

Dulles High School
Math and Science Academy Graduation Project

The Portfolio

The portfolio is the end product for the graduation project. The portfolio showcases your experiences and your learning through the experience. The portfolio is a professional-looking product and **must** include the following items:

1. Title Page
2. Table of Contents
3. Resume
4. Student evaluation paper and journal.
 - Journals should be kept on a daily basis in order to help better track your experience. This will be a personal informal collection of notes from the student's perspective. Journals will be collected and reviewed with the student paper.
 - The student evaluation paper is a typed summary of the experience. Your paper should be between four and eight pages, double spaced using either Times New Roman, Arial, or Calibri font (no larger than 12 point). The reader is supposed to learn what it's like to complete this same experience. Be sure to describe the day to day experience. The paper should include the following elements:
 - A. Overview of the experience
 - The student should begin with an overview of the entire experience, noting the things the student experienced and/or learned during his/her time in attendance. This overview should include not only skills or new information learned, but also things student learned about him or herself or the world of math and science in general.
 - B. Sample of work
 - The student must include a sample of the work performed during the course of the work experience. These examples can be written descriptions, a video of your work (DVD or webpage), or any form of media (charts, graphs, pictures, sketches) in which your efforts are demonstrated. The student should include in the written paper an explanation of what he/she actually contributed to the work sample.
 - C. Real world connections
 - The student should discuss what he/she learned while in attendance in conjunction with what he or she has been learning in the classroom. Discuss the consistency of the two as well as the differences between real life and classroom information.
 - D. Management Evaluation
 - The student should evaluate the rigor and caliber of the experience. Include in this evaluation the strengths and weaknesses of those in supervisory roles and your colleagues. You should also discuss the things you would want to do, same or different, if you were in charge. This is important because it helps us better understand the experience and evaluate the value of future students attending that program.
 - E. Recommendation
 - The student should evaluate the overall experience, pointing out what was enjoyed and what the student would have changed (regarding the performance of his/her duties). Here the student can make recommendations for future students interested attending this program.
5. (For Internships and Volunteer Experiences ONLY)
 - Thank you letter to employer.
 - A. Upon completion of the experience, the student will write a thank you letter to the employer. This letter must be written and mailed within three days of the last day of the experience. Use a business letter format. The letter must be typed. Include a copy of the thank you letter you sent in this section.
 - Employer evaluation.
 - A. The employer evaluation is a form that allows the employer to critique the accomplishments and professionalism of the student. It is the student's responsibility to submit the evaluation to their employer. It is the student's responsibility to make sure the evaluation is in on time. Include a copy of the evaluation form in this section.
6. Posterboard.
 - The student should display important components of the experience. The poster should be set up on a three-panel display board that unfolds to be 36" tall by 48" wide. The student will want to include important facts about their experiences as well as possibly photos. Below is a sample of how a student might set up their posterboard. Please note that each student will most likely have differing section titles.

