Senior Seminar

Portfolio Guidelines

October 31, 2012

**Due November 9, 2012**

Your senior portfolio can prove to be a valuable resource as you prepare for next year. It should help you stay organized and give you a chance to showcase your high school experience. Below is a list of items that must be included in your portfolio. It must be into a 3-ring binder and you are welcome to decorate the cover. These are the minimum requirements – you may choose to include more information from the senior seminar class if you choose to do so. Please print clean copies of essay, resume and proposal.

**Section I: Academics**

* High School Transcript
* Senior Project Proposal
* Sample(s) of best work (any subject, including Tech Center)
* College Essay
* College/Post-secondary applications and/or acceptance letters

**Section II: Personal and career prep**

* Resume
* Job Shadow/Interview write-up
* Part-time job write-up (if applicable)
* References: Names of three people – not relatives – who could use as a reference. Include name, address, phone number and relationship. Be sure to let the person know you are listing them as a reference.
* One letter of recommendation. It should be from someone who knows you well and can speak to your character. It can be from a teacher, coach, administrator, teacher or mentor (optional).