

# COE-BROWN NORTHWOOD ACADEMY

## CLASS OF 2012

### SENIOR PORTFOLIO PROJECT

#### **The following items will be required of all seniors:**

- Every senior will prepare a résumé and letter of introduction.
- Every senior will prepare for presentation a “senior project” that represents some aspect of her/his educational life experiences.
- The members of the Class of 2012 must each complete 40 hours of non-school time community service between 6/20/2008 and 3/9/2012. (It has been strongly suggested that students have completed at least ten hours each year in school.) A minimum of twenty hours must be completed by 1/6/12.
- Each student will include in his/her portfolio a list of the courses he/she took during each year of his/her high school career. The list will serve to help exit interviewers better understand each student's background. This list need not include grades.
- The Annual Senior Exit Questionnaire will be updated for all members of the Class of 2012 to complete. It is a tool to help the Academy assess the effectiveness of the total school program.
- Working with his or her guidance counselor, each senior will complete a high school to post-graduation career plan. This process starts during the freshman year and includes material from the students entire high school career.
- Every senior will keep a monthly journal (summer through April) to document the progress being made on meeting the portfolio requirements. It should be shared monthly with the advisor.
- Every portfolio will include a beginning of project and a separate end of project narrative. In these, the student will describe his/her portfolio plans and experiences.
- Each senior will present his/her completed portfolio, including a senior project, to a committee of community members during a thirty-minute exit interview.

**The following is the list of "optional components." Each senior must complete any ten of the following in order to qualify 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”.**

- Complete a review form of all school and community clubs, teams, organizations and activities taken part in during her or his high school career
- Provide written proof of voter registration

- Complete a school provided (or equivalent) job application and/or an application for an event of special interest such as for a special training program or a college application - An appropriate cover letter must be included with either option.
- Show completion of the PSAT test taken either during the sophomore or junior year.
- Provide verification of completed ASVAB including attending the post-test interpretive session and completing the summary worksheet.
- Provide verification of completed SAT, ACT, Acu-Place or NLN
- Provide verification of completed SAT II
- During the junior or senior year, visit three or more colleges being considered for future enrollment. These visits must be pre-approved by a guidance counselor and there is a trip summary and written review required.
- Have a community advisor complete a form attesting to student's active participation with an out-of-school organization during the senior year or for two years\*
- Have a community athletic coach complete a form attesting to student's active participation with an out-of-school team or sports instruction program during the senior year or for two years\*
- Have a school advisor complete a form attesting to student's active participation with an in-school organization or student government during the senior year or for two years\*
- Have a school athletic coach complete a form attesting to student's active participation with an in-school team during the senior year or for two years\*
- Have a school advisor complete a form attesting to student's active participation with an in-school organization or student government during all four years of high school \*
- Have a community advisor complete a form attesting to student's active participation with an organization during all four years of high school \*
- Have a school athletic coach complete a form attesting to student's active participation with a team or sports instruction program during all four years of high school \*
- Have a community athletic coach complete a form attesting to student's active participation with a team or sports instruction program during all four years of high school \*
- Prepare a written synopsis of a school district, town meeting 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 would also be acceptable as a government meeting.
- Provide verification of attendance at a cultural event presented by a beyond high school level group. This must be pre-approved during senior year by the advisor - This will require a one page written summary of the event.
- Provide verification of attendance at a Coe-Brown, in-house, or high school level cultural event that was pre-approved during senior year by the advisor - This will require a one page written summary of the event.

- Provide verification of successful completion of a class or workshop (minimum of 2 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.)
- Obtain a letter of recommendation from a current or previous employer
- Complete the US Immigration and Naturalization Service Employment Eligibility Verification Form I-9. This must include photocopies of the supporting identification documentation with personal identification numbers removed.
- Complete 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 senior advisor) this includes a written summary. +
- Complete 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 senior advisor) this includes a written summary. +
- Complete an in-depth interview with a professional in a career of interest - to include transcript of major interview points Discussion topics will be provided by the guidance department and the student will also prepare a reaction-summary paper of the event. (requires pre-approval of student's assigned counselor)
- Complete 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\*\*
- Complete 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\*\*
- Complete an additional twenty hours of service to the Academy as a student aide\*\*
- 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.)
- Pay all class dues for their high school career by December 2, 2011.
- Show documentation of having donated blood.
- During the senior year take part in a statewide (or higher level) academically related contest or event that required pre-qualification or audition - This activity 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.
- Earn all one's and two's in effort and conduct for each of the first three marking terms during the senior year.
- Have Perfect Attendance to school during the senior year up to the final portfolio due date of April 11, 2012.
- Have Perfect Attendance to school four all four years up to the final portfolio due date of April 11, 2012.
- Competencies are all met and up-to-date as of the end of third marking term.
- 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 twenty-five or more hours.)

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

**There are several checkpoints that come into play during the portfolio process. One of the prerequisites in qualifying for "Pass with Honors" or "Pass with High Honors" is that the senior must meet all of these deadlines. If a senior misses only one deadline prior to December 30, they may still qualify for "Pass with Honors".**

## **SENIOR CHECKPOINT GUIDELINES**

- I. Senior seminar with the headmaster - September, 2011
- II. Initial planning meeting with advisor - September 9, 2011
- III. Present the advisor with a project proposal and preliminary plan for approval - October 7, 2011
- IV. Written, personal and project narrative - November 4, 2011
- V. Completion of a preliminary meeting with Guidance Counselor to discuss the "Senior Career Plan"  
- December 2, 2011
- VI. First presentation of project and portfolio to advisor including the completion of any three components - December 2, 2011
- VII. Subject area for senior project lock-in date - January 6, 2012  
Only minor changes in project subject area are allowed after this date.
- VIII. At least twenty hours of Community Service Completed and documented - January 6, 2012
- IX. The completion of 10 or more components and a meeting with advisor to finalize project plans  
- February 2, 2012
- X. Completion of required community service component – March 9, 2012
- XI. Completion of all components and all projects unless special permission has been given by the Headmaster or Assistant Headmaster – 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 exit interview) – April 16, 2012
- XIII. Four finished copies of portfolio materials present to advisor - April 19, 2012
- XIV. Exit Interview - to be scheduled during early May.