

# Portfolios

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## OBJECTIVE / RATIONALE

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A benefit of using portfolios is to allow the students to engage in a self-reflection of their own progress. The portfolio provides alternative means of displaying skills and accomplishments. Students are expected to demonstrate procedures to gain employment.

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## KEY POINTS

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- I. The portfolio collection reflects a student's interests and achievements. It is a purposeful collection of student work that exhibits a student's efforts, progress, and achievements in one or more areas. The collection must include student participation in selecting the contents, the criteria for selection, the criteria for judging merit, and evidence of student self-reflection.
- II. Student portfolios should include
  - A. Cover sheet – identifies the student
  - B. Table of contents – listing of entries
  - C. Letter of introduction - introduces the student
  - D. Application – practical exercise that displays “real world skills”
  - E. Resume – student qualifications
  - F. Academic skills – an entry from areas showcasing growth in content and real world skills with a reflection sheet for every item
  - G. Transcript – provides the official record of a student's coursework and testing
  - H. Letters of recommendation – show how others view a student
  - I. Special interests and awards – special interests and awards achieved in or outside of school; a vital part of a student's total package
- III. Benefits of the portfolio process:
  - A. Students will benefit from tangible proof of their abilities and achievements.
  - B. Intangible benefits come from closer self-assessment
  - C. Students develop a sense of pride and ownership from collecting their best work.
  - D. A portfolio provides future employers, scholarship committees or entrance committees additional evaluation tools.
- IV. Maintaining the portfolio
  - A. Appearance– neat and clean
  - B. Update – insert best work
  - C. Evaluate – reflect on work collected in portfolio
  - D. Replacement – insert new work displaying a greater skill mastery
- V. Teachers are encouraged to be a “mentor, a wise advisor” to the student during the preparation of the portfolio.

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## ACTIVITIES

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- I. Choose a sample of current work to add to the portfolio.
- II. Evaluate each entry by completing the **reflection sheet** before adding to the folder.
- III. Assess the folder by following the **portfolio checklist**.

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## MATERIALS NEEDED

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Notebook, reflection sheet, paper protectors, dividers

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## ASSESSMENT

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**Portfolio rubric.** The assessment may be a student self-evaluation of his / her portfolio or assessed by the teacher or health care professional.

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## ACCOMMODATIONS

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For reinforcement, students will list the components and describe the benefits of a portfolio.

For enrichment, students will create a web home page for their portfolios.

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## REFLECTIONS

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## **Portfolio Reflection Sheet**

Describe the portfolio item

Explain the purpose for including the item:

Discuss what you learned, its importance to you, what improvement you can make: