”, “yeah”, “naw”, “huh”, and “uh huh”.
- Accept constructive criticism and interact well with authority figures
- Exercise good judgement; show initiative and willingness to commit the time
- Be dependable and trustworthy
- Keep physically and mentally fit
- Check and recheck work for accuracy
- Ask the supervisor questions to be certain you understand the instructions
- Display interest and enthusiasm for your site; avoid clock watching
- Handle personal calls, relationships and events outside of your placement

Cartersville High School
WBL Coordinator: Ms. Shannon Boyer
320 East Church Street, Cartersville GA 30120
770-382-3200; sboyer@cartersvilleschools.org



<<<< **WAIVER** >>>>>>

Company Policies & Procedures Manual

Your mentor and or supervisor listed in the initial training agreement should be presented this waiver.

Part of the Work Based Learning/ Youth Apprenticeship grade requires the student, **(student first and last name)** _____, to be aware of the policies and procedures manual at your company **(Company Name)** _____.

You are receiving this waiver due to the student reporting that the company meets one of the below reasons for not providing them with a manual. This form will allow the student to exempt the grade for this requirement.

Please CHECK the appropriate box.

- Company does not have a manual for the student to review
- Company manual is more than 25 pages and is online and would be costly for student to print
- Company manual is confidential and is not allowed to be distributed outside of proprietary employees
- Other: (please briefly explain) _____

Mentor/Supervisor Name: (Print) _____

Mentor/Supervisor Signature of Agreement: _____

Date: _____