

Portfolio and Product

The Portfolio is a (three ring) binder that includes all of the FasTrak work the students have completed for the Junior year, including letters, journals, evaluations, and parts of the final product. Points for each part of the portfolio are based on neatness, completeness, mechanical correctness, and appearance. The Product is part of the Portfolio (see back).

Portfolio Contents in Order

Points

1. The Letter of Introduction

This is a formal business letter with the purpose of introducing the student, portfolio, and product to the judges.

10 Points

2. Cover Letter

This business letter accompanies the resume and explains the student worker's purpose, goals, and qualifications in relation to the job he or she has observed.

10 Points

3. Resume

Documentation of work, school, and extracurricular experiences related to the upcoming work observation will be compiled by the student in a professional resume. The student should also mention awards and honors in this document.

10 Points

4. Work Samples

The student reflects on the accomplishments in his or her own life and develops three work samples that demonstrate what the student has accomplished. The work samples should display the student's talent, creativity, and/or originality. The samples may be related to athletics, education, work experience, artistic prowess, or a number of other talents. Above all, the work samples should demonstrate what abilities the student has to offer a company.

10 Points

5. Job Application

The student completes a job application, preferably one that is used at the place of business where he or she plans to observe. If not, any application from a related company will be sufficient.

10 Points

6. Work Experience Journals

The student describes his or her observations and experiences at the workplace. When the entries are complete, they should be at least five pages in length, typed (12-point font), and double-spaced.

20 Points

7. Work Product

The product parts and samples make up the majority of the portfolio. The product should demonstrate what the student can do in relation to his or her field of interest. Student observation and work experience should have contributed to the product and, in fact, working on the product at the job site may be counted as hours of work experience. The student should invest several hours in the compilation of the product. It will be presented to the class and later to the judges during the FasTrak competition.

40 Points

8. Supervisor's Evaluation

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

10 Points

9. Thank You Letters

The student will write letters, by hand, thanking the people at the workplace who have been helpful to him or her. Copies of the letters will be placed in the portfolio.

10 Points

10. Process Research Paper

This is the junior year research paper. The students will research a process related to their internship and explain how to perform the process correctly. They will explain this process to their classmates as a speech which incorporates visual aids. The paper must include a Works Cited page and MLA citations.

20 Points

TOTAL POINTS - 150

Product Description

The Product is a physical representation of what the student has learned at a place of business. Parts of the product--including papers, handouts, digital images, and scans--can and should be placed inside the portfolio. For some, the product has been or will be completed while doing the work experience, while for others the product will be done after the work experience is completed. Each product will be individual and unique. Please use your creativity, determination, and skills acquired from the CIBACS Program to accomplish this task.

Product Points

Content	
Time and Effort	25
Demonstration of Knowledge Gained	25
Completed Product	25
Creativity and Problem Solving	25
	Total 100
Presentation Skills	
Greeting	10
Eye Contact	10
Movement	10
Confidence	10
Volume and Clarity	10
Enthusiasm of Voice	10
Introduction of Product	10
Eye Catching Visuals	10
Closing	10
Answers to Questions	10
	Total 100

Presentation Day

1st Round - 15 minutes per student

Students present/highlight portfolio to a panel of judges (7-8 minutes). Students answer questions about their personal experience in CIBACS and answer clarifying questions concerning the portfolio (7-8 minutes).

2nd Round - 10 minutes problem solving and 10 minutes presenting

Winners from round one will compete on an individual basis and the rest will compete with a group. Students are given a scenario and will have ten minutes to prepare a solution that will then be presented to a panel of judges for approximately 10 minutes. Judging is based on presentation skills, solution, creativity, enthusiasm, and confidence.

Round 1

Presenter #1
8:30-8:45

Presenter #2
8:50-9:05

Presenter #3
9:10-9:25

Presenter #4
9:30-9:45

Presenter #5
9:50-10:05

Presenter #6
10:25-10:30

Round 2

Team 1 Prep.
10:30-10:45

Team 1 Pres.
Team 2 Prep.
10:45-10:55

Team 2 Pres.
Team 3 Prep.
11:00-11:10

Team 3 Pres.
Team 4 Prep.
11:15-11:25

Team 4 Pres.
11:30-11:40