

COE-BROWN NORTHWOOD ACADEMY

CLASS OF 2012

SENIOR PORTFOLIO REQUIREMENTS

MASTER FILE SHEET

STUDENT NAME _____ ID # _____

ADVISOR _____

ALL OF THE FOLLOWING ITEMS ARE REQUIRED. PLEASE CHECK THEM OFF AS COMPLETED AND DOCUMENTED.

<u>ITEM</u>	<u>DATE</u>	<u>INITIALS</u>
() Résumé with cover letter based on the Purdue Online Writing Lab (OWL)	_____	_____
() Forty hours of non-school time community service occurring between 6/20/2008 and 3/9/2012	_____	_____
() Review of 4 year course of study	_____	_____
() Senior Career Plan (started Freshmen year)	_____	_____
() Portfolio, including 2 narratives, completed and ready to present	_____	_____
() Monthly journal of Portfolio project kept during senior year (Summer review through April)	_____	_____

A senior exit questionnaire to be completed during a class meeting at the end of the year

An exit interview and project presentation for evaluation to be scheduled in May

OPTIONAL COMPONENTS:

Each senior must complete any ten of the following in order to meet the basic passing standard for the portfolio. Students who complete twelve or more optional components, and meet all of their deadlines, may qualify for “Pass with Honors” if their exit interview committee feels that they have made an outstanding presentation. Seniors completing fourteen or more of the optional components, and who meet all of their deadlines, may earn the distinctions of “Pass with Honors” or “Pass with High Honors” depending on the quality of their final presentations. A senior who misses only a single deadline prior to December 30 may still qualify for “Pass with Honors”.

1. () Four year review of school and community clubs, teams, organizations and activities	_____	_____
2. () Written proof of voter registration	_____	_____
3. () Completion of school provided job application and/or an application for an event of special interest such as a special training program or college application, including a cover letter	_____	_____
4. () Verification of completed ASVAB Test & interpretation session	_____	_____
5. () Verification of completed PSAT as a Sophomore or Junior	_____	_____
6. () Verification of completed SAT or ACT, Acu-Place or NLN	_____	_____

7. () Verification of completed SAT II _____
8. () Documentation of three or more pre-approved college visits _____
9. () Statement of community advisor attesting to student's active participation with an out-of-school organization (during senior year or for two years) * _____
10. () Statement of community coach attesting to student's active participation with an out-of-school sports team or sports instruction program (during senior year or for two years) * _____
11. () Statement of school advisor attesting to student's active participation with an in-school organization or student government (during senior year or for two years) * _____
12. () Statement of school coach attesting to student's active participation with an in-school sports team (during senior year or for two years) * _____
13. () Statement of a school advisor attesting to student's active participation with an in-school organization or student government during all four years of high school* _____
14. () Statement of a community advisor attesting to student's active participation with an organization during all four years of high school* _____
15. () Statement of a school coach attesting to student's active participation with a sports team or sports instruction program during all four years of high school* _____
16. () Statement of a community coach attesting to student's active participation with a sports team or sports instruction program during all four years of high school* _____
17. () Written synopsis of a school district, town or government committee meeting attended for the complete session or for a minimum of two hours (Attending a court or trial in session as an observer is also acceptable.) _____
18. () Verification of attendance at a Coe-Brown, in-house, or high school level cultural event (to be pre-approved during senior year by the advisor) A written summary of the event is required. _____
19. () Verification of attendance at a cultural event by a beyond high school level group (to be pre-approved during senior year by the advisor) A written summary of the event is required. _____
20. () Verification of successful completion of a class or workshop (minimum of two hours) outside of the school curriculum during the junior or senior year: The Academy's SAT Prep program may be used to meet this component. (To be pre-approved by the team leader or by the senior advisor) _____
21. () A letter of recommendation from a current or previous employer _____
22. () Completion of U.S. Citizenship and Immigration Services Employment Eligibility Verification Form I-9 with photo-copies of supporting identification documents (all personal identification numbers removed) _____

23. () Completion of a 4 hour, non-school time, job shadow
(to be pre-approved during the sophomore, junior or senior year by
the team leader or by the advisor); includes a written summary + _____
24. () Completion of a second 4 hour, non-school time, job shadow
(to be pre-approved during the junior or senior year by
the team leader or by the advisor); includes a written summary + _____
25. () Completion of an in-depth interview with a professional in a career of
interest – to include transcript of major interview points, discussion topics
provided by guidance department and student reaction-summary of the
event (requires pre-approval of student’s assigned counselor) _____
26. () Completion of twenty additional hours of community service on
a project or in service to an organization that the student was
involved with during the required community service component ** _____
27. () Completion of an additional twenty hours of community service in
an area not related to the activities or organization used in the
required component or in the option listed above ** _____
28. () Complete of an additional twenty hours of service to the Academy
as a student aide ** _____
29. () Submit a letter of verification from the portfolio advisor certifying
that the senior actively used the *Student Agenda* book to record
assignments and activities throughout the year.
(opening of school to April 11, 2012.) _____
30. () Class dues paid in full for all four years by December 2, 2011 _____
31. () Show documentation of having donated blood _____
32. () During the senior year, take part in a statewide (or higher level)
academically related contest or event that required pre-qualification
or audition. This must require the student’s active participation in a
contest, presentation or performance at an away from CBNA program
site as part of the event. _____
33. () Have all one’s and two’s in effort and conduct each of the first three
marking terms during the Senior year. _____
34. () Have Perfect Attendance to school during senior year up to the
final portfolio due date of April 11, 2012. _____
35. () Have Perfect Attendance to school all four years up to the
final portfolio due date of April 11, 2012. _____
36. () Document to advisor that all competencies in all classes are met
and/or up to date as of the end of the third marking term as shown
on Edline grade report. _____
37. () Score at the level of proficient or higher on one of three sections
(English, Math or Science) of the NECAP test _____

* Active participation requires an involvement of 25 or more hours per year.

** All CBNA portfolio community service activities require the completion of a pre-approval form.

SENIOR CHECKPOINT GUIDELINES

		<u>Date Met *</u>	<u>Initials</u>
I.	Senior seminar with the Headmaster	September, 2011	_____
II.	Initial planning meeting with advisor	By September 9, 2011	_____
III.	Present the advisor with a project proposal and preliminary plan for approval (1+ page formal essay) for advisor approval	By October 7, 2011	_____
IV.	Written, personal and project narrative submitted to advisor	By November 4, 2011	_____
V.	First presentation of project and portfolio to advisor including the completion of any three components	By December 2, 2011	_____
VI.	Completion of a preliminary meeting with Guidance Counselor to discuss the "Senior Career Plan."	By December 2, 2011	_____
VII.	Subject area for senior project lock-in date (Only minor changes in project subject area are allowed after this date.)	By January 6, 2012	_____
VIII.	At least twenty hours of Community Service completed and documented	By January 6, 2012	_____
IX.	The completion of 10 or more components and a meeting with advisor to finalize project plan	By February 2, 2012	_____
X.	Completion of community service component	By March 9, 2012	_____
XI.	Completion of all components and all projects unless special permission has been given by the Headmaster or Assistant Headmaster	By April 11, 2012	_____
XII.	One copy of the entire portfolio written material submitted to the advisor for review and the scheduling of a required rehearsal presentation (If this is not done, then the student will not be scheduled for an exit interview)	By April 16, 2012	_____
XIII.	Four finished copies of portfolio materials presented to advisor	By April 19, 2012	_____
XIV.	Exit Interview – to be scheduled during early May.		

* Could be signed off early if completed early.