

## FOUR YEAR PLAN

## TRI-COUNTY RVTHS PORTFOLIO

*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.*

## **TRI-COUNTY RVTHS PORTFOLIO**

### **PURPOSE:**

Given the complex nature of family configurations and the high ratio of students to teachers, it is extremely important to provide students with as much assistance as possible in setting realistic goals for the future based on their skills and preferences. Often students view high school graduation as an end, rather than as a transitional event. Many students merely do what they “need to do” to finish high school without much thought about the relationship of their high school choices and achievements in their adult life.

By our very nature as a vocational 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**

Tri-County 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 stored in the vocational shop
- Crates will be distributed to all core academic instructors in grades 9-11 in order to place “Best Works” for future placement in the portfolio
- All grade 9, 10 and 11 students will find a folder within the crates labeled by shop

## 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. Title Page
- II. Resume and Career Objectives
- III. Letters of Recommendation
- IV. Educational Documentation
- V. Achievement, Awards and Certifications
- VI. Community Service
- VII. Membership and Affiliations

## SECTION DESCRIPTIONS

### **I. Title Page**

Include name of student, address, training program, and (optional) an individual photograph.

### **II. Resume and Career Objectives**

- A. Create and continually update a resume.
- B. Write a statement specifying career goals and objectives and competencies that must be achieved in order to attain objectives.

### **III. Letters of Recommendation**

Obtain letters of references from teachers, advisors, guidance counselors and employers who can verify skills and competencies.

### **IV. Educational Documentation**

#### **A. Vocational and Technical**

- 1. Provide classroom competencies related to training program. Documentation may be obtained through related classroom tasks and assessments.
- 2. Provide specific examples of work experiences. Documentation can be supported with photographs that include an explanation of skill(s) attained.

#### **B. Academic**

- 1. Provide samples of academic skill ability in all four (4) core subject areas.
- 2. Provide educational growth through documentation of any educational aptitude or achievement tests.

**IV. Achievement, Awards and Certifications**

- A. Vocational/Technical certification(s)
- B. Awards
  - 1. Vocational/Technical
  - 2. Academic
  - 3. Extra-curricular activities
  - 4. Sports (intramural, interscholastic, community)

*(Include copies of certificates, news articles and supportive material as proof of accomplishments)*

**IV. Community Service**

Include written objective of the project(s) and impact upon the community along with letters of recognition, news articles and photos to substantiate completion of each individual project

**VII. Membership and Affiliations**

List organizations and/or civic groups in which the student is actively involved.



***Suggested Portfolio Notebook:***

*Two and one half inch, three ring loose-leaf binder*

***Suggested length and format:***

*Twenty-five to fifty surfaces dividing each section*

*Table of Contents with page numbers*

## TRI-COUNTY RVTHS PORTFOLIO DEVELOPMENT ROLES

### **Role of the Academic Instructors:**

- Keep files of students' work
- At the end of each quarter have time allotted to allow students to preview, sort and choose 2 items that will be placed in the portfolio

### **Role of the Vocational Instructors:**

- Provide time to allow students to assemble chosen papers and integrate into portfolios
- Assist students, if necessary, with the selection process
- Monitor students' progress throughout the year
- Evaluate portfolio development at the end of each term

### **Role of the Students:**

- Must remain vigilant during the course of the year in pursuing documentations
- Realize that co-op interviews 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 REQUIREMENTS AND GRADING SHEET

Vocational Area: \_\_\_\_\_

Student Name: \_\_\_\_\_

GRADE 9 – TERM 3	Yes	No
Title Page	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Introduction	<input type="checkbox"/>	<input type="checkbox"/>
<b>Educational Documentation</b>		
A. Vocational Documentation – Project documentation	<input type="checkbox"/>	<input type="checkbox"/>
B. Academic Documentation – (Minimum of 8) (2 from each core academic area)	<input type="checkbox"/>	<input type="checkbox"/>
Achievement & Awards	<input type="checkbox"/>	<input type="checkbox"/>
Community Service - One documentation	<input type="checkbox"/>	<input type="checkbox"/>
Membership – Minimum of one	<input type="checkbox"/>	<input type="checkbox"/>

GRADE 9 – TERM 4	Yes	No	Points	Received
Title Page	<input type="checkbox"/>	<input type="checkbox"/>	10	
Letters of Recommendation (2 Letters)	<input type="checkbox"/>	<input type="checkbox"/>	20	
<b>Educational Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>	20	
A. Vocational Documentation – Project documentation				
B. Academic Documentation – (Minimum of 8) (2 from each core academic area)	<input type="checkbox"/>	<input type="checkbox"/>	20	
Achievement & Awards	<input type="checkbox"/>	<input type="checkbox"/>	10	
Community Service - One documentation	<input type="checkbox"/>	<input type="checkbox"/>	10	
Membership – Minimum of one	<input type="checkbox"/>	<input type="checkbox"/>	10	
<b>TOTAL POINTS</b>				

PORTFOLIO REQUIREMENTS AND GRADING SHEET

Vocational Area: \_\_\_\_\_

Student Name: \_\_\_\_\_

GRADE 10 – TERM 1	Yes	No
Title Page	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Recommendation (2 Letters)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Educational Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>
A. Vocational Documentation – Project documentation		
B. Academic Documentation – (Minimum of 8) (2 from each core academic area)	<input type="checkbox"/>	<input type="checkbox"/>
Achievement & Awards	<input type="checkbox"/>	<input type="checkbox"/>
Community Service - One documentation	<input type="checkbox"/>	<input type="checkbox"/>
Membership – Minimum of one	<input type="checkbox"/>	<input type="checkbox"/>

GRADE 10 – TERM 2	Yes	No
Title Page	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Recommendation (2 Letters)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Educational Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>
A. Vocational Documentation – Project documentation		
B. Academic Documentation – (Minimum of 8) (2 from each core academic area)	<input type="checkbox"/>	<input type="checkbox"/>
Achievement & Awards	<input type="checkbox"/>	<input type="checkbox"/>
Community Service - One documentation	<input type="checkbox"/>	<input type="checkbox"/>
Membership – Minimum of one	<input type="checkbox"/>	<input type="checkbox"/>

GRADE 10 – TERM 3	Yes	No
Title Page	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Recommendation (2 Letters)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Educational Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>
A. Vocational Documentation – Project documentation		
B. Academic Documentation – (Minimum of 8) (2 from each core academic area)	<input type="checkbox"/>	<input type="checkbox"/>
Achievement & Awards	<input type="checkbox"/>	<input type="checkbox"/>
Community Service - One documentation	<input type="checkbox"/>	<input type="checkbox"/>
Membership – Minimum of one	<input type="checkbox"/>	<input type="checkbox"/>

GRADE 10 – TERM 4	Yes	No	Points	Received
Title Page	<input type="checkbox"/>	<input type="checkbox"/>	10	
Letters of Recommendation (2 Letters)	<input type="checkbox"/>	<input type="checkbox"/>	20	
<b>Educational Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>	20	
A. Vocational Documentation – Project documentation				
B. Academic Documentation – (Minimum of 8) (2 from each core academic area)	<input type="checkbox"/>	<input type="checkbox"/>	20	
Achievement & Awards	<input type="checkbox"/>	<input type="checkbox"/>	10	
Community Service - One documentation	<input type="checkbox"/>	<input type="checkbox"/>	10	
Membership – Minimum of one	<input type="checkbox"/>	<input type="checkbox"/>	10	
<b>TOTAL POINTS</b>				

PORTFOLIO REQUIREMENTS AND GRADING SHEET

Vocational Area: \_\_\_\_\_

Student Name: \_\_\_\_\_

GRADE 11 – TERM 1	Yes	No
Title Page	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Recommendation (2 Letters)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Educational Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>
A. Vocational Documentation – Project documentation		
B. Academic Documentation – (Minimum of 8) (2 from each core academic area)	<input type="checkbox"/>	<input type="checkbox"/>
Achievement & Awards	<input type="checkbox"/>	<input type="checkbox"/>
Community Service - One documentation	<input type="checkbox"/>	<input type="checkbox"/>
Membership – Minimum of one	<input type="checkbox"/>	<input type="checkbox"/>

GRADE 11 – TERM 2	Yes	No
Title Page	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Recommendation (2 Letters)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Educational Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>
A. Vocational Documentation – Project documentation		
B. Academic Documentation – (Minimum of 8) (2 from each core academic area)	<input type="checkbox"/>	<input type="checkbox"/>
Achievement & Awards	<input type="checkbox"/>	<input type="checkbox"/>
Community Service - One documentation	<input type="checkbox"/>	<input type="checkbox"/>
Membership – Minimum of one	<input type="checkbox"/>	<input type="checkbox"/>

GRADE 11 – TERM 3	Yes	No
Title Page	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Recommendation (2 Letters)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Educational Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>
A. Vocational Documentation – Project documentation		
B. Academic Documentation – (Minimum of 8) (2 from each core academic area)	<input type="checkbox"/>	<input type="checkbox"/>
Achievement & Awards	<input type="checkbox"/>	<input type="checkbox"/>
Community Service - One documentation	<input type="checkbox"/>	<input type="checkbox"/>
Membership – Minimum of one	<input type="checkbox"/>	<input type="checkbox"/>

GRADE 11 – TERM 4	Yes	No	Points	Received
Title Page	<input type="checkbox"/>	<input type="checkbox"/>	10	
Letters of Recommendation (2 Letters)	<input type="checkbox"/>	<input type="checkbox"/>	20	
<b>Educational Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>	20	
A. Vocational Documentation – Project documentation				
B. Academic Documentation – (Minimum of 8) (2 from each core academic area)	<input type="checkbox"/>	<input type="checkbox"/>	20	
Achievement & Awards	<input type="checkbox"/>	<input type="checkbox"/>	10	
Community Service - One documentation	<input type="checkbox"/>	<input type="checkbox"/>	10	
Membership – Minimum of one	<input type="checkbox"/>	<input type="checkbox"/>	10	
<b>TOTAL POINTS</b>				

PORTFOLIO REQUIREMENTS AND GRADING SHEET

Vocational Area: \_\_\_\_\_

Student Name: \_\_\_\_\_

GRADE 12 – TERM 1	Yes	No
Title Page	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Recommendation (2 Letters)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Educational Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>
A. Vocational Documentation – Project documentation		
B. Academic Documentation – (Minimum of 8) (2 from each core academic area)	<input type="checkbox"/>	<input type="checkbox"/>
Achievement & Awards	<input type="checkbox"/>	<input type="checkbox"/>
Community Service - One documentation	<input type="checkbox"/>	<input type="checkbox"/>
Membership – Minimum of one	<input type="checkbox"/>	<input type="checkbox"/>

GRADE 12 – TERM 2	Yes	No
Title Page	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Recommendation (2 Letters)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Educational Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>
A. Vocational Documentation – Project documentation		
B. Academic Documentation – (Minimum of 8) (2 from each core academic area)	<input type="checkbox"/>	<input type="checkbox"/>
Achievement & Awards	<input type="checkbox"/>	<input type="checkbox"/>
Community Service - One documentation	<input type="checkbox"/>	<input type="checkbox"/>
Membership – Minimum of one	<input type="checkbox"/>	<input type="checkbox"/>

GRADE 12 – TERM 3	Yes	No
Title Page	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Recommendation (2 Letters)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Educational Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>
A. Vocational Documentation – Project documentation		
B. Academic Documentation – (Minimum of 8) (2 from each core academic area)	<input type="checkbox"/>	<input type="checkbox"/>
Achievement & Awards	<input type="checkbox"/>	<input type="checkbox"/>
Community Service - One documentation	<input type="checkbox"/>	<input type="checkbox"/>
Membership – Minimum of one	<input type="checkbox"/>	<input type="checkbox"/>

GRADE 12 – TERM 4	Yes	No	Points	Received
Title Page	<input type="checkbox"/>	<input type="checkbox"/>	10	
Letters of Recommendation (2 Letters)	<input type="checkbox"/>	<input type="checkbox"/>	20	
<b>Educational Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>	20	
A. Vocational Documentation – Project documentation				
B. Academic Documentation – (Minimum of 8) (2 from each core academic area)	<input type="checkbox"/>	<input type="checkbox"/>	20	
Achievement & Awards	<input type="checkbox"/>	<input type="checkbox"/>	10	
Community Service - One documentation	<input type="checkbox"/>	<input type="checkbox"/>	10	
Membership – Minimum of one	<input type="checkbox"/>	<input type="checkbox"/>	10	
<b>TOTAL POINTS</b>				