

Senior Portfolio Course ~ Culminating Project

Purpose Statement

Northwest Christian High School seeks to assist families in developing Christian leaders prepared to influence their world for Jesus Christ. As part of that goal, the Senior Portfolio will be a compilation of career exploration and college preparation activities that will contribute to the student's personal post High School plans.

At the completion of the Portfolio, each student will present their personal project and research to a panel of community leaders.

The final Portfolio will be issued a letter grade and a semester (.5) Culminating Project Credit to be included on the student's transcript.

Objective

Students will participate in a seminar style class room setting that will assist them in planning and preparation for their personal portfolio. This setting will permit students to receive guidance in all project activities necessary for successful completion of the Senior Portfolio. This valuable endeavor will contribute in preparing Northwest Christian High School's graduates to succeed in both college and career pathways.

Senior Portfolio Seminar will be completed in one semester, initially meeting once per week. For the remainder of the semester, the advisor will be available during the assigned meeting time for questions and further instruction as needed.

SENIOR PORTFOLIO WILL CONSIST OF THE FOLLOWING SCOPE AND SEQUENCE:

1. **Community Service (Rom. 12):** Defined as activities for groups or organizations where the participant does not receive anything (grade or payment) in return for his/her time and energy.
 - A. Beginning with freshmen year, students will compile a ledger of community based services. This will be verified by either a certificate or letter (signature) from the organization served.
 - B. Students will complete 40 hours of Community based service during their High School career ending with graduation. These hours may include: church related activities (i.e.; Mission trips, nursery work, Sunday school or worship service, janitorial or landscaping, hospital or humane society volunteer, etc.)
2. **College Research**
 - A. Students will complete a College Information Questionnaire. The College Questionnaire assists students and families to research important factors that contribute to the college preference decision.
 - B. Students will be assisted in the college application process to include: reference & thank you letters, personal essay, deadlines and form completion.
 - C. Students will be given pertinent timeline information regarding scholarship research & completion of the FAFSA (Free Application for Federal Student Aid) www.fafsa.ed.gov
3. **Job Shadows**
 - A. Consist of a minimum of four hours at a place of employment with a "Job Shadow Host" in a career field of interest. The host should not be a relative. Where safety and security issues prohibit a shadow experience, an interview of the "Job Shadow Host" will suffice with prior approval of the advisor.
 - B. Students will complete a minimum of one job shadow with a one page evaluation submitted for each Job Shadow and a follow up Thank you note to the host.

4. Career Research Paper OR Community-Based Leadership Project

Students will be given the option to Choose A. or B. All students will complete C.

A. Career Research Paper—Packet given in class

1. Students will complete a second job shadow & one page evaluation, as defined in section 3, on a career of interest.
2. Students will research the chosen career using a wide variety of resources to gain further knowledge that will assist in writing an informative research paper.
3. Students will submit an outline, three page rough draft & final draft per advisor's revisions and deadlines.

B. Community-Based Leadership Project: A project requiring a minimum of 30 hours that meets an expressed need in the community giving the student an opportunity to display leadership, career interests, and personal values.

1. Students will identify an expressed need in the community. (i.e.; trail clearing, brochure or video devoted to educating the community, facility improvement, et. al.)
2. Students will write and submit a proposal to the organization describing the plan and, where appropriate, identifying the budget necessary to complete the project.
3. Students must obtain written approval from the organization and identify a project adviser/consultant within the organization before beginning the project.
4. Students will provide opportunity (through school announcements, bulletin boards, and networking) for a specific number of NCHS underclassmen to assist in completion of the project.
5. Students will provide an evaluation of the completed project, including strengths and weaknesses of his/her planning & leadership, photos of project in process and completion, & thank you note to project adviser/consultant.

C. Resume' & Job Interview

1. Students will be instructed how to successfully create a basic resume' for a high school student.
2. Students will practice the art of self promotion in an interview.

5. Final Presentation

- A. Students will prepare a 10 minute presentation with visual aids based on their option of either the Career Research Paper or Community-Based Leadership project to be evaluated by a panel of Foundation Campus leaders.
- B. Students will have an opportunity to answer questions and gain feedback from these evaluators regarding their projects and presentations.

GRADING

Each activity will be assigned a specific point value and scored based on successful, comprehensive completion of all activities by stated deadlines. Students will be credited a bonus of 5 points for early submission. Late assignments will be accepted up to one week after the deadline; however, they will receive a 10% deduction in points up to 3 days and 15% deduction in points from 3 days to 1 week late. Assignments will not be received after one week of lateness. Semester Grading will be based on 40% of the Quarter 1 grade + 40% of the Quarter 2 grade + 20% of the final "participation" grade. Students must receive a passing grade to complete this graduation requirement.

SENIOR PORTFOLIO SEMINAR

PARENT/STUDENT RESPONSE TO THE SENIOR PORTFOLIO SEMINAR

WE HAVE READ THIS DOCUMENT AND BY SIGNING BELOW STATE THAT WE UNDERSTAND ALL REQUIREMENTS AND THAT DEADLINES MUST BE MET FOR SUCCESSFUL COMPLETION OF THE SENIOR PORTFOLIO REQUIREMENT.

Student Name

Signature

Date

Parent Name

Signature

Date

This signed response must be returned the first day of class.