



# ePortfolio Requirements





**Due Date: May 18th IN CLASS!**

**The portfolio should be a work of art---Creative, Professional, and Exhaustive!!**

**You may ADD items to this list but you may not delete any items. This is your semester exam grade.**













*This portfolio has two sections – an online wiki and printed information in a binder for you to keep. Anything marked with  will be in your online e-folio. Anything marked with  is going in your binder*


## 1. Personal Information

- a.  **Resume**
- b.  A 2 page **MLA autobiographical paper** summarizing your dreams, goals, ambitions, personality, family makeup, and family setting.
- c.  A copy of any **newspaper or newsletter clippings** about your or any teams you have participated since 6<sup>th</sup> grade or later. (Just add to the ones from last year.)
- d.  **Summary Video** – You are to record and upload a summary video giving an overview of what you learned this year: Include intuitive learning method, what you learned about goal setting and planning, and what things you liked doing most. Finally, answer the question, “How will this help you in the future?”










## 2. Digital Artifacts

*You are to select items that represent your best works. On the wiki you are to note the skills that you used in creating the artifact and why you believe it reflects your best work. A copy is to be put in your binder.*




- a.  **Three Word Processing Artifacts.** Must be from at least two different programs.  
 You may embed in your wiki by printing the document as a PDF and uploading the file, or you may directly link to a Google Document and make it public.
- b.  **Two Spreadsheet Artifacts.** Must be from two different programs.  You may embed the original spreadsheet in the wiki, or you may print it as a PDF and upload it to the wiki.
- c.  **1 Database Artifact.** A printed copy of your **Microsoft Access Sample**.
- d.  **Presentation Software Artifact** - A copy of a **PowerPoint presentation** that represents your best work.  Embed in your wiki-folio using slideshare. ([www.slideshare.com](http://www.slideshare.com))
- e.  **Blog Postings** – You are to select your five best blog postings of the year. Print them.  
 Create a hyperlink to the blog postings and type a one sentence summary of the blog posting. Type a one sentence explanation about why you selected this posting.
- f.  **Wiki Artifacts** – You are hyperlink to all wiki pages that you have created this year.  
 Print your three best. Include the full hyperlink.
- g.  **Digital Storytelling Artifacts** – You are to embed all of the movies that you have made this year into this wiki. Include a title for the movie and a brief summary of the

movie.  Include the hyperlink to the movies on a page in your notebook – the fill hyperlink.




### 3. Planning for the future




- a.  Hyperlink to at least 3 jobs that interest you. (Go to monster.com) Type on sentence about why that job interests you.  Print a copy of the three jobs for your portfolio.
- b.  Cover letter in Full Block format on personal letterhead applying for consideration to **one** of the jobs.
- c.  A listing of three colleges that interest you along with their entrance criteria (include average SAT for last year's freshman class, GPA's and entrance dates)  Hyperlink to the three colleges on your efolio.
- d.  One college application of your favorite college completed (preferably typed)
- e.  A listing of three scholarships that you would be eligible for as a senior (qualifications, application dates, etc., HOPE must be one of them.)
- f.  *Optional.* Two letters of reference (school, community, work related, church) This is optional but is worth bonus points. *No teacher may be asked by more than two students to write a letter of reference. Give them plenty of time.*
- g.  An Excel Spreadsheet showing the costs of attending the college of your choice including room, board, tuition, etc. Include a pie chart showing the breakdown of these expenses. *(The more attractive and advanced, the better your score)* You may include up to 3 colleges for bonus. **Print formulas if you used them.**

### 4. Graphic Design Artifacts – Each project in this section should have clearly labeled in the top right corner the program used to create the item.





- a.  A copy of a **font sheet** with Serif, Sans Serif and Script fonts. Make sure a name of the computer is listed in the top right hand corner. This should be at least one page long.
- b.  A copy of the **Christmas card** that you designed in color on glossy paper.
- c.  At least **one graphic design project** for an organization that you belong to (or a business you work for.) This would include a flyer, an advertisement, a brochure, or a postcard mailer. This should be printed on double sided glossy brochure paper. You may include more than one for additional points.

### MANDATORY ITEMS:

-  Your portfolio should be in a **white hard backed three ring notebook** with a plastic cover that will allow you to slide in a cover page. It should be no bigger than 2 ½ ”.
-  **Color Scheme:** You should use a consistent color scheme on the cover page, table of contents, and any other pages that you personalize.
-  **You should have a cover page** that includes your name, the date, Westwood Schools, and your photograph and the title Portfolio of Work. This should be in color and on glossy brochure paper or glossy photo paper. You can be creative on the cover. You may have a color spine and back if you so choose.

-  You should have a **table of contents** inside the front cover on glossy brochure paper or using the Avery Ready Indexing System (described below.) If you use colors, make sure that you select one color scheme throughout the entire portfolio. The table of contents should show each section and the items included within each section. You may use page numbers if you choose, but ensure that each item is numbered with a page number if you do this.
-  You should **have tabbed dividers**. I prefer the Avery Ready Index Indexing System with 5 tabs. No handwritten tabs of any kind. I want each section clearly labeled. If you use the avery ready indexing system, the front page of the index may be used in lieu of your Table of Contents, Use the title, and then list the items in the section underneath. (See some of the binders on my shelf for examples.)
-  **Sheet protectors** – The ONLY items you may put in sheet protectors are **items printed on colored glossy paper and newspaper clippings**. Sheet protectors are optional.

#### **MANDATORY ITEMS:**

-  You should have a table of contents. [[toc]]
-  Each section should be a heading 1 with a line underneath it. (1,2,3)
-  Each item should be a heading 2 with no line.
-  Your wiki should be attractive.

**Grading Rubric for Portfolio – 9<sup>th</sup> – 600 points**

**Spelling & Grammatical Errors – 1 each**

**Formatting Errors – 1/2 each**

**Mandatory Items – 100 points**

15 points - Appropriate, neat notebook.

15 points – Turned in on time

30 points - Cover Page

20 points - Table of Contents / Tabbed Dividers – Neat, easy to understand, easy to move through notebook and know where things are. **Projects are in correct order.**

20 points – Overall Appearance, neatness, consistent color scheme and font selection. Bonus points may be awarded here for attractiveness of project.

**Personal Information – 100 points**

30 points – Resume

50 points – MLA Autobiographical Paper

10 points – Newspaper Clippings

30 points – PowerPoint Presentation about Yourself

**Qualifications – 100 points**

15 points – Three jobs (5 points each)

30 points – Cover letter

30 points – Three Colleges & Entrance Criteria (10 points each)

20 points – One college application+

15 points – Three scholarships (5 points each)

10 points – Two letters of reference (5 points each)\*

15 points – Excel Spreadsheet Showing costs of attending college of your choice.\*

**Electronic Production – 100 points**

40 points - Blog Entries (20 entries) – 2 pts each

25 points - Wiki pages

25 points - Book Review on Amazon.com

10 points - Additional Electronic materials (must include URL for 1 podcast)

**Microsoft Office – 150 points**

50 points - Microsoft Word \*

50 points – Microsoft Excel\*

25 points – Microsoft Access

25 points – Microsoft PowerPoint

Optional Programs+

**Graphic Design – 50 points**

10 points - Font Exploration

20 points – Christmas Card

10 points - One graphic design project+

**Grading Scale – Portfolio – 2<sup>nd</sup> Semester EXAM Grade**

540+ points = A

480 – 539 points = B

420 – 479 points = C

\*Up to 2 Additional Items may be included in this section. Up to +5 bonus points

+Up to 5 additional items may be included in this section. Up to +10 bonus points.