

Portfolio Conference Prep Form — Page 1 of 6

Name _____ Date _____ Grade _____ Advisor _____

Directions: Using the descriptions of each Essential Skill and the information from your Portfolio Item Reflections Sheets, please reflect on how you are addressing or have met the requirements for each Essential Skill.

Acting in the benefit of the community

The student has shown at least one, preferably several, portfolio items that he/she is capable of recognizing that he is a part of a community and/or communities, understanding the needs of the community, deciding how he can help fulfill the needs of the community, making compromises if the needs of the community are different than his own, and seeing his actions through to the end.

Item: _____ Subject: _____
Item: _____ Subject: _____
Item: _____ Subject: _____

Grounds for choice:

Thinking and acting ethically

The student has shown at least one, preferably several, portfolio items that he/she is capable of recognizing others and the community, considering and understanding actions before he acts, perceiving positive and negative consequences for himself, others, the community and the environment for all actions, accepting and dealing with consequences.

Item: _____ Subject: _____
Item: _____ Subject: _____
Item: _____ Subject: _____

Grounds for choice:

Working collaboratively

The student has shown at least one, preferably several, portfolio items that he/she is capable of listening and responding appropriately, constructing and following group/class guidelines, following group/class guidelines, and contributing individually to the goals of the group/class.

Item: _____

Subject: _____

Item: _____

Subject: _____

Item: _____

Subject: _____

Grounds for choice:

Communicating effectively

The student has shown in at least one item, preferably in several portfolio items collected during the freshman, sophomore, and junior years, that they are capable of understanding a subject and/or concept, conceptualizing or outlining the subject and/or concept and translating it into an appropriate meaningful visual, oral, written, physical or musical form.

Item: _____

Subject: _____

Item: _____

Subject: _____

Item: _____

Subject: _____

Grounds for choice:

Working creatively

The student has shown at least one, preferably several, portfolio items that he/she is capable of recognizing habits and methods of himself and others in the field of study and creative community, understand the purpose of the habits of methods of himself and others, experimenting with different materials, concepts and purposes in relation to the context of those habits and methods, and designing new methods by combining elements from different habits and methods. The student shows that he is capable of self-reflection with growing awareness of identity, emotions and choices, as well as soliciting, selecting and processing feedback instrumental to the developmental process.

Item: _____

Subject: _____

Item: _____

Subject: _____

Item: _____

Subject: _____

Grounds for choice:

Solving problems

The student has shown at least one, preferably several, portfolio items that he/she is capable of recognizing the opportunity to solve problems, defining and/or formulating the problem or question, brainstorming possible solutions, testing and evaluating solutions, and verifying the process.

Item: _____

Subject: _____

Item: _____

Subject: _____

Item: _____

Subject: _____

Grounds for choice:

Persisting in achieving quality

The student has shown at least one, preferably several, portfolio items that he/she is capable of identifying quality work, integrating feedback appropriately and redoing and/or reworking projects, assignments, papers, experiments, etc. to achieve quality.

Item: _____

Subject: _____

Item: _____

Subject: _____

Item: _____

Subject: _____

Grounds for choice:

Applying effective research methods

The student has shown at least one, preferably several, portfolio items that he/she is capable of finding information, formulating questions, collecting and organizing appropriate information, assessing information and making information meaningful. (Although not necessarily required for this skill, at least one research paper demonstrating mastery of research skills and the mechanics of in-text and bibliographic citations must be included somewhere in the portfolio.)

Item: _____

Subject: _____

Item: _____

Subject: _____

Item: _____

Subject: _____

Grounds for choice:

Managing materials and time to accomplish goals

The student has shown at least one, preferably several, portfolio items that he/she is capable of managing material and time to accomplish goals by identifying and organizing sub-tasks of projects, determining materials needed for each sub-task, setting a realistic plan and timeline and sticking to the plan and timeline.

Item: _____

Subject: _____

Item: _____

Subject: _____

Item: _____

Subject: _____

Grounds for choice:

Working independently

The student has shown at least one, preferably several, portfolio items that he/she is capable of completing assignments, being prepared for tasks, of working without supervision, of making choices and assessing his progress toward stated goals.

Item: _____

Subject: _____

Item: _____

Subject: _____

Item: _____

Subject: _____

Grounds for choice:

Appreciating and understanding different perspectives

The student has shown at least one, preferably several, portfolio items that he/she is capable of suspending his judgment, opening his mind and receiving the whole perspective, putting himself in another person's shoes, arguing the other person's perspective, evaluating the perspective's authenticity and responding to the evaluation ethically.

Item: _____

Subject: _____

Item: _____

Subject: _____

Item: _____

Subject: _____

Grounds for choice:

Making connections and being aware of context

The student has shown at least one, preferably several, portfolio items that he/she recognizes the importance of knowledge he already knows, can look at the subject in relationship to its context, can recognize similarities between what he knows and new information learned, and is capable of making connections that show he is aware of the context.

Item: _____

Subject: _____

Item: _____

Subject: _____

Item: _____

Subject: _____

Grounds for choice: