**Suggested Components of a**

**Work-Based Learning Portfolio**

## A suggested portfolio that provides evidence of standards attainment would include the following artifacts:

1. Introductory Letter written by the student describing the work to be presented and how the samples were selected.
2. Table of Contents of student’s work items contained within the portfolio.
3. Career Development Materials, including:
* Career and educational development plan;
* Resume;
* Application for college;
* Application for employment;
* Letters of recommendation.
1. Documentation of Progress
* List of responsibilities throughout the experience;
* Journal entries reflecting on tasks and activities.
1. Work Samples (3-4)
* Examples of materials developed throughout the experience linked to standards and learning plan.
1. Writing/Research Sample to demonstrate in-depth knowledge about a career area describing skill needs and future trends in the industry; use of multiple sources (interviews, literature review and internet search) with proper citations to demonstrate research/knowing how to learn, information literacy and written communication skills.
2. Project encompassing both work samples and writing samples, culminated in a presentation. (Note: could substitute for writing/research sample and other work samples, if the project will already include these.)
3. Assessments
* Student self-assessment;
* Supervisor evaluation and observations;
* Work-based learning coordinator evaluations and observations.