

Portfolio Structure:

- ❑ 3-ringed binder
- ❑ Title Page with your name, advisor's name and graduation year
- ❑ Table of Contents
- ❑ Section dividers labeled: Goals/Reflections, Transcript/Credit Check Form ,Oral Defense Rubric, QSR, ARTS, CCC, CLS, Other

Class of 2007:

In order to accommodate the smooth transition regarding our portfolio system, the following process for portfolios will be in effect for the graduating class of 2007. We know that some students did not collect all of the work asked for in the portfolios. However, many students did. The process for this year will allow for ALL of our students to successfully participate in the senior oral defense process. The overall goal for the senior oral defenses is on providing students a chance to reflect on their four years of high school and their growth as a student and person and to share that with adults who have supported the student for the past 4 years. Students should be prepared to discuss their learning in a thoughtful, organized manner. The questions listed below for each portfolio will help in organizing your thoughts and presentation.

Cover Letter/Reflections: *Include a typed letter addressing the following questions in your portfolio sections. **For each portfolio area, use work that you have collected over the past 4 years to support your answers and to show examples of your growth.***

❑ **ARTS questions:**

1. What areas of art (visual, film, theater, literary, etc.) do you feel the most comfortable? Why?
2. In what areas of art do you struggle? Why?
3. How does art affect/shape your immediate and extended life?
4. Describe how your skills as an artist have grown or changed during high school.

❑ **CCC questions:**

1. What do you see as your strengths in humanities (a specific writing genre, oral communication, critical analysis of historical information, etc)? Why?
2. What were some of your favorites units of study/projects in humanities? Why?
3. Explain what interests you most about humanities/Spanish.
4. How do the humanities/Spanish affect/shape your immediate and extended life?
5. Describe the learning skills that you still need to improve on.
6. Describe how your skills as a learner in humanities/Spanish have grown or changed during high school.

❑ **CLS questions:**

1. Share some the most salient points from your internship experience/reflection.
2. What did you learn the most from your internship?
3. How does your internship experience connect to your future?
4. How did your previous 3 years of high school prepare you for the internship?

❑ **QSR questions:**

1. With which aspects of math and science do you feel the most comfortable? Why?
2. With which aspects of math and science do you struggle? Why?
3. Explain what interests you most about math and science.
4. How do math and science affect/shape your immediate and extended life?
5. Describe the learning skills that you still need to improve on.
6. Describe how your skills as a learner in math and science have grown or changed during high school.

Oral Defense: *Submit rubric and be prepared to present portfolio as outlined by this rubric. You will present to a panel that may include your advisor, parent, another student, and/or community member.*

- Introduce yourself to the panel
- Share cover letter and reflections for each section of the portfolio
- Use samples of your work as evidence for your reflection discussion
- Ask for questions and be prepared to answer

Score	Level of Proficiency			
Portfolio 5 Exemplary 3.5 Grad Prof 3 Developing 2 Emerging 1 Not Yet Score <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	<input type="checkbox"/> Proficient <input type="checkbox"/> Proficient with Honors	Name		
	Students meet the graduation standard by scoring a 3.5 or higher average for all traits.	Assignment	Graduation Oral Defense	
		Date Presented		
		Committee member		
		Advisor		

Comments:

Oral Defense Rubrics

	Exemplary 5	Competent 3.5	Emerging 2
Answers to Panel Questions	Answers questions confidently, accurately, and articulately	Answers all questions from panel members with a little prompting	Does not answer all questions or needs a lot of assistance to answer questions.
Delivery	Delivery is excellent – superb eye contact, speaks with confidence and ease, uses mature words, dresses professionally	Provides an effective delivery, including good eye contact, public speaking techniques, and appropriate dress	Delivery is ineffective – poor eye contact, muddled speech, nervous, inappropriate dress

Reflection and Analysis of learning process - QSR	Can discuss cover letter and reflect as a learner with maturity and thoughtfulness.	Can discuss cover letter and reflect as a learner.	Is not able to talk about the cover letter with any degree of thought and shows little or no reflection
Reflection and Analysis of learning process - ARTS	Can discuss cover letter and reflect as a learner with maturity and thoughtfulness.	Can discuss cover letter and reflect as a learner.	Is not able to talk about the cover letter with any degree of thought and shows little or no reflection
Reflection and Analysis of learning process -CCC	Can discuss cover letter and reflect as a learner with maturity and thoughtfulness.	Can discuss cover letter and reflect as a learner.	Is not able to talk about the cover letter with any degree of thought and shows little or no reflection
Reflection and Analysis of learning process - CLS	Can discuss cover letter and reflect as a learner with maturity and thoughtfulness.	Can discuss cover letter and reflect as a learner.	Is not able to talk about the cover letter with any degree of thought and shows little or no reflection
Organization of Portfolio	The order in which the portfolio is presented to the panel is effective and makes sense. It is logical and easy to follow. It shows considerable thought and planning	The order in which the portfolio is presented to the panel is effective and makes sense. It is logical and easy to follow	Student presents information in a haphazard manner and obviously did not plan for the presentation