

Career Internship Skills Portfolio Suggested List of Documentation

Academic Skills	Personal Management Skills	Teamwork Skills
<ol style="list-style-type: none"> 1. Tests, research projects, essays, worksheets, quizzes which show student performance in courses such as math, English, social studies, science, etc. or credentials for National Honor Society. 2. Standardized test scores including PSAT, SAT, ACT 3. Pictures of students involved in projects such as Ag, Welding, Auto, Culinary Arts, Ind. Living, debate, etc. 4. Certified credentials from Red Cross lifesaving, CPR, OSHA, etc. 5. Computer Science Applications 6. Checkbook record from student's checking account, report card, academic excellence award certificates 7. Grade sheet from a class which shows personal grade 8. Scholarship certificates 9. Report card or transcripts 	<ol style="list-style-type: none"> 1. Attendance award certificates 2. Career oriented reports or projects 3. Record of employment related to student's career choice 4. Self-inventory checklist of employability skills 5. Group project evaluation from any course 6. Award or record of a community service project, church activities, Boys/Girls Scouts, 4-H, etc. 7. Picture of any activity or hobby such as the community service project, church project – home remodeling, car care, dance recital, family activities, etc. 8. Performance review from employment 9. Picture or record of student-lead conferencing 10. Picture or record of any family activities such as travel celebrations, projects, home chores, responsibilities, etc. 11. Page from day planner showing organizational skills 12. Spreadsheet showing payment of debt – trip, cell phone, care, etc. 	<ol style="list-style-type: none"> 1. Written performance evaluation from employers, letters of recommendations 2. Record of membership in school, community, church, or political organizations to go along with photos 3. Newspaper reports or other written recognition of projects from sources other than the organization responsible for the projects 4. Evaluation forms from group projects from a class 5. Pictures of varsity jackets, medals, letters, etc. 6. Athletic certificates, newspaper articles of athletic or other school events 7. Record of peer coaching/tutoring 8. Record of any work on projects such as Junior Achievement, fundraisers, FFA, FCCLA, student council, etc.