

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 which include your photograph, rubrics and/or artifacts, such as completed projects. If no other evidence is available, *SciTech Activity Postcards* (p. 2) signed by a supervisor may be accepted, up to a maximum of one per school year. 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 the project? What insights did you take?

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.
- Academic Integrity - Your SciTech certificate may be placed in jeopardy should you claim others work as evidence of your own



SciTech Activity Postcard

Activity: _____

Contribution (hours, role, level of participation):

Port Credit Secondary School

SciTech Activity Postcard

Activity: _____

Contribution (hours, role, level of participation):

Port Credit Secondary School

Portfolio Components



Grade 9	Self/Peer Check
<ul style="list-style-type: none"> ● Binder with dividers or a well-organized Digital Portfolio ● <i>SciTech Portfolio</i> Instruction Package ● <i>Portfolio Assessment Rubric</i> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<u>Section #1: Personal Information</u>	
<ul style="list-style-type: none"> ● Why I Took SciTech ● My Future Goals (post secondary/career) ● Evidence for Academic Achievement (report cards, certificates) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<u>Section #2: SciTech Skills & Knowledge & Certifications</u>	
<ul style="list-style-type: none"> ● Evidence of at least two completed science projects (student-designed experiment or investigation, research project, etc.) including reflections ● Evidence of at least two completed technology projects with a completed reflection for each. ● Evidence of Safe Practices in science or technology classrooms (tests, quizzes, certificates) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<u>Section #3: Community Work & Extracurricular Involvement</u>	
<ul style="list-style-type: none"> ● At least one unique item involving community work and/or extracurricular involvement (i.e. volunteering, school clubs, councils) with completed reflection(s). 	<input type="checkbox"/>
<u>Section #4: Extracurricular SciTech Experiences</u>	
<ul style="list-style-type: none"> ● At least one unique item about your SciTech experiences (i.e. SciTech Council, Regional Science Fair, Skills Canada, Rocketry, Robotics, Junior Solar Car, contests and competitions) with completed reflection(s). 	<input type="checkbox"/>

Portfolio Components



Grade 10	Self/Peer Check
<ul style="list-style-type: none">• <i>Portfolio Assessment Rubric</i>	<input type="checkbox"/>
<u>Section #1: Personal Information</u>	
<ul style="list-style-type: none">• Evidence for Academic Achievement (report cards, certificates)	<input type="checkbox"/>
<ul style="list-style-type: none">• Career investigation summary (e.g. <i>Career Cruising, Ontario Skills Passport, MyBlueprint, Making My Way, etc.</i>)	<input type="checkbox"/>
<ul style="list-style-type: none">• Updated Resume and Cover Letter	<input type="checkbox"/>
<u>Section #2: SciTech Skills & Knowledge & Certifications</u>	
<ul style="list-style-type: none">• Evidence of at least two completed science projects (student-designed experiment or investigation, research project) including reflections	<input type="checkbox"/>
<ul style="list-style-type: none">• Evidence of at least two completed technology projects including reflections	<input type="checkbox"/>
<ul style="list-style-type: none">• Evidence of Safe Practices in science or technology classrooms (tests, quizzes, certificates)	<input type="checkbox"/>
<u>Section #3: Community Work & Extracurricular Involvement</u>	
<ul style="list-style-type: none">• 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>	
<ul style="list-style-type: none">• 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 Components



Grade 11	Self/Peer Check
<ul style="list-style-type: none">● <i>Portfolio Assessment Rubric</i>	<input type="checkbox"/>
<u>Section #1: Personal Information</u>	
<ul style="list-style-type: none">● Post-Secondary and Career Plans	<input type="checkbox"/>
<ul style="list-style-type: none">● Evidence for Academic Achievement (report cards, certificates)	<input type="checkbox"/>
<u>Section #2: SciTech Skills & Knowledge & Certifications</u>	
<ul style="list-style-type: none">● Evidence of participation in a STEM related contest	<input type="checkbox"/>
<ul style="list-style-type: none">● Evidence of at least one completed science project (student-designed experiment or investigation, research project) including reflections	<input type="checkbox"/>
<ul style="list-style-type: none">● Evidence of at least one completed technology projects including reflections	<input type="checkbox"/>
<u>Section #3: Community Work & Extracurricular Involvement</u>	
<ul style="list-style-type: none">● 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>	
<ul style="list-style-type: none">● 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
<ul style="list-style-type: none"> • <i>Portfolio Assessment Rubric</i> 	<input type="checkbox"/>
<p><u>Section #1: Personal Information</u></p>	
<ul style="list-style-type: none"> • Updated Resume & Cover Letter showcasing Employability/Learning Skills 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Evidence for Academic Achievement (report cards, certificates) 	<input type="checkbox"/>
<p><u>Section #2: SciTech Skills & Knowledge & Certifications</u></p>	
<ul style="list-style-type: none"> • Evidence of participation in a STEM related contest 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Evidence of at least one completed science project (student-designed experiment or investigation, research project) including reflection 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Evidence of at least one completed technology projects including reflections 	<input type="checkbox"/>
<p><u>Section #3: Community Work & Extracurricular Involvement</u></p>	
<ul style="list-style-type: none"> • 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"/>
<p><u>Section #4: Extracurricular SciTech Experiences</u></p>	
<ul style="list-style-type: none"> • 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:
