

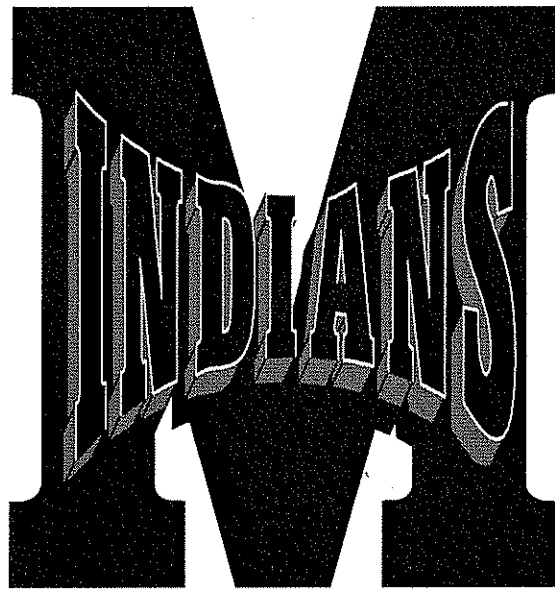
*Mosinee High School*  
**CAP**  
*Career Academy Program*

# *Senior Portfolio*

**Student Name**

Class of 2014

*Place a picture  
of yourself in this area.*



Mosinee High School

# Important Portfolio Information!

## Details about the Final Portfolio:

1. All material must be in a three-ring binder with a "clear-view insertable cover".
2. It is recommended that clear plastic sleeves be used for all of the portfolio's contents.
3. All material must be in the order outlined in this packet.
4. Reasonable measures will be taken to assure portfolio security. However, it is recommended that students include **photo copies only** of irreplaceable portfolio documents and materials.

## Submitting the Portfolio:

1. All completed Senior Portfolios must be turned in to Mrs. Struble or Mrs. Guthman, **personally!**
2. Portfolios may **NOT** be left with anyone else! No one else may submit it for you!
3. Each portfolio will be checked and not accepted **if** there are any missing items. (Plan on spending ten minutes for this process to be completed.)
4. If a student has an incomplete portfolio, it will be handed back to the student.
5. **The deadline for submitting completed portfolios is 3:40 pm, Wednesday, March 19, 2014.** Portfolios may be submitted as soon as they are completed.
6. Any exceptions to this deadline due to illness or emergencies will need to be appealed directly to Mr. Lehman.
7. **If a student fails to meet this deadline, the next date for submitting portfolios is June 11, 2014. This means this student will not be able to complete the Exit Interview until June 18, 2014 and will not participate in the 2014 Graduation Ceremony.**

To allow this process to work smoothly, the school counselors will dedicate time on March 18 and 19, 2014 for the review of portfolios. Portfolios may be submitted early.

There will be sign-up sheets on the Student Services office window, so students may sign-up for a ten-minute portfolio review appointment.

***Please do not wait until the last minute!***

**EXIT INTERVIEWS WILL BE HELD ON CIA DAY - APRIL 16, 2014**

***This page is for your information only.  
It should not be included in your portfolio.***

# Table of Contents

## **Introduction of Student**

- Resume
- Letter of Recommendation
- Personal Experience Paper
- Career Experience/Plan
- Various School Records (Optional)
- Final Reflection Paper

## **Student Achievements**

- Core Subjects Achievements
- Elective Achievements
- Student Choice
- Outside Samples

*A Table of Contents and/or dividers must be used as organizational aides.  
Your portfolio must be organized based on the order above.*

# Student Introduction

*Place a digital or clip art picture here  
showing an activity or interest and design as needed.*

# Resume

## **Name, address, telephone, e-mail address, and website address.**

All of your contact information should go at the top of your resume.

- Avoid nicknames.
- Use a permanent address. Use your parents' address, a guardian's address or the address you plan to use after graduation.
- Use a permanent telephone number and include the area code. If you have an answering machine, record a neutral greeting.
- Add your e-mail address. Many employers will find it useful. (Note: Choose an e-mail address that sounds professional.)
- Include your website address only if the webpage reflects your professional ambitions.

## **Objective or Summary**

An objective tells potential employers the sort of work you're hoping to do.

- Be specific about the job you want. For example: To obtain an entry-level position within a financial institution requiring strong analytical and organizational skills.
- Tailor your objective to each employer you target or every job you seek.

## **Education**

- Begin with the most recent first.
- Only go back to middle school, if your resume seems bare.
- Mention academic awards and honors.

## **Work Experience**

Use action words to describe your job duties. (e.g. "checked and bagged groceries")

Include:

- Title of position.
- Name of organization.
- Location of work (town, state).
- Dates of employment.
- Describe your work responsibilities with emphasis on specific skills and achievements.
- Include your work experience in reverse chronological order – that is, put your last job first and work backward to your first relevant job.

## **Other Information**

You may want to add:

- Key or special skills or competencies.
- Leadership experience in volunteer organizations.
- Participation in sports.

## **References**

Ask people if they are willing to serve as references before you give their names to a potential employer.

Do not include your reference information on your resume.

You may note at the bottom of your resume: "References furnished on request."

# Letter of Recommendation

*This letter must be from an adult not connected with the Mosinee School District (including coaches) and cannot be a family member or someone with whom you live. Good sources for obtaining a Letter of Recommendation include (but are not limited to): employers, supervisors, managers, supervisors of community service experiences, even a neighbor for whom you have worked or helped out.*

*Note: This is one portion of your portfolio for which you cannot control the timing. We strongly advise you to request the Letter of Recommendation at least one month prior to the due date.*

# Personal Experience Paper

*Describe at least one (1) experience which has shaped your life as a young adult. This may include a hobby, extra-curricular activity, job experience, or other personal experience.*

# Career Experience/Plan

*Demonstrate the value of a work experience or present a career plan.*

*Examples may include:*

- personal work experiences*
- career projects*
- CIA Day experiences*
- volunteer experiences*
- educational experiences*



# Various School Records

*Compile school records of grades, testing, and attendance. This section, though optional, could be helpful for personal use in the future. You may want a copy of your most recent transcript in this section.*

# Final Reflection Paper

Outline your academic and extra-curricular experiences in high school. Explain how your portfolio represents your educational growth and the educational significance of the pieces you chose to include in the portfolio.

The following questions should be used as your guideline, with thoughtful and in-depth reflection:

1. Based on your overall high school experience, how have you have grown as a person? (Think academically, socially, creatively, and emotionally.)
2. Explain three things you learned about yourself during high school. Are these things represented in your portfolio? If not, why?
3. How did your level of participation in activities and organizations inside or outside of school affect your overall high school experience? Which activities or organizations were particularly important to you? What did you learn from these activities or organizations that you will take with you into the next phase of your life?
4. What was the most valuable experience you had in high school? What was special about the experience? What kinds of things did you learn from this experience?
5. What advice would you give to incoming freshmen concerning how to succeed (or survive) in high school?

All papers are required to be word processed using 12 point font Times New Roman and double-spaced. At the top of the first page, include the following information:

High School Reflection Paper

(Name)

Mosinee High School

(Year of Graduation)

# Student Achievements

*Place a digital or clip art picture here  
representing student achievement.*

# Core Curricular Area Achievements

Create a divider page entitled: **Core Curricular Area Achievements**  
to be followed by:

a minimum of one (1) sample from each of the following for a total minimum of four (4) samples:

- Math
- Science
- English
- Social Studies

# *Elective Curricular Area Achievements*

Create a divider page entitled: **Elective Curricular Area Achievements**  
to be followed by:

a minimum of two (2) samples from any curricular area except English, Social Studies,  
Math, and Science.

# Student Choice

Create a divider page entitled: **Student Choice**  
to be followed by:  
a minimum of four (4) samples from any curricular area(s).

# Non-Academic Samples

Create a divider page entitled: **Non-Academic Samples**  
to be followed by:

A list of activities not associated with any class at Mosinee High School.

And a minimum of two (2) samples from any of the following:

- samples of art work or photography
- photos of projects
- newspaper clippings highlighting student
- tape or video recordings of your work
- recording of musical performances or programs
- lists of musical repertoire
- published letters to the editor or illustrated stories
- photo, written record, or other evidence of personal accomplishment
- certifications
- awards and honors
- service projects
- volunteer activities
- athletic achievements/honors
- leadership activities/honors
- copies of anything that indicates your outstanding results or excellent abilities
- pictures or illustrations of a hobby

