



SWE PORTFOLIO ASSIGNMENT

Corvallis School District

FORMAT

- Portfolio should be put in a three-ring binder with all items hole-punched to fit in the binder.
- A cover (or title page) for the portfolio should include the following information:
 - Your full name
 - The words “Structure Work Experience Portfolio”
 - Name and address of the business where you served your internship
- Include a table of contents naming the items and the page numbers where the items are located.
 - Items should be sorted in the portfolio according to the table of contents.
- All items should be typed. Journals may be handwritten.
- Neatness and a professional presentation are necessary.

CONTENTS

Section A

- Learning Plan (see handout)
- Evaluation (completed by employer and given to you to include)
- Permission forms signed by you and your parent

Section B

- Self-Assessment (see handout)

Section C

- Copy of your current resume, including three references (see handout)
- Cover letter (see handout)

Section D

- CIS Exploring Occupation Assignment (see handout)
- Report on Sexual Harassment brochure (see handout)
- Report on career-related or work-related magazine article (see handout)