1. From Packet #3 “Portfolio Requirements” page

☐ 1” ‘view’ binder
☐ (1) cover page in outside window with: → → →
Inside:  ☐ (2) Title page (with same information) → →
☐ (3) Table of Contents
☐ (4) Résumé (up-to-date)
☐ (5) Project Checklist (check off and date)
☐ (6) Learning Agreement
☐ (7) Brainstorming sheet
☐ (8) Placement Ideas sheet
☐ (9-10) Project Planning sheets (Draft and Final)
☐ (11) Community Placement sheet
☐ (12) Research Page with at least 2 resources
☐ (13) Log of hours
☐ (14) Journal
☐ (15-16) Reflective Essay (Draft and Final)
☐ (17) Self-Evaluation
☐ (18) Mentor/Supervisor Evaluation
☐ (19) Job Shadow Evaluation
☐ (20) Evidence -- Photos, brochures, charts, meeting notes, art work, diagrams
☐ South Eugene CRLS folder (Junior Project complete)

2. The scoring sheets evaluators will use.

Portfolio Evaluation

Student Name _____________________________ Date ____________________

Focus Question ____________________________________________________________

Evaluate the student in each of the four areas by checking the performance level.

<table>
<thead>
<tr>
<th></th>
<th>Exceeds</th>
<th>Meets</th>
<th>Needs Further Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Elements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal Entries</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Reflective Essay</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Overall Presentation (neatness, effort, extras)</td>
<td></td>
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</tbody>
</table>
Portfolio Evaluation

\( \text{write } 0, \sqrt{\text{, or } +} \)

\(0 = \text{not found} \quad \sqrt{} = \text{evident} \quad + = \text{outstanding} \)

\(\square \) (1) Cover (in window of binder)
\(\square \) (2) Title page (name, date, SEHS, focus question)
\(\square \) (3) Table of Contents (title centered; content items left-aligned)
\(\square \) (4) Résumé (updated with Senior Project work experience included)
\(\square \) (5) Project Checklist (dates of completion filled in) [Not “Portfolio Requirements” page]
\(\square \) (6) Learning Agreement – signed
\(\square \) (7) Brainstorming sheet
\(\square \) (8) Placement Ideas sheet
\(\square \) (9-10) Project Planning sheet (draft & final) – signed
\(\square \) (11) Community Placement sheet – signed
\(\square \) (12) Research/reference page with at least 2 resources, cited correctly
\(\square \) (13) Log of hours – signed by mentor/supervisor
\(\square \) (14) Journal (typed)
\(\square \) (15-16) Reflective Essay (draft & final, with scoresheet)
\(\square \) (17) Self-Evaluation
\(\square \) (18) Mentor/Supervisor Evaluation
\(\square \) (19) Short Experience (Job Shadow/Interview/Industry Tour) Evaluation
\(\square \) (20) Evidence – Additional elements (underline below):
\hspace{1cm} Photos, brochures, charts, meeting notes, art work, diagrams

\(\square \) CRLS folder (Junior Project complete)
3. The rubric for the Portfolio.

<table>
<thead>
<tr>
<th>PORTFOLIO - REQUIRED ELEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exceeds</strong></td>
</tr>
<tr>
<td>• The student provides a detailed and well-documented description of all project aspects through forms and time logs.</td>
</tr>
<tr>
<td>• The level of documentation provides the reader with a clear understanding of the student’s participation and thorough discovery.</td>
</tr>
<tr>
<td>• Additional elements enhance the portfolio.</td>
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<tr>
<td>• Extra care has been given to neatness.</td>
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<tr>
<td><strong>Meets</strong></td>
</tr>
<tr>
<td>• The student provides a thorough description of all project aspects.</td>
</tr>
<tr>
<td>• Through the necessary forms, the reader will be able to determine the student’s participation was adequate with a reasonable level of discovery.</td>
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<tr>
<td>• Presentation is neat and organized.</td>
</tr>
<tr>
<td><strong>Needs Further Work</strong></td>
</tr>
<tr>
<td>• Student lacks sufficient documentation of participation.</td>
</tr>
<tr>
<td>• One or more elements are missing.</td>
</tr>
<tr>
<td>• Presentation is haphazard or sloppy.</td>
</tr>
</tbody>
</table>