

## CTE Portfolio Technical Assessment - Guidance Document

**Definition:** Student portfolios are a collection of personal documents, which showcase an individual's learning experiences, goals and achievements. Student portfolios are created and controlled by the student, facilitated by the instructor, and evaluated by outside entities.

**Purpose:** Students should be able to leave a program with as many tools in their toolbox as possible. Student portfolios are a way to assist students in marketing themselves in future interviews, by using the portfolio to illustrate his or her skills and/or talents.

### What goes into a portfolio?

- **Letter of Introduction** – A brief letter about the student's education, goals, work and/or extra-curricular/community involvement, in standard letter format.
- **Resume** – Resumes are usually a one-page document listing the applicant's name, personal information (address, phone #, and email), an objective or summary, work history or extra-curricular/community involvement, education, certifications/credentials, personal skills/interests, and references.
- **Letters of Reference (2)** – Students must include at least two reference letters, provided by people who are familiar with his or her work or character. The reference letters can be employment-related, personal, or they can attest to the character of the student.
- **Credentials/Certifications** – Students have three sub-sections to complete: (State/national certification or credentials, technical skills check off, and evidence of tool/equipment or technology/software proficiency)
  - State/national certification or credentials (i.e., NCCER, MBA, CNA, Serve Safe, Tooling U, OSHA 10, CPR, CDX, Digital Literacy, WV Welcome, WV Welding, ASE, WV Dept. of Agriculture Cert., etc.)
  - Technical Skills check off – located on the WVDE CTE website under each concentration (*these are in Excel format and can be printed or saved electronically*). - *Instructors only need to sign off on the Core Skill Sets listed at the top of each document prior to the Career Preparation Skills.*
  - Tool or Software proficiency – these are certificates created by instructors and/or students to illustrate student knowledge on a particular piece of technology, software program or a tool/machine used in the classroom/lab.
- **Attendance** – The attendance verification form can be located on the WVDE CTE website under the administrator tab or instructor tab. This form must be completed by the instructor, or administrator, or counselor. (*This form is in Word format and can be printed or saved electronically*)
- **Student Evaluation (2)** – Student evaluation forms can be located on the WVDE CTE website under the administrator tab or instructor tab. This form must be completed by the instructor. (*This form is in Excel format and can be printed or saved electronically*)
- **Student Awards, Projects, or Exemplars (3)** – This section is completely open ended. Students should use this section to illustrate any awards, projects, exemplars, service learning, or scholarships, they participated or earned during their high school years. They can show evidence through pictures, project documentation, news articles, program agendas, meeting minutes, videos, etc.

### Presentation/Evaluation:

- Ensure all students have a release form on file prior to the presentation.
- Students are required to present their portfolio to a panel of evaluators. The evaluation team should consist of at least one industry person. Other team members may be school/county employees. The team should be no less than two and no more than three people. The student's CTE instructor cannot be one of the evaluators.
- The date of presentation is scheduled by the school.

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- All students who are completing a concentration are required to complete a portfolio. If a student is a multiple completer, they are only required to complete one portfolio that includes evidence illustrating all of his/her credentials/certifications received within the multiple concentrations.
- Administrators will collect the two or three % scores from instructors and enter each student's average % score into WVEIS WOW by **June 15<sup>th</sup>**.

### Frequently Asked Questions (FAQ):

- *When should students begin the portfolio process?* Students are encouraged to begin collecting portfolio evidence at the beginning of their first CTE course. (*Students should at least begin no later than the beginning of their third CTE course*)
- *Can portfolio scores be used as a final exam weighted grade?* Yes...portfolio scores can be used as a final exam grade. (*i.e., the instructor may say the portfolio is 40% of the fourth course grade, which gives additional incentive for a student to complete the portfolio*)
- *Can each piece of the portfolio be used as classroom grades?* Yes...the instructor would want to review the portfolio content prior to the official evaluation. In doing this, they can use these reviews as grading opportunities.
- *Why do CTE completers need a portfolio?* All CTE completers are required to complete a portfolio to meet Federal Perkins guidelines, but more importantly, students should leave a program with as many tools in their toolbox as possible. Student portfolios are a way to assist students in an interview, by helping to illustrate their skills and talents.
- *Where can I print/download the Portfolio Scorecard?* The Portfolio Scorecard is located on the WVDE CTE website under the administrator and instructor tabs. (<http://careertech.k12.wv.us/>)
- *What type of format is the portfolio required to be saved as/presented as?* The portfolio can be a printed notebook, an electronic PowerPoint or any other format deemed appropriate by the student and/or industry driven research (*i.e., graphic design will look much different than welding or healthcare*). Allow students to be creative in marketing themselves.
- *What happens if a student does not complete the portfolio?* The consequence would be determined by the school for an individual student. However, the consequence for a program would be a documented zero in WVEIS WOW, which impacts program performance.
- *Can the portfolio be reviewed by evaluators prior to the presentation?* Yes...evaluators may receive the portfolio prior to the actual presentation for a more in-depth review.
- *What is the minimum passage score of the portfolio?* There is no minimum passage score. The scoring scale should be in alignment with your county grading scale.
- *Do all completers have to complete the portfolio?* Yes...all completers regardless of their concentration must complete and present the portfolio.

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### Portfolio Scorecard:

Category	Expectations	Total Points Awarded
<p><b>Letter of Introduction</b> <i>(Total points possible 5)</i></p>	<p style="text-align: center;"><i>(Check ALL that apply)</i></p> <p>Student provides a letter detailing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Education <b>(1 pt.)</b></li> <li><input type="checkbox"/> Goals <b>(1 pt.)</b></li> <li><input type="checkbox"/> Work, extra-curricular, or community experiences; and <b>(1 pt.)</b></li> <li><input type="checkbox"/> Is in appropriate letter format <b>(1 pt.)</b></li> <li><input type="checkbox"/> No spelling, capitalization, punctuation, or grammatical errors <b>(1 pt.)</b></li> </ul>	
<p><b>Resume</b> <i>(Total points possible 20)</i></p>	<p style="text-align: center;"><i>(Check ALL that apply)</i></p> <p>Student provides a resume' including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name <b>(2 pts.)</b></li> <li><input type="checkbox"/> Personal information (Address, Phone #, Email, etc.) <b>(2 pts.)</b></li> <li><input type="checkbox"/> An objective or summary <b>(2 pts.)</b></li> <li><input type="checkbox"/> Work, extra-curricular, or community experiences <b>(2 pts.)</b></li> <li><input type="checkbox"/> Education <b>(2 pts.)</b></li> <li><input type="checkbox"/> Certifications/Credentials <b>(2 pts.)</b></li> <li><input type="checkbox"/> Interests <b>(2 pts.)</b></li> <li><input type="checkbox"/> References; and <b>(2 pts.)</b></li> <li><input type="checkbox"/> Is in chronological order <b>(2 pts.)</b></li> <li><input type="checkbox"/> No spelling, capitalization, punctuation, or grammatical errors <b>(2 pts.)</b></li> </ul>	
<p><b>Letters of Reference</b> <i>(Total points possible 10)</i></p>	<p style="text-align: center;"><i>(Check ALL that apply)</i></p> <p>Student includes letters of recommendation:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> One from an adult (<i>non-family</i>) <b>(5 pts.)</b></li> <li><input type="checkbox"/> One from a school employee or classmate <b>(5 pts.)</b></li> </ul>	
<p><b>Credentials/Certifications</b> <i>(Total points possible 15)</i></p>	<p style="text-align: center;"><i>(Check ALL that apply)</i></p> <p>Student provides evidence of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> State/national certification(s)/credential(s) <b>(8 pts.)</b></li> <li><input type="checkbox"/> Technical skills proficiency (<i>skills set check off sheet</i>) <b>(5 pts.)</b></li> <li><input type="checkbox"/> Evidence of tool/ software proficiency signed off by instructor <b>(2 pts.)</b></li> </ul>	
<p><b>Attendance</b> <i>(Total points possible 30)</i></p>	<p style="text-align: center;"><i>(Check ONE item)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student provides a signed attendance verification form with an attendance rating of 100% <b>(30 pts.)</b></li> <li><input type="checkbox"/> Student provides a signed attendance verification form with an attendance rating of 95% or higher <b>(25 pts.)</b></li> <li><input type="checkbox"/> Student provides a signed attendance verification form with an attendance rating of 94% - 85% <b>(18 pts.)</b></li> <li><input type="checkbox"/> Student provides a signed attendance verification form with an attendance rating of 84% - 75% <b>(10 pts.)</b></li> <li><input type="checkbox"/> Student provides a signed attendance verification form with an attendance rating of 74% or below <b>(0 pts.)</b></li> </ul>	
<p><b>Student Evaluation</b> <i>(Total points possible 10)</i></p>	<p style="text-align: center;"><i>(Check ONE item)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student has 2 or more evaluations completed and signed by their instructor <b>(10 pts.)</b></li> <li><input type="checkbox"/> Student has 1 evaluation completed and signed by their instructor <b>(5 pts.)</b></li> <li><input type="checkbox"/> Student has 0 evaluations completed <b>(0 pts.)</b></li> </ul>	
<p><b>Other Content:</b> <i>Awards, Projects, Exemplars, etc.</i> <i>(Total points possible 10)</i></p>	<p style="text-align: center;"><i>(Check ONE item)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student includes 3 or more pieces of evidence illustrating: awards, projects, exemplars, service learning, etc. <b>(10 pts.)</b></li> <li><input type="checkbox"/> Student includes 2 or more pieces of evidence illustrating: awards, projects, exemplars, service learning, etc. <b>(7 pts.)</b></li> <li><input type="checkbox"/> Student includes 1 piece of evidence illustrating: awards, projects, exemplars, service learning, etc. <b>(4 pts.)</b></li> <li><input type="checkbox"/> Student includes 0 pieces of evidence illustrating: awards, projects, exemplars, service learning, etc. <b>(0 pts.)</b></li> </ul>	
<p><b>Total Possible Points</b> <b>100</b></p>		<p><b>Total Points Awarded:</b></p>
<p><b>Student Name:</b></p>		
<p><b>Evaluator Signature:</b></p>		<p><b>Date:</b>_____</p>

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### Release of Information Consent

I do hereby consent and authorize \_\_\_\_\_ high school/career center to use and reproduce my name, photographs, and any personal information submit via my portfolio for the purpose of evaluating my portfolio by business/industry judges.

Student Name: \_\_\_\_\_

Student Signature: X \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: X \_\_\_\_\_

Date: \_\_\_\_\_