

Midterm Portfolio and Program Review 2019



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 or pen marks from instructor. Items not starred should be a single original copy.

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

_____ **Lime Green Quick Guide in Front Inside Pocket (20)**

_____ **Table of Contents Page (10) 1st Page in Portfolio – Provided**

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

_____ **Employment Forms: (75) – 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

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

_____ Packet: _____/10 Parent/ Student Assurances Forms; _____/10 Employer Assurances Forms
 _____/10 Training Agreement

_____ **Weekly Production Reports: (180) Tab 3 & Contents (20 points each)**

| | | | | | |
|--------------|--|----------------|--|----------------|--|
| 8-12 to 8-25 | | 9-23 to 9-29 | | 10-28 to 11-10 | |
| 8-26 to 9-8 | | 9-30 to 10-12 | | 11-11 to 11-24 | |
| 9-9 to 9-22 | | 10-14 to 10-27 | | 11-25 to 12-8 | |

_____ **Employability Skills (100) Tab 5 & Contents -25pts/ES**

_____ Work Philosophy – August ②

_____ Career Consultation – October

_____ Career Research Presentation- November

_____ News Article –December

_____ **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**

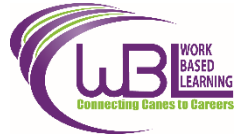
_____ **CTSO Activities: (100) – Must have two activities first semester and two activities second semester.**
 Includes any trip, meeting, volunteer activity, or fundraising with FBLA/DECA/HOSA/TSA/ROBOTICS. Activities outside of FBLA will require teacher authorization via email to Ms. Boyer or handwritten by portfolio review date.

Activity One _____ **Date:** _____

Activity Two _____ **Date:** _____

Initial Score: _____ / 780

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Optional WBL Activities: (75)

- _____ UGA Field Trip
- _____ KSU Education Day Field Trip
- _____ Skills Apprenticeship Field trip to Georgia Highlands

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: