

THE PORTFOLIO

SENIOR EXPERIENCE CAPSTONE PORTFOLIO GUIDELINES

Introduction: A portfolio is required as part of your Senior Experience Capstone and submitted as part of the presentation. The portfolio includes all documentation acquired during the Senior Experience.

Required Portfolio Components

Binder and Paper:

- Portfolio Cover:** Create a portfolio cover page that includes 1) Experience title, 2) student name, 3) school name, 4) your Senior Experience Capstone teacher's name, and 5) the presentation date. Optional: a graphic related to project.
- Title Page:** Organize similar to your Cover Page.
- Table of Contents Page:** Organize it similar to the checklist below.

Section 1 divider labeled: **Proposal**

- Senior Experience Approval Form and signatures
- Original Approved Proposal
- Addendum, if needed
- Senior Experience Capstone Contract

Section 2 divider labeled: **Field Expert (Mentor) Forms**

- Information Form
- Initial Interview
- Proposal Review
- Experience Progress
- Exit Interview

Section 3 divider labeled: **Experience Journal**

- Completed Experience Journal

Section 4 divider labeled: **Research**

- Annotated Bibliography
- All research documents gathered regarding the Senior Experience are included here.

Section 5 divider labeled: **Appendix**

- Photos showing progress and completion of your Experience
- Other Senior Experience documentation created, such as project notes, conclusions, graphs, charts, etc.
- Budget Page with a list of expenditures and the total cost of your Experience
- Required class assessments
- Optional: Senior Experience Capstone Guidebook
- Optional: Rough Drafts, Outlines, etc.

SENIOR EXPERIENCE CAPSTONE PORTFOLIO

TABLE OF CONTENTS

All contents must be clean copies and separated by dividers or title pages. You may substitute page numbers for sections.

Senior Experience Capstone Overview	Section 1
Letter to the Judges	Section 2
Letter of Intent.....	Section 3
Proposal.....	Section 4
• Senior Experience Capstone Overview	
• Expected Expenses	
• Time Expenditure Sheet	
• Mentor and Resource Information Sheet	
• Question and Parent Signature Sheet	
Research Paper	Section 5
Research Paper Self-Evaluation.....	Section 6
Senior Experience Capstone Time Sheet.....	Section 7
Senior Experience Capstone Journal Entries	Section 8
Mentor Evaluation Form.....	Section 9
Audience Verification Form (if applicable)	Section 10
Evidence of Experience	Section 11
Experience Self-Evaluation.....	Section 12
Thank-You Letters	Section 13

THE JOURNAL COMPONENTS

1. All students must complete a Journal as a part of their Senior Experience Capstone. The Journal is a component of the Experience portfolio.
2. Students should record at minimum of one entry per week during the Experience period.
3. Include the following information at the top of each Journal page: the date and the number of hours that you worked on the Experience during that particular week.
4. Each entry should cover the following:
 - a. Describe what you did on the Senior Experience Capstone during that week.
 - b. Write your personal reaction or evaluation of what you did that week. Some things you may wish to include:
 - i. Did you like what you were doing? Why or why not?
 - ii. Did everything happen exactly as you expected, or were there some surprises?
 - iii. How will you benefit from what you are learning?
 - iv. What frustrations did you experience?
 - v. What successes did you achieve?

Please note: Even if your Experience is repetitive in nature, your Journal must meet these minimum requirements.

5. Remember that your Journal will be read by your Faculty Advisor and the Senior Experience Capstone Steering Committee.
6. It is your responsibility to have your Faculty Advisory check your Journal each week.

SENIOR EXPERIENCE CAPSTONE REFLECTION

Directions: Using the format below, use complete sentences to complete the reflection and professional in appearance.

Your Name
Faculty Advisor's Name
Instructor's Name
Mentor's Name
Date

Reflection

What were the total hours spent on the Senior Experience? (This calculation does not include class time.)

- A. Research**
- B. Product**
- C. Mentoring**

What were at least two of the largest problems you encountered as you worked on the Senior Experience?

What did you do to manage your time?

What did you learn from the experience of working with other people?

What personal satisfaction was gained from this Experience?

Briefly describe the "risk" you took in completing this Experience. Include what you consider to be the "stretch" for you.

How were your original plans for the Entrepreneurship Experience the same or different from the final outcome of your Project?

Assess the success of your product.

What did the Entrepreneurship Experience teach you about yourself?

What would you do differently now that you have finished?

What grade would you give yourself for the Experience? Give your justification.

SENIOR EXPERIENCE CAPSTONE SELF-EVALUATION

1. Describe your Senior Experience in at least 25 words.

2. Estimated total hours spent on your Entrepreneurship Experience:

Date Started _____ Date Completed _____

3. List type of resources and materials used to complete project:

Circle the appropriate response

- | | | | |
|--|-----|----|-----|
| A. Did community resources help? | Yes | No | N/A |
| B. Have you asked for advice/comments about your Experience from other people? | Yes | No | N/A |
| C. Did you utilize task analysis and time management principles? | Yes | No | N/A |
| D. Have you ever done a project like this before? | Yes | No | N/A |

E. Explain:

F. Materials:

