

## A GUIDE TO THE PORTFOLIO

At the heart of Senior Discovery is the Portfolio. Part celebration of what you have accomplished over the course of your academic career, part assessment of who you are at this point in your life, and part preparation for where you're going, it is intended to be both rewarding and practical.

Here's how it's going to work. During Senior Discovery, in addition to attending the Life 101 seminars, you will be expected to compile a portfolio—a collection of your work—that is divided into the three sections detailed below.

### **Section One: The Past**

Graduation from FHS marks the end of this chapter of your academic careers. For 13 years—whether all here in Falmouth or some spent elsewhere—you have been immersed in learning. Section One of The Portfolio is intended to give you a chance to look back on what you've accomplished. It will contain three elements:

1. *Teacher Interview.* Each student is expected to conduct an interview with a former teacher—preferably, from kindergarten through eighth grade. Out of respect for teachers' time, this interview **must** be scheduled in advance. You will receive a form that includes questions you should ask the teacher, as well as questions for personal reflection. The completed form must be included in this section of your portfolio.
2. *Examples of Work.* After reviewing your collection (or, in some cases, memory) of academic work from first through twelfth grade, you must choose 2-3 samples of this work—a drawing from second grade and an essay from tenth, for example—for inclusion in your portfolio. The examples of work should be accompanied by a reflection explaining their importance, relevance, or connection. If the work is not available, students may write a detailed reflection from memory.
3. *Reflection as a Learner.* The final element of Section One is a detailed reflection by you on your experience as a learner for the past 13 years. You will receive a form that asks you to make personal observations on your learning style, your most valuable lessons learned along the way, etc. The completed form must be included in this section of your portfolio.

For every person, learning—whether in school or outside of it—is a unique experience. Whether or not you continue your formal education after FHS, you'll never stop learning. This section of The Portfolio is intended to get you thinking about *how* you learn.

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### **Section Two: The Present**

Having explored *what* you've accomplished during your academic careers to this point, you will be expected in Section Two of The Portfolio to assess *who* you are at this moment in your life. This task will be accomplished through two elements:

1. *Personality Profile.* During the official weeks of Senior Discovery, you will take an online assessment that focuses on your personality. You are expected to print out the results and place them in this section of your portfolio.
2. *Reflection.* Based on the results of your personality profile, you are expected to write a reflection. In it, you should discuss whether you consider the results to be accurate—and, regardless of your assessment, to explore what you consider to be some of the aspects of your personality that define you.

One of the keys to success as an adult, both personally and professionally, is understanding oneself. This part of The Portfolio—consistent with the school’s mission to prepare students academically and emotionally for the future—is intended to give you an opportunity to consider yourself as an individual at this point in your life.

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### **Part Three: The Future**

Having explored *what* you’ve accomplished and *who* you are, you will be expected in Section Three to begin to consider *where* you are going. The most involved aspect of the Portfolio, Section Three is intended to equip you with some of the tools you will need to succeed in college and the workplace, and to broaden your awareness of what awaits you beyond high school.

Here is what must be included in this section of your portfolio:

1. *Internship Thank-You Note.* You are required to arrange an “interest internship” during May 20-22. Upon completion of the internship, you must send a thank-you note to your mentor, and include a copy of it in your portfolio.
2. *Internship Reflection.* In addition to the thank-you note, you will also be asked to complete a form designed to have you reflect on your experience.
3. *Résumé.* From this point forward in your life, it is important to have (and update regularly) a résumé highlighting your education, your professional activities, and your interests. Using the template of your choice (many can be found online or in programs such as Microsoft Word), you must complete your résumé and include it in this section of your portfolio.
4. *Results of Interest Survey.* In October, you were asked to take an online “interest survey” aimed at giving you some sense of where your professional interests may lie. Those results, along with a reflection on them, should be included in this section of your portfolio.

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**Portfolio Presentation**

Once you have assembled your portfolio, you are expected to present it to a small group of people you have selected. Here is how the process will work:

1. On Wednesday, May 28<sup>th</sup>, after marching practice, you will be required to meet with Mr. Morse or Ms. Harder to review and receive approval on your portfolio. This is a very important meeting, which should be scheduled ahead of time. In it, *you must demonstrate that you have met all of the requirements for the portfolio; if you haven't, you will be asked to meet them before you will be allowed to participate in graduation.*
2. On Thursday or Friday, May 29<sup>th</sup> and 30<sup>th</sup> (afternoon and evening sessions), you will make your portfolio presentation. During the first week of Senior Discovery, you will be asked to sign-up (online) for a half-hour time slot during one of these days.
3. For your presentation, you are expected to ask your parents, a teacher (K-12) and one member of the junior class to attend. (If you would like additional people to attend, you are welcome to invite them.)
4. The exact format of your presentation is up to you. Most students will simply share and discuss the items in their portfolio; if you prefer to take a different approach, you may.

The purpose of The Portfolio is to give you a chance to pause, look back and look ahead, before you graduate from high school. The purpose of the presentation of your portfolio is to give you an opportunity to share with other people what you have discovered about yourself along the way.

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**PORTFOLIO CHECKLIST**

***Part One: The Past***

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- Schedule interview with former teacher
- Conduct interview with former teacher
- Complete reflection form on interview with former teacher\*
- Examples of work as a student (grades K-12)\*
- Reflection on experiences as a learner (K-12)\*

***Part Two: The Present***

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- Results of Personality Profile (taken online)\*
- Complete personal-assessment form (strengths, weaknesses, etc.)\*

***Part Three: The Future***

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- Find, confirm, schedule Interest Internship
- Participate in Interest Internship
- Send thank-you note to Internship mentor\*
- Complete reflection form for Internship\*
- Complete résumé\*
- Take Interest Inventory (online)
- Provide results of, write reflection on, Interest Inventory\*

\*All of these items must appear in your portfolio