**Section 1**

Letter of Introduction to the Readers

\*It is recommended that this letter is written after you have finished your senior portfolio.

**Directions:** You will be writing a letter to the reader/s of your portfolio. The purpose of writing the letter is to not only introduce yourself, but also to give your reader a clear understanding of what you have chosen to include in your portfolio based on the pathway in STEM you chose and how this process has helped you grow and reflect upon your last four years at Freedom High School. See the sample below for specific instructions.

**Format:**

-12 point font

-Times New Roman

-Only place an extra space in-between each paragraph

-Do not indent

-1 to 2 page minimum/maximum

-Use complete sentences; do not assume that your reader knows the questions that are listed below!

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Feb 2, 2016

Dear Reader:

*Paragraph 1:* (Do not indent; do not write “paragraph 1”) Introduce yourself to your reader. Tell your reader about yourself, your life, and your experience here at FHS. Indicate the STEM pathway and why you chose it. Inform your reader about what they will get to read about in your portfolio.

*Paragraph 2:* (Do not indent; do not write “paragraph 2”) Explain how creating each piece of the senior portfolio helped you grow as an individual, writer, critical thinker, and in other areas. Explain the struggles you went through in completing the portfolio and how you showed resiliency and determination in completing it. What did you learn about yourself, as a person and student, after completing this portfolio and reflecting upon your last four years at NAHS?

*Paragraph 3:*  (Do not indent; do not write “paragraph 3”) Explain how creating and compiling this portfolio will be beneficial to you. How will the pieces of the portfolio, as well as the skills you applied in creating it, help you in the “real world”? Explain by giving examples of your future goals. What do you hope your reader will gain from reading your portfolio pieces? Lastly, thank your reader for taking the time to look through and read your portfolio pieces.

Sincerely,

Sign your name in black ink once you have printed it.

Full Name Typed

 Modified from NRHS \*L. Rodriguez, 2009

**Section 3**

Brag Sheet

When developing your brag sheet, feel free to use the template below. And listen: If you don’t have a very good idea of what you want to major in or do with the 50 years of your life upon graduation, take that part out. There are many ways that wind can blow once you start taking your classes. You may find you have a passion for things you never even dreamed of.

So remember: A template is a *starting point.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Address |  | | |
| Phone | Home |  | |
| Cell |  | |
| Parent (1) |  | |
| Parent (2) |  | |
|  |  |  |  |
| What are you considering as your major in college and why? | | | |
|  | | | |
| What experience do you have which will prepare you for that major? | | | |
|  | | | |
| Choose two or more questions below and answer  them thoroughly to give your teachers and counselor some ideas of what to include in your letter of recommendation: | | | |
|  | | | |
| 1. What might your teachers say is your greatest strength as a person? As a student? | | | |
|  | | | |
| 2. What sets you apart as an individual? | | | |
|  | | | |
| 3. If your best friend were asked to describe you, what would he/she say? | | | |
|  | | | |
| 4. Discuss an event in your life that has had a significant impact on you, your life, your academics. | | | |
|  | | | |
| Volunteering | Schools Years | Hours/Weeks | Positions/Responsibilities |
|  |  |  |  |
|  |  |  |  |
| Leadership | School Years | Hours/Weeks | Positions/Responsibilities |
|  |  |  |  |
|  |  |  |  |
| Arts & Music | School Years | Hours/Weeks | Description |
|  |  |  |  |
|  |  |  |  |
| Clubs | School Years | Hours/Weeks | Positions/Responsibilities |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Cultural Experiences | School Years | Dates | Description |
|  |  |  |  |
|  |  |  |  |
| Community Service | School Years | Hours/Weeks | Positions/Responsibilities |
|  |  |  |  |
|  |  |  |  |
| Employment | School Years | Hours/Weeks | Positions/Responsibilities |
|  |  |  |  |
|  |  |  |  |
| Honors & Awards | School Years | Description | |

Yes, that is a LOT of information for a teacher or college admissions board to take in. And they are busy, busy people. Keep it clear and concise. Use bullet points instead of long-winded paragraphs praise your every virtue and examining your every thought, it should read nice and straightforward.

Resume- Possible Template

**Street Number and Name**

**City, State and Zip Code**

**Phone Number**

**Email Address**

Resume

**Your Name**

|  |  |
| --- | --- |
| **Objective** | What do you want to do? |
| **-Work Experience**  **-Internship or**  **Volunteer position** | Company Name  Street Number and Name  City, State and Zip Code  **Job Title**   * Duties or Achievements * Duties or Achievements   Company or Organization’s Name  Street Number and Name  City, State and Zip Code  **Position Title**   * Duties or Achievements * Duties or Achievements |
| **Accomplishments** | List one or more things that you have done or a special skill you may have. |
| **Activities** | List activities in which you have participated such as scouting, sports teams, church groups, etc. Make sure to list any leadership experience you might have. |
| **Interests** | List hobbies, special interests, travel, etc. |
| **Education** | Name of High School  Street Number and Name  City, State and Zip Code  Dates attended: From Date – Present |
| **References** | Name  Street Number and Name  City, State and Zip Code  Phone Number  Name  Street Number and Name  City, State and Zip Code  Phone Number |

**Section 6**

Senior Portfolio: Post-Secondary Plan

Purpose: Creating a post-secondary plan prepares students for when they venture out of high school into the real world.

Directions: Complete the option that is applicable to you; please choose only one option. Each option must be well-researched, thought-out, and typed.

**Option #1: 4-year University**

|  |
| --- |
| 1. List of university/universities applied to. |
| 1. A copy of the completed application/s. |
| 1. Anticipated Major + Career Choice + Explanation of why you have chosen it. |
| 1. Is your campus on the quarter or semester system? Define your system. |
| 1. Timeline: Make a plan for how many classes you will complete per semester or quarter based on how many years you want to take to receive your bachelor’s degree. Including winter and summer courses. (Goal: 4 years) |
| 1. List of on-campus Clubs and National Programs that you are interested in joining during your years at this university. |
| 1. Living Options: (Choose one) Stay at home, off-campus, or dormitory (on-campus living). |
| 1. (Optional) Possible part-time jobs that apply to your future career choice. |
| 1. Estimate of total cost: |
| 1. Tuition + Other Fees: |
| Books: |
|  |
| Living Expenses: |

**Option #2: Community College**

|  |
| --- |
| 1. Name of community college. |
| 1. A copy of the completed application. |
| 1. Anticipated major for Associates Degree + Career Choice + Explanation of why you chose it. |
| 1. Timeline: Make a plan for how many classes you will complete per semester based on how many years you want to take to receive your Associate’s degree. Including winter and summer courses. (Goal: 2 years) |
| 1. Transfer School: What university are you interested in transferring to after you finish community college? Why? (Can be more than one choice; public and/or private universities) |
| 1. Living Options: (Choose one) Stay at home, off-campus, or dormitory (on-campus living). |
| 1. List of on-campus Clubs and National Programs that you are interested in joining during your years at this community college. |
| 1. (Optional) Possible part-time jobs that apply to your future career choice. |
| 1. Estimate of total cost: |
| 1. Tuition + Other Fees: |
| Books: |
|  |
| Living Expenses: |

**Option #3: Military**

|  |
| --- |
| 1. Type of military: Army, Marines, Navy, or Air Force |
| 1. Explanation of why you chose it. |
| 1. Do you meet the height and weight requirements? Do you meet other requirements? |
| 1. Recruiter Contact Information |
| 1. Write the steps needed to join your military choice by going to their website. |
| Army: www.goarmy.com |
| Marines: http://officer.marines.com/ |
| Air Force: http://www.airforce.com/ |
| Navy: http://www.navy.com/ |
| 1. Research the careers available in your military and choose one. |
| 1. List the benefits given to you by the military of your choice. |
| 1. Write down the date you are expected to leave for Basic Training. |
| 1. Explain what you might do after you get out of the military. For instance, using your GI Bill to go to college. (All military websites have a link that give you choices for after the military) |

**Option #4: Technical School**

|  |
| --- |
| 1. Name of technical school. (Example: California Institute of the Arts, UTI, etc.) |
| 1. Copy of the completed application. |
| 1. Focus + Career choice + Explanation of why you chose this career. |
| 1. Timeline: How many months or years will your training take? Be specific. |
| 1. Living Options: (Choose one) Stay at home, off-campus, or dormitory (on-campus living). |
| 1. List of on-campus Clubs and National Programs that you are interested in joining during your years at this technical school. |
| 1. (Optional) Possible part-time jobs that apply to your future career choice. |
| 1. Estimate of total cost: |
| 1. Tuition + Other Fees: |
| Books: |
|  |
| Living Expenses: |

**Option #5: Other**

|  |
| --- |
| 1. Explain what you are planning to do after high school if options 1-4 do not apply to you. |
| 1. What type of job are you planning on applying to? What company are you applying to? |
| 1. What is the application process for this job? (Attach a copy of your completed application) |
| 1. How long do you plan on working in this job? |
| 1. What possibilities for advancement exist in this job, particularly in the company? |
| 1. What is the hourly wage for this job? What will your yearly income be? |
| 1. Does this job offer health benefits? |
| 1. What experience do you need? Is there any training required? If so, explain the process in detail. |
| 1. What other job possibilities might you try out? Why? |

**Section 8**

Samples of Student Work Guidelines

1. Students can select up to four samples of work (from any subject matter).
2. Students must also include a reflective paragraph for each sample explaining how this helped you reach your future goals in your career pathway of interest. (Lense of a STEM member)
3. Questions to consider while writing your reflective paragraphs.

*How did the assignment teach you about respect, responsibility, or the choices you make? Has the assignment challenged you academically, creatively or socially? How did the assignment help you think about your active role in school or your contributions to your community? How do you feel this has better prepared you for your future goals?*

**Section 9**

STEM Related Community Service Reflection

(**Exactly the same** from what your Econ/Gov class is requiring)

**Option A: Essay**

* 3 Paged Double Spaced Essay -12 font

What is to be in the essay?

* Describe the service or services you provided.
* Describe the organization (where you earned your hours) and describe how this organization is part of the community.
* Describe what makes this organization a non-profit organization.
* Describe how this organization gives (contributes to) the community
* Connect how the service you provided- helped the community or how the help you provided to this group- will help this group help the community.
* Connect how non-profit community organizations and government work to improve the community.
* Connect how your community service helped the community and the government.
* Connect (from past experiences) when others in the community have helped you and show how your community service (can, may or did) help others.
* Conclusion (any observations- if desired)

**Option B: Power Point Presentation**

* 10 Page Power Point Presentation

What needs to be on the power point presentation?

* (One Page) Title Page
* (One Page) Describe the service or services you provided.
* (One Page) Describe the organization (where you earned your hours) and describe how this organization is part of the community.
* (One Page) Describe what makes this organization a non-profit organization.
* (One Page) Describe how this organization gives (contributes to) the community
* (One Page) Connect how the service you provided- helped the community or how the help you provided to this group- will help this group help the community.
* (One Page) Connect how non-profit community organizations and government work to improve the community.
* (One Page) Connect how your community service helped the community and the government.
* (One Page) Connect (from past experiences) when others in the community have helped you and show how your community service (can, may or did) help others.

(One Page) Conclusion (any observations)

**Section 10**

Senior Project

For your Senior Project you should think of something that will benefit you in your future goals. This project should be something that reflects your hard work, talents, and knowledge so it can be used as something you show off to any possible employers. Below is a list of different types of projects you can reflect upon. Whichever you decide ask for the guideline to help you through the project.

Research Project:

* a question
* an idea
* how something works

Experimental Project:

* new- your own design,
* previous experiments you act on next steps,
* try to match an experiment that has been done by a professional

Modelling:

* Structure/ Design to explain something we already know
* Structure/ Design to explain something new you created
* How something functions

Job Shadow/Internship Reflection:

* You will include details about the career you shadowed/interned for.
* You will include details about what you did during your time.
* You will include details about what you saw during your time.
* You will create questions to interview a person that you showed/ interned for and will include that in the reflection.