

# Portfolio Checklist

## \_\_ The Letter of Introduction to Judges

This is a formal business letter with the purpose of introducing the student, *Portfolio*, and *Product* to the judges. The student describes his/her experiences during the *Internship* and reflects upon what was learned.

## \_\_ Work Samples

Display the student's talent, creativity, and originality. The *Work Samples* may be related to athletics, education, work experience, artistic prowess, or a number of other talents. The samples are three pages of visuals which demonstrate three business qualities and three paragraph descriptions of those qualities.

## \_\_ Cover Letter

This business letter accompanies the *Résumé* and explains the student's purpose, goals, and qualifications for an internship.

## \_\_ Résumé

Documentation of work, school, and extracurricular experiences compiled by the student in a professional *Résumé*. The student should mention awards and honors in this document. The document should be formatted in a professional manner.

## \_\_ Job Application

The student completes a *Job Application*, preferably one that is used at the place of business where he or she plans to perform the *Internship*. If not, any application from a related company will suffice.

## \_\_ Process Research Paper

The students will research a process related to their internship and explain how to perform the process correctly through a speech which incorporates visual aids. The *Process Research Paper* must include a *Works Cited Page* and MLA citations.

## \_\_ Work Experience Journals

The student reflects on the people, tasks, and learning experiences he or she encounters during a ten-hour internship. When the entries are complete, they should be at least five pages in length, typed (12-point font), and double-spaced.

## \_\_ Supervisor's Evaluation

A form will be filled out and signed by a supervisor at the work site. The observation will rate student performance and evaluate the student's personality in relation to the internship performance.

## \_\_ Work Experience Documents

*Work Experience Documents* are notes, photos, pamphlets, etc. that can be used as evidence that the student completed the minimum ten hours of work experience at a job site. The *Hours Confirmation Form* and the *Interview Evaluation Form* are especially important pieces of evidence. All hours must be listed and confirmed by the mentor.

## \_\_ Work Product Documents

The *Product* should demonstrate what the student has learned in relation to a career. Include planning evidence: sketches, notes, emails from mentor, research information. Include process evidence: rough drafts, photos, software screen captures, video. Include final product evidence: photos, PowerPoints, DVD's.

## \_\_ Product Description

The *Product Description* includes four parts: a detailed description of the effort involved in creating the product (hours on each part of the product and setbacks), of materials (cost of items and how and where they were acquired), and of the learning stretch (skills and knowledge acquired). See the product description handout for more details.

## \_\_ Quality Control Spreadsheets (2)

The *Quality Control Spreadsheets* are a reflection of the student's CIBACS work throughout the year, including commentary on when the assignments were turned in and suggestions that were made for improvements.

## \_\_ Portfolio Cover

The *Portfolio Cover* should look professional and may be covered with leather or may be a nice plastic with a cover page that has a creative design. It should *not* be a plain black or white binder or a folder without rings for holding papers.

## \_\_ Portfolio Dividers

The sections of the divider should be clearly and neatly labeled either with typed or neatly written tabs. The dividers themselves may have pictures or color to add style.