**STUDENT PORTFOLIO**

**TASK:** Compile a working electronic portfolio and keep it up to date.

**OBJECTIVE:** To prepare and collect documents necessary for college and employmentapplications.

**MATERIALS NEEDED:**

* Computer
* Scanner or cell phone with a scanner app (to add documents to portfolio)
* Paper
* Flash drive or Cloud service (to save portfolio)

**TIME ALLOCATED:** This is an on-going activity, with deadlines established by the instructor.

**DIRECTIONS:** As part of this class you will be responsible for the compilation of your personalportfolio. From time to time you will be expected to add documents to your portfolio, which you will then use when applying for employment for college. Note: some documents may need to be scanned into your electronic file.

**REQUIRED DOCUMENTS:**

* Teacher recommendations (at least five)
* Recommendations from clergy, counselors, family friends
* Employer recommendations
* Documented awards and honors (including academic, sports, and extracurricular activities)
* Transcripts (unofficial)
* ACT/SAT scores
* Community Service Record
* Samples of student-created work
* Résumé
* Generic cover letter

**Pointers regarding recommendation requests:**

1. Keep it simple and put it in writing (typed). State why you are requesting the person’s assistance. In this case, it is for your professional portfolio.
2. You may need to remind the recipient how you know each other, especially if it has been a while since you were in that person’s class, or since you have seen your family friend.
3. State the date you need it by. DO NOT wait until the last minute. Make your request at least one week prior to the due date. Be sure to return to the teacher on that date (or the day before) to pick it up.

Provide a self-addressed, stamped envelope for those outside of school. For teachers, provide an envelope with your name on the front. You may want to include the room number of your Practicum teacher in the event the recipient chooses to hand deliver the material.