

## UCT Portfolio Requirements (by year)

### Grade 9

- Shop letter – **computers → English**
- One work sample -- 350 words plus photos -- based on shop knowledge and work gained and completed freshman year -- **related → English**

### Grade 10

- Goals essay – **related → English**
- Two work samples – 350-500 words plus photos -- based on shop knowledge and work gained and completed sophomore year **related → English**

### Grade 11

- Revised goals essay – **related → English**
- Resume – **Business → English**
- Two work samples – 350-500 words plus photos – based on shop knowledge and work gained and completed junior year – **Related → Shop**

### Grade 12

- Revised goals essay -- **related → English**
- Updated resume – **Business → Computers → English**
- Three letters of reference (teachers, staff, employers, coaches) – **Students**
- Two works samples -- 350-500 words plus photos – based on shop knowledge and work gained and completed senior year (total of five work samples from freshman to senior years showing progress) – **Related → English**
- Transcript (optional) – **Students**
- Attendance record (optional) – **Students**
- Academic work samples (senior project components) -- **Students**
- Awards, honors, recognitions – **Students**

**Deadline for completion: First “B” week Friday in March.**

### English Department

- Handout requirement sheet
- Checklist

### Students

- Portfolio setup & organization
- Maintain portfolio
- Safety certificates and requirements (OSHA, Self-Serve, etc) for all four years

***Goal of career portfolio is to show student’s progress through all four years at UCT. Successful completion is a graduation requirement; students will not be signed out until ALL pieces are finished.***