

Midterm Portfolio and Program Review 2018



Name: _____ Per: _____ Placement _____

How to earn **FULL CREDIT** for each **2** symbol assignment: Provide the graded copy FIRST, then, the corrected copy. All papers should have a corrected or a “clean” copy if there were no changes needed. Items not starred should be a single original copy.

_____ **Formatted Cover Sheet in the VIEW FINDER- Provided By Coordinator (20)**

_____ **Quick Guide in Front Inside Pocket (25)**

_____ **Introductory Letter to Portfolio (50) 1st Page in Portfolio – AUGUST 2**

_____ **TYPED Table of Contents Page (15) 2nd Page in Portfolio – AUGUST 2**

(Employment forms, Documentation, Hours Verification, Work Journals, Employability Skills, Placement Information, Handbook, Evaluations, GA Best)

_____ **Tabs Labeled Appropriately (15) – Incorrect Tabs= No Credit**

_____ **Employment Forms: (100) – TAB 1 & Contents**

_____ Cover Letter (Signed appropriately by you) 25 **2**

_____ Resume 25 **2**

_____ References Sheet (Top of paper should be Labeled: References) 25 **2**

_____ Individual Graduation Plan (part of the beginning of the year documents) -25 points

_____ **Documentation: (40) - TAB 2 & Contents are listed in the order they were given**

_____ Packet: _____/10 Parent/ Student Authorization Forms; _____/10 Employer Authorization Forms

_____ /10 Training Agreement

_____ Course Syllabus 10

_____ **Weekly Production Reports: (170) Tab 3 & Contents**

8-13		9-17		10-22		11-26	
8-20		9-24		10-29		12-3	
8-27		10-1		11-5		12-10	
9-3		10-8		11-12		12-17 WPR is due January 8th	
9-10		10-15		11-19 OPTIONAL Thanksgiving			

_____ **Ethics Journals: (50) Tab 4 & Contents – 25 points/WJ**

_____ September Ethical Steps _____ or _____ Ethical Reflection Number _____ **2**

_____ November Ethical Steps _____ or _____ Ethical Reflection Number _____ **2**

_____ **Employability Skills (125) Tab 5 & Contents -25pts/ES**

_____ Work Philosophy – August **2**

_____ Career Consultation – October

_____ SMART Goals Worksheet (If you didn't have any changes, you may submit the original) – October **2**

_____ News Article –November **2**

_____ **Placement Information (20) Tab 6 & Contents**

_____ Company policies and procedures manual- OR a signed copy of waiver - AUGUST

_____ **WBL Handbook (50) Tab 7 & Contents**

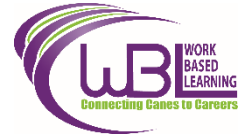
_____ Printed copy of the WBL student handbook – PROVIDED IN TRAINING

_____ **Evaluations (150) Tab 8 & Contents**

_____ 2 GA BEST Skills Evaluation -50 – SEPTEMBER & NOVEMBER

_____ 1 Job Skills Assessment (Training Plan) -100 – PROVIDED BY COORDINATOR – DUE By Portfolio Review Date

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_____ **CTSO Activities: (100)** – Must have two activities first semester and two activities second semester.

Includes any trip, meeting, volunteer activity, or fundraising with FBLA/DECA/HOSA/TSA/ROBOTICS.

Activities outside of FBLA will require teacher authorization via email to Ms. Boyer or handwritten by portfolio review date.

Activity One _____ **Date:** _____
Activity Two _____ **Date:** _____

_____ **WBL Activities: (50)**
_____ CES – Canes Career Connection

Initial Score: _____ / 980

Extra Credit

___ Plastic Sleeves for each notebook pager (+2 to your total grade)

___ Provide an additional tab titled: Work Samples – and includes course work and projects that relate to your job: must have at least 5 that exhibit your accomplishments in school (+5 to your total grade)

___ Provide additional letters of recommendation from anyone who is NOT a family member (+2 points per letter)

___ Student Personal College day and evidence (+1 Point to total grade)

___ Additional Interview with a Mentor (+2 Points to the total grade)

EXTRA CREDIT TAB- WORK SAMPLES

_____	Sample 1	_____	Sample 4
_____	Sample 2	_____	Sample 5
_____	Sample 3		

Score _____ **+ Bonus Points:** _____

MIDTERM PORTFOLIO SCORE _____

Comments: