



Earning Proficiency Credit for

*Work, Volunteering, Internship or other
Extended Learning Experience*

Student Packet

June 1, 2012



Dear Student,

Congratulations on creating your own learning experience. Portland Public Schools values the dedication and commitment shown by their students by participating in summer programs, paid jobs, volunteer work, extended classroom experiences, and internship opportunities in the community.

We know that some of the most powerful learning a student does during his or her high school career can come outside the regular classroom experience with guidance in the workplace from a caring adult mentor. Through these experiences:

- You can build academic and job skills.
- Make connections with professional adults and build relationships within your community.
- Earn a ½ elective credit toward high school graduation. This is a pass/no pass elective credit.

REQUIREMENTS:

1. Meet with your Mentor/Site Supervisor before you begin your experience and give them the Mentor/Site Supervisor Packet (attached). See below for information on who may qualify to serve as your Mentor/Site Supervisor.

Take the time to review the Student Packet and Mentor/Site Supervisor Packet together to assure you both understand expectations and requirements. In particular, be sure to review the:

- Mentor/Site Supervisor Evaluation (*Mentor Packet, page 3*)
 - Packet Scoring Rubric (*Student Packet, page 5*)
 - Student's Self Evaluation (*Student Packet, page 8*)
 - Presentation Scoring Rubric (*Student Packet, page 10*)
2. Meet with your School Contact to determine when the packet must be submitted to the school. Your School Contact will coordinate the review of the completed packet and awarding of credit. See below for information on who may be the School Contact at your school.
 3. Complete a minimum of 30 hours in a job readiness class or other extended learning experience, paid job, volunteer activity or internship.
 4. Complete ALL of the requirements listed below and turn in to your school contact:
 - Cover Sheet (must include all required signatures) – page 4
 - Work and Project Description – page 6
 - Personal Reflection – page 7
 - Self-Evaluation – page 8
 - Time Log (or attach other documentation demonstrating hours) – page 9
 - Résumé (must include this experience) - attach to this packet
 - Copy of Thank You Note to Advisor - attach to this packet
 - Presentation (8-10 minutes) – attach final scoring rubric to this packet – page 10
 - Mentor/Site Supervisor Evaluation – attach to this packet



EVALUATION AND CREDIT

Your School Contact will use the Scoring Rubric on page 5 to evaluate your packet. Your credit award for this experience will be based upon:

- Inclusion of all required documents
- The quality of each of the required written components.
- The number of hours and attendance at your site (time log).
- The evaluation from your chosen Mentor/Site Supervisor
- Presentation

WHO CAN BE A MENTOR/SITE SUPERVISOR?

The Mentor/Site Supervisor is the person who oversees your work, volunteer experience, internship, class or extended learning experience. Examples include:

- Your employer
- The program manager or supervisor for a volunteer program
- Your internship host
- Your program's teacher or coordinator

Your Mentor/Site Supervisor will be available to answer any questions regarding requirements.

WHO IS A SCHOOL CONTACT?

Your School Contact is the person who can help you with the packet and will coordinate the review of the packet and awarding of credit. At your school, this may be:

- Your school's career coordinator
- Your counselor
- Your teacher

Your School Contact will be available to answer any questions regarding requirements.



Work, Volunteer, Internship or other Extended Learning Experience
COVER SHEET

This cover sheet must be included when submitting your completed packet.

Student Name: _____ Date: _____

PPS ID: _____ Cell Phone: _____ Email: _____

School in 2012-13: _____ HS Counselor: _____

Type of Experience:

- Paid Job Volunteer Activity Internship Extended Learning Experience

Experience Site: _____

Mentor/Site Supervisor: _____

Total number of hours completed: _____

Include all required documentation:

- Cover Sheet (must include all required signatures) – *this page (4)*
- Work and Project Description – *page 6*
- Personal Reflection – *page 7*
- Self-Evaluation – *page 8*
- Time Log (or attach other documentation demonstrating hours) – *page 9*
- Résumé (must include this experience) - attach to this packet
- Copy of Thank You Note to Site Supervisor or other advisor - attach to this packet
- Presentation (8-10 minutes) – attach final rubric to this packet – *page 10*
- Mentor/Site Supervisor Evaluation – attach to this packet

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

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<i>This section to be completed by Portland Public Schools</i>	
<input type="checkbox"/> Met <input type="checkbox"/> Not Met - Reviewed by: _____	Date: _____
Credit: <input type="checkbox"/> Pass <input type="checkbox"/> No Pass – by: _____	Date: _____



Work, Volunteer, Internship or other Extended Learning Experience

PACKET SCORING RUBRIC

The School Contact will use this Scoring Rubric to evaluate your completed packet.
You must "meet" in all areas to receive credit.

Student Name:	ID:	
	Meets	Does Not Meet
Cover Sheet	<input type="checkbox"/> <ul style="list-style-type: none"> Cover Sheet is included; all fields are completed; all boxes are checked Required signatures/dates are included 	<input type="checkbox"/> <ul style="list-style-type: none"> Cover Sheet is incomplete or missing; some fields are incomplete and/or boxes are unchecked Required signatures/dates are not included
Work / Project Description	<input type="checkbox"/> <ul style="list-style-type: none"> Document is word processed, a minimum of one page, double spaced, size 12 font Student identifies areas of interest and how the experience/project connects and matters to their interests, ambitions and learning goals 	<input type="checkbox"/> <ul style="list-style-type: none"> Document is not word processed, and/or is not one page, double spaced, size 12 font Student identifies some areas of interest, but doesn't fully show how the experience/project connects and matters to their interests, ambitions and learning goals
Personal Reflection	<input type="checkbox"/> <ul style="list-style-type: none"> Document is word processed, a minimum of one page, double spaced and uses size 12 font Student reflects on what they learned, how the experience/project connected to their interests and values and what difference the learning will make to them in the future 	<input type="checkbox"/> <ul style="list-style-type: none"> Document is not word processed, and/or is not one page, double spaced, size 12 font Student comments briefly on what they learned but doesn't get into specifics or connect their learning to their interests and values or what difference the learning will make to them in the future
Self Evaluation	<input type="checkbox"/> Self Evaluation is complete	<input type="checkbox"/> Self Evaluation is incomplete and/or not included
Time Log	<input type="checkbox"/> Time Log is complete	<input type="checkbox"/> Time Log is incomplete and/or not included
Resume	<input type="checkbox"/> Resume is complete and includes this experience	<input type="checkbox"/> Resume is incomplete and/or not included
Copy of Thank You Note	<input type="checkbox"/> Copy of Thank You Note is included	<input type="checkbox"/> Copy of Thank You Note is not included
Presentation	<input type="checkbox"/> Copy of Presentation Scoring Rubric is included	<input type="checkbox"/> Copy of Presentation Scoring Rubric is not included
Mentor/Site Supervisor Evaluation	<input type="checkbox"/> <ul style="list-style-type: none"> Evaluation is included Evaluation score is 70 or greater and does not include "1" in any category 	<input type="checkbox"/> <ul style="list-style-type: none"> Evaluation is not included Evaluation score is less than 70 and/or includes "1" in any category
	<input type="checkbox"/> Meets	<input type="checkbox"/> Does Not Meet
Reviewer Signature	Date	



Work, Volunteer, Internship or other Extended Learning Experience

WORK / PROJECT DESCRIPTION

The Work / Project Description must be word-processed and a minimum of one (1) page, double spaced using a size 12 font.

Describe your work, volunteer, extended classroom, or internship experience. In your description, make sure you:

- Explain what the business or organization does
- Describe the physical setting of the site
- Tell about a typical day
- Describe the people (co-workers, customers, clients, etc.) at the site
- Describe an activity or project that you worked on or completed in your work, volunteer, or internship experience.
- Review the four Essential Skills/Career Learning Standards on the self-evaluation (personal management, problem solving, teamwork and communication). Write at least three (3) to four (4) sentences explaining how you demonstrated the elements of each standard.
- Optional: Attach photos or other visuals of your experience. Include captions or an explanation.



Work, Volunteer, Internship or other Extended Learning Experience

PERSONAL REFLECTION

The Personal Reflection must be word-processed, and be a minimum of one (1) page, double spaced using a size 12 font.

Write a *thorough, thoughtful* reflection about your work, volunteer, internship, or extended learning experience. In your description, make sure to include the following:

- Every new situation provides an opportunity to learn more about yourself, other people, and various skills. Write about what you learned during your experiences. Did you face a challenge or learn new skills? Did you witness new situations or learn new strategies to solve a problem? What have you learned that you didn't know prior to these experiences?
- Review your completed Self Evaluation (*page 8*) and the completed Mentor/Site Supervisor evaluation (*page 3 of the Site*). Write about the differences and similarities between the two evaluations. In addition, pick one of the Essential Skills/Career Learning Standards where you need improvement and write about your plans for working on this
- Write about skills that you learned at the workplace that could be applied to school.
- Write about skills that you learned in school that could be applied to the workplace.
- Write about your post-high school goals. How will this experience help you reach your goals?



Work, Volunteer, Internship or other Extended Learning Experience
ESSENTIAL SKILLS/CAREER LEARNING STANDARDS
SELF-EVALUATION

Student Name _____

Type of Experience:

- Paid job
 Volunteer Activity
 Internship
 Extended Learning Experience

Rating Scale:	1 = unacceptable in this category; must improve 2 = still learning; requires assistance; should improve 3 = meets expectations 4 = exceptional performance
PERSONAL MANAGEMENT (Work Ethic and Behaviors)	Rating
Plans, organizes, and completes assigned tasks on time	
Does quality work	
Maintains regular attendance	
Is on time	
Identifies tasks that need to be done and initiates action to complete them	
Takes responsibility for decisions and actions	
Demonstrates appropriate dress, appearance and personal hygiene	
Can explain and follow workplace health and safety practices	
Begins work promptly and stays on task	
Can work independently	
Has a positive attitude; demonstrates interest in their work	
Follows security procedures and ethical practices	
DECISION MAKING and PROBLEM SOLVING	
Identifies problems and locates information that may lead to solutions	
Identifies multiple alternative solutions to solve problems	
Selects and explains a proposed solution and course of action	
Develops a plan to implement the selected course of action	
COMMUNICATION	
Processes and conveys information using traditional and technological tools	
Listens attentively and can follow verbal and written instructions	
Gives and receives feedback and constructive criticism in a positive manner	
Reads and writes technical/instructional materials for information and can apply to tasks	
Speaks clearly, accurately, and in a manner appropriate for the intended audience	
Asks appropriate questions when unclear about instructions or assignments	
TEAMWORK	
Understands the value of working with others	
Identifies different roles within teams and the importance of each	
Knows how to compromise and come to an agreement	
Maintains appropriate interactions with colleagues	
Works well with individuals from diverse backgrounds; respects diversity	
Fulfills their responsibilities as part of a team.	
ENTER TOTAL SCORE	
(In order to pass, the total must be 70 or greater and cannot include "1s" in any category)	
Student Signature:	



Work, Volunteer, Internship or other Extended Learning Experience
TIME LOG*

Student Name: _____ ID#: _____

Type of Experience:

- Paid job
 Volunteer Activity
 Internship
 Extended Learning Experience

Experience Site: _____

Address of Site: _____

Mentor/Site Supervisor: _____

Phone: _____ Email: _____

Date	Number of Hours	Mentor/Site Supervisor Signature
Total Hours		

***Instead of a time log, you can attach documentation (pay stubs, timecards, letter stating hours, etc.) with supervisor signature.**



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PRESENTATION GUIDELINES & SCORING RUBRIC

You must make an 8-10 minute presentation about your experience to your Mentor/Site Supervisor or to a School Contact (or designee).

What should be included in my presentation?

You should highlight the main ideas you described, and questions you answered in your Work / Project Description (page 6) and Personal Reflection (page 7). Use these documents to guide your planning and determine what to include in your presentation. It is also recommended that you include visual evidence (i.e. power point, picture, etc.).

Who can I present to and how will I be graded on my presentation?

You can present to your Mentor/Site Supervisor or School Contact (or their designee). You will be assessed on your presentation using the following scoring rubric. At a minimum, you must "meet" in all areas in order to pass.

Student Name:			ID:
	Exceeds (5)	Meets (3)	Needs Improvement (1)
Ideas & Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Content is extremely clear, focused and well suited to the audience purpose Very clear purpose and main ideas that stay on topic Strong supporting details that contribute to the audience's understanding 	<ul style="list-style-type: none"> Content is clear, focused and appropriate to the audience and purpose Clear purpose and main ideas Supporting details are relevant, but may not be consistently strong or credible 	<ul style="list-style-type: none"> Content lacks an apparent purpose or central idea Main ideas are not apparent Supporting details are confusing or not evident; speech may be too short to show the development of an idea
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Organization has an effective order that helps the understanding of the main ideas	Organization is clear and can be easily followed but may seem overly obvious or not consistently effective	Organization doesn't hold together, order is weak and ideas seem fragmented and hard or impossible to follow
Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Language is original with a range of carefully selected words that make the message clear and colorful	Language is original, practical, appropriate to the audience and supports the message	The language is vague, careless, awkward and/or missing in detail that only the most general sort of message comes through
Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Speaker's control of the craft and technique contributes to the effectiveness of the message	Speaker demonstrates control of the technique. Minor weaknesses, while perhaps noticeable, do not detract from the message and purpose	Speaker demonstrates little control of the craft and technique. Errors distract from the communication
	<input type="checkbox"/> Exceeds	<input type="checkbox"/> Meets	<input type="checkbox"/> Needs Improvement
Reviewer Signature			Date