

*Portfolio Instructions*  
*Science and Technology Class of 2013*

Your portfolio is the place where you organize and keep all your important information about yourself. When applying for a job or going for college or scholarship interviews, your portfolio can be a very useful tool. It is important to illustrate your accomplishments and that it has a professional appearance. You should consider your portfolio as an important part of your college or scholarship interview. As such, it must be professional and reflect time and effort.

- **Requirements:**
  - Binder with plastic cover
  - Cover sheet
  - Sheet Protectors
  - Pictures with Captions
  - Dividers for Sections (e.g. Tabs, colored sheets, colored print, etc.)
- **Contents:**
  - Page 1: Your resume- 1 page in length (important courses you have taken can be on second page)
  - Page 2: Table of Contents- At minimum a listing of sections
  - **Required Sections:**
    - ◆ *Academics*
      - Scores, PSAT scores, AP scores
      - Final Report Cards
      - Awards, Certificates, Congratulatory Letters, etc.
    - ◆ Letters of Recommendation (can be from school, community, or work related) If letters are not available, include a list of references
    - ◆ Listing of colleges (minimum of 5) to which you are considering applying- Include the following for each college
      - Location, Size, Majors you are considering
    - ◆ Copies of College Applications (Be sure to print a hard copy if applying on line)
    - ◆ Extra-Curricular Activities
      - Awards, letters, programs, pictures, newspaper articles, etc.
      - Examples- School Activities, Other (Boys or Girl Scouts, Boys or Girls Club, musical theatre, etc), and Community Service
      - Must have at least one of the following for each activity: descriptions, certificates, letters of recognition, pictures, etc
    - ◆ Special Interests ( optional)
      - Athletics- can be a separate section or can be listed under Extra-Curricular
      - Section illustrating something you are active in, such as scouting, theater, music, coaching, etc. This can be an expansion of something your listed under Extra-Curricular)
      - Other of your choice
    - ◆ Research Practicum
      - Summer activities: Summary of what accomplished during the summer. Including any Forestry or WISP Training, and meetings with mentors, phone calls made, e-mails sent, proposals which were approved, etc. Include summary of your log book, listing dates and activities/accomplishments. (can be listed in table format)  
DURING THE YEAR you will add approved proposals, revised chapters, and anything related to your research.