



BEST PRACTICES

**Using student portfolios to engage faculty and
mentors**

I. INTRODUCTION

- A three ring binder is an efficient means of keeping track of student goals and progress.
- The students set up their own binder at the beginning of the year.
- The students enter documentation of goals and achievements throughout the year.



II. BRIEF EXPLANATION

Tracks student progress in the areas of:

- Career Development
- Academic Enrichment
- Campus and Community Engagement
- Self-Determination
- Independent Living



TABLE OF CONTENTS

- 1. EMPLOYMENT, INTERNSHIP, & RELATED ACTIVITIES**
- 2. ACADEMICS & TECHNOLOGY**
- 3. SOCIALIZATION, RELATIONSHIPS, SELF-ESTEEM**
- 4. COMMUNITY LIVING**
- 5. SELF-DETERMINATION**
- 6. HEALTH & SAFETY**
- 7. PERSONAL CARE & HYGIENE**
- 8. HOME LIVING**
- 9. TRAVEL & MOBILITY**
- 10. FINANCIAL PLANNING & MONEY MANAGEMENT**



III. BINDERS HAVE TREMENDOUS BENEFITS

- The development and maintenance of a binder system can bring unexpected and positive benefits.
- Not only for students, but teachers, mentors, staff, and faculty



STUDENTS SHOW THEIR MENTORS THEIR BINDERS.

“I intern at The Student Advising Center. They just hired me!”



“I made a goal to organize a “guy’s lunch” at The Hangar. Here’s my flyer”



THIS IS WHAT I'VE DONE THIS YEAR

“I want to show you what I've accomplished on Ascend Math.”

“Let's review our homework.”



IV. BINDERS HOUSE ALL RELEVANT INFORMATION

- Students have current and past internship information, current and past course information, professor contact information, all evaluations (internship, course, student evaluations), mentor contact information
- Students have access to current IEP goals



Areas of My Life	Goals to Consider	What I Might Need to Learn or Find Out	Actions to Take	Who Can Help Me?
Career Development				
Academic Enrichment				
Campus & Community Engagement, Relationships, & Leisure				
Self-Determinations				
Health & Fitness				
Personal Care				
Home Living				
Travel & Mobility				
Money Management				



Work Maturity and On-Campus Intern Evaluation

Student	Internship	Intern Supervisor	Date
---------	------------	-------------------	------

Practices punctuality	5	4	3	2	1
Interacts appropriately with supervisor	5	4	3	2	1
Accepts constructive criticism	5	4	3	2	1
Relates with co-workers	5	4	3	2	1
Exhibits a desire to improve	5	4	3	2	1
Shows dependability	5	4	3	2	1
Work unsupervised	5	4	3	2	1
Exhibits flexibility	5	4	3	2	1
Dresses appropriately	5	4	3	2	1
Displays neat, clean appearance	5	4	3	2	1
Follows directions	5	4	3	2	1
Seeks assistance appropriately	5	4	3	2	1
Remains on task	5	4	3	2	1
Completes tasks in a timely manner	5	4	3	2	1
Completes task accurately	5	4	3	2	1
Complies with safety practices	5	4	3	2	1
Displays appropriate use/care of tools equipment	5	4	3	2	1
Displays frustration tolerance	5	4	3	2	1
Displays initiative	5	4	3	2	1
Cooperates as a team member	5	4	3	2	1
Solves problems effectively	5	4	3	2	1
Exhibits self-confidence	5	4	3	2	1

<u>Rating Scale</u>
5-Performs above expectations
4-Performs at expectations
3-Performs slightly below expectations
2-Performs significantly below expectations
1-Unobserved

1. What are some of the student's strengths?
2. What are any challenges the student has or may experience?
3. Were there any behavioral concerns or challenges on the work site?
4. Any additional information which might be of interest to the Project STING RAY staff?



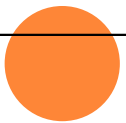
Exercise Plan

Week of _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Weight					

<i>Weight (1/2hr)</i>	Monday	Tuesday	Wednesday	Thursday	Friday
Chest/Bench press					
Shoulders & Biceps					
Abs					

<i>CARDIO (1/2hr)</i>	Monday	Tuesday	Wednesday	Thursday	Friday
Running					
Walking					
Biking					
Rowing					



BINDERS HELP SUPPORT IEP GOALS

Bi-monthly goal setting/review of 4-1-1

Documents achievements of goals to prepare IEP



V. BINDERS HOUSE GOALS:

- Employment Goal
- Academic goals
- Social goals
- Health and Fitness goals
- Hygiene goals
- IEP goals



VI. PROFESSOR PACKETS

- The portfolio provides most of the information for students introductory letter to their new professor.
- a. photo
- b. student intro, including year in program, interest, hobbies, past classes
- c. learning style preference, etc.



CONCLUSION

- Although the set up and maintenance of a binder system seems overwhelming at times, the effort is overshadowed by the benefit.

