

PORTFOLIO

Norwich Technical High School

This handbook outlines the purpose, table of contents and the components of each section so that each student may develop his or her individual portfolio.



Four Year Plan

NORWICH TECHNICAL HIGH SCHOOL PORTFOLIO

PURPOSE:

As part of graduation requirements, each student is in the process of compiling a trade portfolio, demonstrating the set of skills and competencies required to enter the field, be accepted in apprenticeships, or pursue post-secondary technical studies. Students will have multiple opportunities over the course of their junior and senior years (as a part of Senior Portfolio, English classes, as well as the trade curriculum) to complete their trade technology portfolio. They will begin the process as early as their freshman year, however. The trade/technology portfolio contains documentation including a resume, academic and trade accomplishments, certification, awards, written responses and reflections. Throughout the process, instructors will stress the importance of quality. This project is a culminating activity in students' time here at Norwich Technical High School.

By our very nature as a technical school, we do provide career focus for all students, but within the larger structure we need a vehicle that will allow and urge students to:

- Increase their personal investment in their education
- Develop educational and professional goals
- Plan and follow a career pathway through prudent course selection
- Strengthen their non-academic-technical skills for the workplace
- Develop a portfolio to showcase their accomplishments

INTRODUCTION TO PORTFOLIO DEVELOPMENT

Norwich Technical High School will encourage students to develop portfolios by continually enriching career planning and career goal skills. The students' portfolio will be evaluated using the rubrics provided on the following pages.

- Portfolios will be maintained by senior students, with students beginning to collect documentation for their portfolios starting in their freshman year.
- All grade 9, 10, 11 & 12th grade students will keep a folder or binder in shop in order to place "Trade Excellence Samples" for future placement in the portfolio

TABLE OF CONTENTS

Students should include the following *sections in the given order*. However, it is highly recommended that *each student individualize his or her portfolio*. Use of multi-media technology, graphic design, and audio/visual technology may be included and utilized throughout the development of the portfolio.

- I. Portfolio Introduction**
- II. Table of Contents**
- III. Cover Letter**
- IV. Resume**
- V. References**
- VI. Personal Data Sheet**
- VII. Trade Checklist**
- VIII. Samples of Trade Excellence and Projects**
- IX. Standardized Trade Assessment Scores**
- X. Certifications**
- XI. Senior Essay**
- XII. Unofficial Transcript**
- XIII. Optional Pages**
- XIV. Portfolio Review Presentation**

SECTION DESCRIPTIONS

Portfolio Check-Off Sheet

General Guidelines: All pieces should be typed, not handwritten; size 12 font either Times New Roman or Arial (but consistent throughout) EXCEPT headings.

I. Portfolio Introduction

1st paragraph: growth over the last 4 years; 2nd paragraph: transition plan-after here; 3rd paragraph: goals in both life and career

II. Table of Contents

Reflects order of portfolio with page #'s

III. Cover Letter

Typed, correct formatting, formal, minimum 3 paragraphs, expresses strengths and interest

IV. Resume

- A. Objective (s): one sentence about what you hope to achieve with your resume. (IE. "Seeking full-time employment in...")
- B. Education (High School ONLY: include full name of school, dates, and anticipated graduation date and trade area. Include College Career Pathways, Honor Roll status, GPA and Class Rank {if notable}. In reverse chronological order)
- C. Experience Section (Employment History) (include job title, place of business, town/state, dates, description of duties/experiences incorporating technical and soft skills. Should be in reverse chronological order)List of Certifications/ Awards (with dates)
- D. Related Experience Section (include title as a trade student, school name, town/state, dates of attendance, description of experiences incorporating BOTH technical and soft skills.)
- E. Achievements/Credentials (with dates and numbers)
- F. Extras (as applicable): Bi-lingual status, volunteer service, related activities

V. References

Minimum 3 {1 character reference, 1 trade reference, 1 academic/guidance counselor reference}; EACH Must include Name, Your connection, Email, Postal Address and Phone Number; person must be over 18 and not related to you. DOES NOT GO ON RESUME

VI. Personal Data Sheet

Personal Data Sheet (Pocket Resume; must contain the specific information as explained in Senior Portfolio.

VII. Trade Checklist

Signed/dated

VIII. Samples of Trade Excellence and Projects

ALL must include non-fiction captions relating images back to trade skills and purpose. Minimum of 7 (suggested: one from each semester- including 2nd half of freshman year on). Rubric provided in trade area.

IX. Standardized Trade Assessment Scores

X. Certifications

If applicable to trade area

XI. Senior Essay

Minimum 2 Pages, Rubric provided in Senior English

XII. Unofficial Transcript

Provided by Guidance

XIII. Optional Pages

Supplemental College/Scholarship Activity Resume

Awards/Honors

Recommendation Letters

Commendations

College Acceptance Letters

Evidence of Volunteer Work (Sign-Off forms, brochures, work samples, etc)

CAPT/PSAT/SAT/ACT Scores

XIV. Portfolio Review Presentation

Be prepared to Dress for Success and present your skills as if you are in an interview. You will have 15 minutes to present to two administrators and 1 faculty member in the main office conference room.

NORWICH TECHNICAL HIGH SCHOOL PORTFOLIO DEVELOPMENT ROLES

Role of the English Instructors:

- Keep files of students' work
- Provide time for students to work on Senior Essay

Role of the Senior Portfolio Instructors:

- Provide time for students to work on Portfolio Introduction, Table of Contents, Cover Letter, Resume, References, Personal Data Sheet,
- Evaluate portfolio development at the end of each term

Role of the Trade Instructors:

- Provide time to allow students to assemble chosen samples of trade excellence and projects, write up a caption, and integrate into portfolios
- Assist students, if necessary, with the selection process
- Monitor students' progress throughout the years on their Trade Checklist, signing off as skills are mastered

Role of the Guidance Counselor:

- Provide Unofficial Transcript to students upon request

Role of the Students:

- Must remain vigilant during the course of the year in pursuing documentations
- Realize that presentations will be conducted with completed portfolios
- Take seriously the fact that portfolios are a true representation of the individual and as such time and effort are of utmost importance in development
- Complete requirements of portfolio development as defined by the Portfolio Committee

PORTFOLIO REQUIREMENT BREAKDOWN BY GRADE

Grade 9:

- From Second half of freshman year on, each semester, choose one piece of trade excellence and write a caption (rubric provided)
- Save any awards (including Student of the Month, Honor Roll, etc.) for inclusion in portfolio

Grade 10:

- Each semester, choose one piece of trade excellence and write a caption (rubric provided)
- Save any awards (including Student of the Month, Honor Roll, etc.) for inclusion in portfolio

Grade 11:

- Each semester, choose one piece of trade excellence and write a caption (rubric provided)
- Save any awards (including Student of the Month, Honor Roll, etc.) for inclusion in portfolio
- Save any certifications for inclusion in portfolio

Grade 12:

- Each semester, choose one piece of trade excellence and write a caption (rubric provided)
- Save any awards (including Student of the Month, Honor Roll, etc.) for inclusion in portfolio
- Save any certifications for inclusion in portfolio
- Complete requirements of the Portfolio including: Portfolio Introduction, Table of Contents, Cover Letter, Resume, References, Personal Data Sheet, Trade Checklist, Samples of Trade Excellence and Projects, Standardized Trade Assessment Scores, Certifications, Senior Essay, Unofficial Transcript, and any Optional Pages
- Compile final Portfolio- final draft. Quality work
- Present your Portfolio for Review

PORTFOLIO REQUIREMENTS AND GRADING SHEET

Trade Area: _____

Student Name: _____

Rubric for Trade Excellence

All must include, grade level appropriate, **non-fiction captions** relating images back to trade/purpose

Criteria	Exemplary (4)	Proficient (3)	Developing (2)	Below Standard (1)
Title/Label/Layout/Pictures	Clear, “technically” correct, corresponds with the image and caption, and layout demonstrates professionalism	Clear, “technically” correct, and corresponds with the image and caption	Unclear, too general, or uses “layman’s terms” vs. authentic trade language	Not identified in the caption
Score				
Technical Vocabulary	Grammatically clear, correct, and corresponds to the image	Correct and corresponds to the image	Unclear, too general, or uses “layman’s terms” vs. authentic trade language	Not identified in the caption
Score				
Non-Fiction Caption	Correct, concise, and detailed to demonstrate your thorough trade knowledge to a potential industry employer AND Captures the interest of the employer AND Clearly identifies connection between student, task and purpose	Has 2 out of 3 exemplary criteria	Has 1 out of 3 exemplary criteria	Has none of the exemplary criteria
Score				

Total: _____/12

Score: _____%

Portfolio Introduction Rubric

Portfolio Introduction by..._____

Circle the appropriate responses and leave at least one comment.

Peer Evaluator #1 Name_____

Total Score_____/20

Not Completed	Yes	Needs Improvement
5	3	1
5	3	1
5	3	1
5	3	1

Answers all questions about growth (question 1)

Answers all questions about goals (question 2)

Entices reader to look further into portfolio

Grammar and spelling are exemplary

COMMENTS:

Peer Evaluator #1 Name _____

Total Score _____/20

Not Completed	Yes	Needs Improvement
5	3	1
5	3	1
5	3	1
5	3	1

Answers all questions
about growth (question 1)

Answers all questions
about goals (question 2)

Entices reader to look
further into portfolio

Grammar and spelling
are exemplary

COMMENTS:

Teacher Evaluation

Total Score _____/20

Not Completed	Yes	Needs Improvement
5	3	1
5	3	1
5	3	1
5	3	1

Answers all questions about growth (question 1)

Answers all questions about goals (question 2)

Entices reader to look further into portfolio

Grammar and spelling are exemplary

COMMENTS:

Resume Rubric

Contact info

____/15

- Mailing address (5 points)
- At least one phone # listed (5 points)
- Appropriate email address (5 points)

Formatting (Easy to read):

____/15

- Name at Top (5 points)
- Name is Bold (2 points)
- Sections spaced appropriately (5 points)
- Headings are bold (3 points)

Objective:

____/10

- "To..." or "Seeking..."
(*ie. "To obtain...", "Seeking a career in..."*) (3 points)
- Outlines something measurable (5 points)
- Concise/Easy to understand (2 points)

Education (Reverse chronological order)

____/20

- School Information (Full name, City/State) (5 points)
- Date of attendance (3 points)
- Anticipated Graduation Date (2 points)
- Trade Information (10 points)
- GPA/Class Rank/Extras {as apropos}

Employment (Reverse chronological order)

____/15

(Can be a section on "related experience" if there is no employment history)

- Job Title (3 points)
- Place of Employment {Full name, City/State} (5 points)
- Dates (2 points)
- Responsibilities (5 points)

Skills

____/16

- 5 soft skills (10 points)
- 3 trade tech. skills (6 points)

Awards/Certifications

____/9

Should not have references listed out on resume, you may put, "References available upon request." (-10 if you do!)

Comments

“References” Rubric

Criteria	Yes 3 pts.	Somewhat 1-2 pts.	No 0
Content			
Three appropriate references <i>(One can attest to character, one to academic ability, one to trade; but do not label them as such)</i>			
Person's First and Last name are present; company/place where you know them from and job/role are present			
Contact information includes address, email, and at least 1 phone # (as appropriate)			
Language			
Spelling, grammatical, and typographical error free			
Format			
One page in length			
Balanced vertically and horizontally			
Same letterhead as Resume & Cover Letter			
Spacing is used correctly			
Bold, Italics, and Underline are used correctly to enhance the references - Person's Name should stand out			
No more than two fonts were used			
Unnecessary information is omitted			

Total Points Possible - 24

Total Points Received- _____

If not a perfect score, must be fixed for final portfolio.

Cover Letter Rubric

Criteria	Yes 5 pts.	Somewhat 1-4 pts.	No 0
Content			
Letterhead includes - <i>Your Name, Address, Phone, Email</i>			
All appropriate parts are included in the letter - <i>date, letter address, salutation, body, closing, writer's name, enclosure</i> <i>(Reminder: DO NOT use "Dear")</i>			
Letter Address - <i>Name and title or Human Resources, Company Name, and Address (or at least a location to put that information, with a place holder)</i>			
Body Paragraph 1 - <i>Where job opening was found and what job is being sought</i>			
Body Paragraph 2 - <i>3 Your qualifications that are job relevant. Include a summary of both tech and soft skills.</i>			
Final Body Paragraph - <i>Ask for an interview and give contact information; recite one form of contact for you; specify when you will follow up</i>			
Signature - <i>Appropriate Closure; Signature is present (between the closing and the writer's name)</i>			
Language			
Spelling, grammatical, and typographical error free			
Professional tone.			
Format			
One page in length			
Well-balanced vertically and horizontally			
Spacing is correct - <i>QS after the Date and Closing, DS everywhere else</i>			
One font is used for the cover letter			
Unnecessary information is omitted			

Total Points Possible - 70

Total Points Received- _____

If not a perfect score, must be fixed for final portfolio.

Senior Portfolio Essay Topics

Draft a [three](#) page essay on one of the following topics (or close to it):

1. How has technology changed your trade?
2. How do you expect your trade to be different five years from now?
3. Describe a major event and its impact on your life.
4. Pre-determined topic for a scholarship or college application.
5. Trade-related topic appropriate for your portfolio

Helpful hint: brainstorm a list of 15 ideas /statements to support one of these topics.

1" margins 12 pt. font (Times New Roman) double-spaced

Informative Writing Rubric

#	Common Core Standard Details	1	2	3	4
2a	Introduces a topic clearly, previewing what is to follow				
2a	Organizes ideas, concepts, and information using strategies such as definition, classification, compare/ contrast, and cause/ effect				
2b	Develops the topic with relevant facts, definitions, concrete details, quotations, or other information and examples				
2c	Uses appropriate transitions to create cohesion and clarity among ideas and concepts				
2d	Uses precise language and subject-specific vocabulary words to inform about or explain the topic				
2e	Establishes and maintains a formal style				
2f	Provides a concluding statement or section that follows from and supports the information or explanation presented				

Scale:

- 1: needs significant improvement
2. needs some improvement
3. meets the standard
4. exceeds the standard

Narrative Writing Rubric

#	Common Core Standard Details	1	2	3	4
3a	Engages and orients the reader by establishing a context and point of view				
3a	Organizes an event sequence that unfolds naturally and logically				
3b	Uses pacing as a technique to develop experiences, events, and/or characters				
3b	Uses description as a technique to develop experiences, events, and/or characters.				
3c	Uses a variety of transition words, phrases, and clauses to convey sequence				
3d	Uses precise words and phrases. Uses relevant descriptive words.				
3e	Provides a conclusion that follows from and reflects on the narrated experiences or events				

Scale:

- 1: needs significant improvement
- 2. needs some improvement
- 3. meets the standard
- 4. exceeds the standard

NORWICH TECHNICAL HIGH SCHOOL
Capstone Portfolio Oral Presentation Rubric

Student: _____

Topic: _____

Date: _____ Scorer: _____

CRITERIA	Exceeds expectations	Meets standard	Near standard	Below standard
Communication	<ul style="list-style-type: none"> ▪ Speaks clearly, effectively and confidently (e.g., volume, pace, articulation) ▪ Meaningfully connects to the audience (e.g. eye contact, gesture, body language) ▪ Strategic use of inflection, pauses, accentuation, and word choice for effect ▪ Professional dress and appearance 	<p>Speaks clearly and confidently (e.g., volume, pace, articulation)</p> <p>Connects to the audience (e.g. eye contact, gesture, body language)</p> <ul style="list-style-type: none"> ▪ Uses inflection, pauses, accentuation and appropriate word choice ▪ Neat and appropriate appearance 	<ul style="list-style-type: none"> ▪ Speaks clearly and somewhat confidently (e.g., volume, pace, articulation) for most of presentation ▪ Attempts to connect with the audience ▪ Occasionally uses inflection, pauses, accentuation and appropriate word choice ▪ Neat and appropriate appearance 	<ul style="list-style-type: none"> ▪ Difficult for audience to understand due to volume, pace or articulation ▪ Does not connect with the audience ▪ Rarely uses inflection, pauses, accentuation and effective word choice ▪ Inappropriate or sloppy appearance
Organization & Preparation	<ul style="list-style-type: none"> ▪ Organizes presentation in creative, coherent way ▪ Introduces portfolio pieces clearly and creatively ▪ Maintains a strong focus throughout ▪ Includes smooth transitions between key points ▪ Presents a compelling conclusion ▪ Presentation is within allotted time frame 	<ul style="list-style-type: none"> ▪ Organizes presentation in logical and appropriate way ▪ Introduces portfolio pieces clearly ▪ Maintains a focus throughout ▪ Includes transitions between key points ▪ Presents a conclusion ▪ Presentation is within allotted time frame 	<ul style="list-style-type: none"> ▪ Somewhat difficult to follow presentation at times due to weak organization ▪ Attempts to introduce portfolio pieces ▪ Occasionally loses focus ▪ Sometimes includes transitions between key points ▪ Presents summary comments ▪ Presentation is not within allotted time frame 	<ul style="list-style-type: none"> ▪ Difficult to follow presentation due to lack of organization ▪ Neglects to introduce portfolio pieces Presentation lacks focus ▪ Rarely includes transitions between key points ▪ Ends abruptly (i.e., no summary or reflection) ▪ Presentation is not within allotted time frame
Content	<ul style="list-style-type: none"> ▪ Introduces portfolio and main ideas in a clear, engaging manner ▪ Explains portfolio components thoughtfully, with keen insight about significant learning experiences and alternative perspectives ▪ Addresses each question, answering knowledgeably, coherently and confidently 	<ul style="list-style-type: none"> ▪ Introduces portfolio topic and main ideas clearly ▪ Explains portfolio components thoughtfully, focusing on significant learning experiences and alternative perspectives ▪ Addresses each question, answering knowledgeably and coherently 	<ul style="list-style-type: none"> ▪ Attempts to introduce portfolio and main ideas ▪ Explains portfolio components without showing connection to learning experiences and alternative perspectives ▪ Attempts to answer each question 	<ul style="list-style-type: none"> ▪ Ineffectively introduces portfolio and/or main ideas ▪ Explanation of portfolio components is unclear or lacking ▪ Answers questions incoherently and/or incompletely; may provide irrelevant or erroneous information

<p>Media</p>	<ul style="list-style-type: none"> ▪ Uses well-crafted visual supports (portfolio pieces) to convey desired information clearly and enhances audience understanding ▪ Portfolio used effectively and conveys desired information and enhances audience understanding 	<ul style="list-style-type: none"> ▪ Uses visual supports (portfolio pieces) to convey desired information ▪ Portfolio effectively conveys desired information 	<ul style="list-style-type: none"> ▪ Ineffectively uses visual supports (portfolio pieces) to convey desired information ▪ Portfolio is ineffective to convey desired information 	<ul style="list-style-type: none"> ▪ Does not use any visual supports (portfolio pieces) to convey desired information ▪ Portfolio does not convey desired information
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Revised 12/27/13

