LOHS - Portfolio Guidelines

Follow these guidelines to help ensure your portfolio is the best it can be!

✓ Your portfolio must have a cover. Your name scribbled on a piece of paper does not cut it.

✓ Your Interview Profile should be placed in the front pocket of your portfolio.

✓ Purchase/create and use 5 tabs/section dividers. Label the tabs/section dividers with the titles of the 5 main sections (see Portfolio Checklist for section names).

✓ The Service Learning Summary, located on Moodle, must be typed. Also included with your Service Learning Summary should be your Service Transcript (hours submitted and approved) from the Service Learning Web Site (x2VOL).

✓ Three different pieces of career-related sample work evidence must be included in your portfolio. Each piece of evidence may only be used one time.

✓ Everything must be organized and professional in appearance. This will be a portion of your final portfolio grade.

✓ Make sure you proofread and make corrections. This can affect both the grade of individual assignments as well as the overall grade of your portfolio.

✓ Follow the Portfolio Checklist for order – this is designed to help walk you through your Interview. The order of the portfolio will make a difference in the flow of the interview.

✓ EVERYTHING must be in individual sheet protectors (one assignment/paper/project per sheet protector – an assignment/paper/project that is 10 pages long goes in one sheet protector).

✓ Don’t leave empty sheet protectors in your portfolio.

✓ Your portfolio must be turned in by the due date given to you by your teacher; 10% off for each day it is late!

✓ Pace yourself – you have a lot to do in this class and other classes, as well as everything else that comes up senior year. Don’t wait until the last minute to try to get everything done – the time will go by fast!

✓ If you have questions, don’t guess – ask for help!

✓ Your portfolio grade counts as 20% of your Personal Finance and Consumer Economics grade.

Design Your Portfolio Cover

Directions: Personalize the cover of your portfolio. Your portfolio is a snap shot of your time here at LOHS. It highlights who you are and all of your accomplishments. Using Word, create a one page document that captures who you are as a person. You will place this document in to the plastic sleeve on the front of your portfolio. Creatively and attractively place pictures in to your document that you identify with.

The following must be incorporated into your document:

- Name
- Career Pathway-using Career Cruising
- Graduation Year
Choose at least one additional idea to incorporate into your document:

- Picture of you
- Pictures of what is most important to you: family, friends, faith, etc...
- Pictures of the extracurricular activities you have been a part of: sports, clubs, etc...
- Favorite quote
- Your personal motto, vision statement, or goals you have for yourself
- Pictures of your future plans: college you plan on attending, job you plan on getting, etc...
- Anything else that you think represents you as a person, that you are proud of, that you want people to know about

When you are completely done with your cover page, submit it to Moodle. I will print it out for you, in color, and you can place it in your portfolio.

**Portfolio Introduction**

Welcome to your very first portfolio assignment! The introduction is very important, not only is it included in your portfolio, but you’ll also use this introduction when you begin your interview. Please take your time on this assignment. The introduction should be a reflection of you and should answer one of the hardest yet most common interview questions, “tell me about yourself.” The best way to professionally tell someone about yourself is to break it into three main areas, your past, the present, and your future.

Portfolio Introduction should be the heading on your page. You do not need headings for each paragraph, but make sure you include the specific information required for each section. This introduction should be a minimum of 1 page double spaced. Good luck and I look forward to learning more about you! 😊

The following are suggestions on topics to discuss in each section:

**Past - Where have you been?**
- Educational experience/background (elementary/middle school)
- Family background (siblings, other places you have lived, anything else about your family that you would like to share)
- Past work experience / service learning
- Any information that will help your audience understand a little bit about your environment and the people or events that have helped shape who you are.

**Present - Where you are now?**
- Current work experience / service learning
- Extracurricular activities / school involvements
- Test scores / gpa / classes you are taking relevant to career (optional)
- Special talents or skills

**Future - Where you want to be?**
- Career pathway / future career goals
- Future educational goal / training (be specific about what you want to do and where you want to go)
- Mission statements – belief, values, purpose in life, future dreams
Writing a Personal Mission Statement

A personal mission statement is a brief description of what you want to focus on, what you want to accomplish and who you want to become in a particular area of your life. It is a way to focus your energy, actions, behaviors and decisions towards the things that are most important to you.

While there is not one unique format or formula for creating your personal mission statement, the following guidelines may be helpful:

- Keep it simple, clear and brief. The best mission statements tend to be 3 to 5 paragraphs long.
- Your mission statement should touch upon what you want to focus on and who you want to become as a person (character) in this part of your life. Think about specific actions, behaviors, habits and qualities that would have a significant positive impact in this part of your life over the next five to ten years.
- Make sure your mission statement is positive. Instead of saying what you don’t want to do or don’t want to be, say what you do want to do or become. Find the positive alternatives to any negative statements.
- Include positive behaviors, character traits and values that you consider particularly important and want to develop further.
- Think about how your actions, habits, behavior and character traits in this area affect the important relationships in your life.
- Create a mission statement that will guide you in your day-to-day actions and decisions. Make it a part of your everyday life.
- Make it emotional. Including an emotional payoff in your mission statement infuses it with passion and will make it even more compelling, inspiring and energizing.

Remember that your mission statement is not cast in stone. It will continue to change and evolve as you gain insights about yourself and what you want out of each part of your life.

Your Mission Statement will consist of three main paragraphs. The first paragraph should answer the question “What is your purpose in life?” This is a very philosophical (perhaps spiritual) question. For example, you might feel your purpose in life is to help other people. The second paragraph should describe what actions you will need to take to make your purpose in life a reality. This might include anticipated educational/employment goals. Lastly, the third paragraph describes your values and beliefs. This paragraph is not directly related to the first two paragraphs. An example of values or beliefs might be honesty and time with family.

From reading this, a potential employer should be able to understand who you are as a person and what you stand for in life.

Remember: FIRST IMPRESSIONS ARE VERY IMPORTANT!

Service Learning Summary

*As a graduation requirement, LOHS students must complete 40 hours of service learning during their 4-year experience.

Explain what you have gained from participating in Service Learning?
Writing Your Resume

Sections to Include

- **Demographics** – Who you are and how to get in touch with you. Include your name, address, phone number and e-mail address.
  
  Some things to think about...
  
  - What is your email address... lohotty@xxxxx.com may not be appropriate to use when looking for a job. Sign up for free account with a more professional sound.
  
  - Do you use your cell phone? If so, what is your voicemail message? Do you have a ringback? How do you answer it? You may or may not want to include this number.

- **Education** – What is your background of study and where? Include school name, as well as city and state. Do you have a concentration in a specific subject? List your EXPECTED graduation June 20xx. Do not list just the date – you have not graduated yet!

- **Work Experience** – This will be the bulk of your resume. Include dates, as well as your place of employment and the title of your position.

- **Volunteer Experience** – List where it was and what you did.

Additional sections (if relevant)

- **Objective** – you may or may not want to include this. If you do, this is to state what your intentions are with the resume. To... what. To obtain a part time job. To obtain a career in a specific field.

- **Certifications** – only if you have them and they are real, recent and relevant.

- **Foreign Languages** – only if you are fluent, meaning you could hold your own if you were dropped off by yourself in a country speaking this language. English is NOT to be listed unless you are an exchange student!

- **Activities** – only if you have them and they are real, recent and relevant.

- **Honors** – only if you have them and they are real, recent and relevant. Everyone was the student of day at some point in their elementary or middle school career. Not relevant here.

- **Computer Skills** – you take the computer for granted these days. Employers still want to know that you know what you are doing. List any programs you feel comfortable with. E-mail and Internet apply.

- **References** – should be listed on a separate sheet (Reference Page) and NOT included on a resume.

Things to remember

- Always use bullet points
- Always start with an action verb explaining what you do or did
- Make sure you use past tense for past jobs and present tense for present jobs
- Don’t start phrases with I... it is your resume so I know you did it.
- Not everyone knows that LO is Lake Orion, so write it out... every time!
- Your resume should NOT be longer than one page – you do not have enough life experience yet.

Interview Guidelines

- Hand your **Interview Profile** and **Resumes** (3 copies) to a member on the committee.
- Shake hands with all the committee members and introduce yourself to them by telling them your first and last name
- **Introduction (from your Introduction, Mission Statement and Extra-Curricular Activities)**
  
  - “Tell us about yourself”
  - Where have you been: brief history/background
- Where are you now: activities, involvements, work, sports teams, extra-curricular activities
- Where are you going: career pathway, career goals, future plans, mission

✓ Interview Questions
  ▪ General Interview Questions
  ▪ Career Pathway Questions
  ▪ Incorporate your sample work evidence into your answers

✓ Conclusion (from your Conclusion and The Next Steps)
  ▪ “Is there anything else you would like to share with us?”
    - Post high school plans, career, pathway

✓ You will be asked to step out of the room while your interview is scored. Leave your portfolio in the room with the committee.
✓ The committee will call you back in and let you know if you passed or if you need to repeat your Interview. Regardless of your results you will receive comments and constructive criticism about your presentation.
✓ Thank the committee for their time.

Portfolio Checklist

The following bolded titles serve as the different sections your portfolio should contain. Within each section are the specific items you should have, listed in the order they should be placed in. This is the required order to submit your portfolio in – not a suggested order. This list is the minimum that should be included; feel free to include more content in any or all of the sections.

----- Portfolio Cover
----- Interview Profile (pocket)
----- Cover Letter

Introduction
----- Introduction
----- Mission Statement
----- Resume
----- Letter of Reference (non-family and outside of LOHS)

Extra-Curricular Activities (must have verification of at least 2 different activities you involve yourself in). The list below is possible suggestions – let us know what you do with your time!
----- Certificates of Participation
----- Awards
----- Letters of Recognition
----- Hobbies and Interests (this can include personal pictures, collages, scrapbook style pages, essays/write-ups or any other way to explain or display your interests)

Academics
----- Transcripts
----- Service Learning Summary and x2VOL Service Transcript
----- Educational Development Plan
----- Awards (if applicable)
----- Scholarships (if applicable)
----- College Acceptance Letters (if applicable)
### PERSONAL FINANCE AND CONSUMER ECONOMICS

#### PORTFOLIO RUBRIC

<table>
<thead>
<tr>
<th><strong>Content</strong></th>
<th>Possible</th>
<th>Received</th>
<th>Section Points</th>
<th>(max of 15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Cover</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interview Profile (pocket)</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cover Letter</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Introduction</strong></th>
<th>Possible</th>
<th>Received</th>
<th>Section Points</th>
<th>(max of 20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mission Statement</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resume</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter of Reference</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Extra-Curricular Activities</strong></th>
<th>Possible</th>
<th>Received</th>
<th>Section Points</th>
<th>(max of 10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 artifacts of activities/interests</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Academic Progress</strong></th>
<th>Possible</th>
<th>Received</th>
<th>Section Points</th>
<th>(max of 15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Learning Summary / Transcript</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Development Plan</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sample Work Evidence</strong></th>
<th>Possible</th>
<th>Received</th>
<th>Section Points</th>
<th>(max of 15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three Career-Related examples</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Conclusion</strong></th>
<th>Possible</th>
<th>Received</th>
<th>Section Points</th>
<th>(max of 10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Next Steps</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conclusion</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Overall Appearance</strong></th>
<th>Possible</th>
<th>Received</th>
<th>Section Points</th>
<th>(max of 15)</th>
</tr>
</thead>
</table>

- **Professional Appearance:**
  - 15 = Interview ready
  - 10 = Some flaws
  - 5 = Needs work
  - 0 = Very rough appearance

  **TOTAL** out of 100

**Comments:**