

SciTech Portfolio

Instruction Package



Introduction

A portfolio is a collection of your work that showcases you and your accomplishments. Many people in a variety of careers create portfolios and use them to secure jobs, gain promotions, bid for projects and document their professional growth.

In the SciTech program, you will gain experiences and certifications that go beyond the criteria required to earn the Ontario Secondary School Diploma. As a required component to earn the SciTech Certificate, the portfolio will enable you to encapsulate your skills, knowledge, and experiences in a professional document. Remember that the portfolio is your property and you can enhance the appearance and format to reflect your own individual strengths and skills.

Some portfolio items are self-selected and there are also some required components. Required components and artifacts are described in the following pages. More information is available on the SciTech Portfolio link of the school website.

Your portfolio should be peer-reviewed on a yearly basis. In your graduating year, you will be presenting your full portfolio to staff. Presentation of your portfolio is a requirement to receive your SciTech Certificate.

Timelines and Required Components each Year

It will be important to work on your portfolio throughout the year. Lists of the items that must be included in your portfolio are outlined in the following checklist tables. To receive credit for required items, evidence must be included in the portfolio. Examples of evidence include photographs of completed work, rubrics and/or artifacts, such as completed projects and *SciTech Activity Postcards* (p. 2) signed by a teacher or supervisor. Field trips and mandatory contests, and events organized for all SciTech students DO NOT count towards extra-curricular experiences. You will also need to complete reflections that include your comments: What did you enjoy the most? What was most challenging? Why did you select this project?

Please also take note of a few additional important points:

- The criteria "meets expectations" or "exceeds expectations" must be achieved on all components as described in the *Portfolio Assessment Rubric* (p. 7) in order to successfully earn the SciTech Certificate.
- Any part of the portfolio may be evaluated for marks during the four years of the SciTech Program as part of regular course work.
- Keep the following checklists (available online) as a permanent record of your accomplishments. They must be included in your portfolio each year.

SciTech Activity Postcard

Activity: _____

Contribution (hours, role, level of participation):

Supervisor Name: _____ Supervisor Signature: _____

Port Credit Secondary School

SciTech Activity Postcard

Activity: _____

Contribution (hours, role, level of participation):

Supervisor Name: _____ Supervisor Signature: _____

Port Credit Secondary School

Portfolio Components

Grade 9	Self/Peer Check
➤ Binder and dividers	<input type="checkbox"/>
➤ <i>SciTech Portfolio</i> Instruction Package	<input type="checkbox"/>
➤ <i>Portfolio Assessment Rubric</i>	<input type="checkbox"/>
<u>Section #1: Personal Information</u>	
➤ Why I Took SciTech	<input type="checkbox"/>
➤ My Future Goals (post secondary/career)	<input type="checkbox"/>
➤ Evidence for Academic Achievement (report cards, certificates)	<input type="checkbox"/>
<u>Section #2: SciTech Skills & Knowledge & Certifications</u>	
➤ Evidence of at least two completed science projects (science fair, student-designed experiment or investigation, research project, black light program)	<input type="checkbox"/>
➤ Evidence of at least two completed technology projects (Rocket, Sumo Robot, Pinhole Camera, CO ₂ Car, Adobe Flash Animation, et c.) with a completed reflection for each.	<input type="checkbox"/>
➤ <i>Passport to Safety</i> certificate	<input type="checkbox"/>
<u>Section #3: Community Work & Extracurricular Involvement</u>	
➤ At least one unique item involving community work and/or extracurricular involvement (i.e. volunteering, school clubs, councils) with a completed reflection(s).	<input type="checkbox"/>
<u>Section #4: Extracurricular SciTech Experiences</u>	
➤ At least one unique item about your SciTech experiences (i.e. SciTech Council, Regional Science Fair, contests & competitions – except mandatory contests, Skills Canada, Rocketry, Robotics, Junior Solar Car) with a completed reflection(s).	<input type="checkbox"/>

Grade 10	Self/Peer Check
➤ <i>Portfolio Assessment Rubric</i>	<input type="checkbox"/>
<u>Section #1: Personal Information</u>	
➤ Evidence for Academic Achievement (report cards, certificates)	<input type="checkbox"/>
➤ Career i nvestigation s ummary (e.g. <i>Career Cruising, Ontario Skills Passport, MyBlueprint.ca, Making My Way</i>)	<input type="checkbox"/>
➤ Updated Resume and Cover Letter	<input type="checkbox"/>
<u>Section #2: SciTech Skills & Knowledge & Certifications</u>	
➤ Evidence of at least two completed science projects (science fair, student-designed experiment or investigation, research project)	<input type="checkbox"/>
➤ Evidence of at least two completed technology projects (VEX Robotics, Lathe work, Milling work, Welding work, etc.) including reflections	<input type="checkbox"/>
➤ <i>Passport to Safety</i>	<input type="checkbox"/>
<u>Section #3: Community Work & Extracurricular Involvement</u>	
➤ At least one unique item involving community work and/or extracurricular i nvolvement that shows evidence of growth from the previous grade. Include a completed reflection(s)	<input type="checkbox"/>
<u>Section #4: Extracurricular SciTech Experiences</u>	
➤ At least one unique item about your SciTech experiences that shows evidence of growth from the previous grade. Include a completed reflection(s)	<input type="checkbox"/>

Grade 11	Self/Peer Check
➤ <i>Portfolio Assessment Rubric</i>	<input type="checkbox"/>
<u>Section #1: Personal Information</u>	
➤ Post-Secondary and Career Plans	<input type="checkbox"/>
➤ Evidence for Academic Achievement (report cards, certificates)	<input type="checkbox"/>
<u>Section #2: SciTech Skills & Knowledge & Certifications</u>	
➤ Avogadro Chemistry Contest – evidence	<input type="checkbox"/>
➤ Evidence of at least one completed science project (science fair, student-designed experiment or investigation, research project)	<input type="checkbox"/>
➤ Evidence of at least two completed technology projects including reflections	<input type="checkbox"/>
<u>Section #3: Community Work & Extracurricular Involvement</u>	
➤ At least one unique item involving community work and/or extracurricular involvement that shows evidence of growth from the previous grade. Include a completed reflection(s)	<input type="checkbox"/>
<u>Section #4: Extracurricular SciTech Experiences</u>	
➤ At least one unique item about your SciTech experiences that shows evidence of growth from the previous grade. Include a completed reflection(s)	<input type="checkbox"/>

Grade 12	Self/Peer Check
➤ <i>Portfolio Assessment Rubric</i>	<input type="checkbox"/>
<u>Section #1: Personal Information</u>	
➤ Updated Resume & Cover Letter showcasing Employability/Learning Skills	<input type="checkbox"/>
➤ Evidence for Academic Achievement (report cards, certificates)	<input type="checkbox"/>
<u>Section #2: SciTech Skills & Knowledge & Certifications</u>	
➤ Chem13 News Chemistry Contest – evidence	<input type="checkbox"/>
➤ Evidence of at least one completed science project (science fair, student-designed experiment or investigation, research project)	<input type="checkbox"/>
➤ Evidence of at least two completed technology projects including reflections	<input type="checkbox"/>
<u>Section #3: Community Work & Extracurricular Involvement</u>	
➤ At least one unique item involving community work and/or extracurricular involvement that shows evidence of growth from the previous grade. Include a completed reflection(s)	<input type="checkbox"/>
<u>Section #4: Extracurricular SciTech Experiences</u>	
➤ At least one unique item about your SciTech experiences that shows evidence of growth from the previous grade. Include a completed reflection(s)	<input type="checkbox"/>

Portfolio Assessment Rubric

Student Name: _____

Year: 1 2 3 4

Reviewer: _____

Date: _____

	Exceeds Expectations	Meets Expectations	Significant Gaps - Resubmit
Completion	All mandatory items as well as additional components completed fully within the timelines provided	All mandatory items completed fully within the timelines provided	Items missing or incomplete
Item Selection	Items chosen amply demonstrate accomplishments, skills, and growth	Items chosen demonstrate accomplishments, skills, and growth	Weak demonstration of accomplishments; viewer is left with many questions unanswered
Organization	Clear, easy-to-follow, well-organized. Sub-sections are used and a separate table of contents guides the reader	Clear, easy-to-follow, well-organized.	Confusing, unclear, poorly organized; too much effort required to view it
Critical Thinking	Insightful reflections exhibit depth of understanding, sincerity and serious focus	Reflections exhibit understanding, sincerity and serious focus	Superficial treatment of reflections leads reader to feel student is insincere or unfocused
Communication	Grammar and writing conventions correct; captures reader's attention through effective use of language	Grammar and writing conventions correct; clear use of language	Errors in grammar and writing conventions indicate minimal editing or proofreading
Overall Impression	Professional in all ways - a true keepsake for future use	Professional document for future use	Rush job with little attention to detail

Comments:
