

## 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 work items contained within the portfolio.
3. **Career Development Materials**
  - Career and educational development plan
  - Resume
  - Application for college
  - Application for employment
  - Letters of recommendation
4. **Documentation of Progress**
  - List of responsibilities undertaken throughout the experiences
  - Periodic journal entries reflecting on tasks and activities
5. **Work Samples (3-4)**
  - Examples of materials developed throughout the experience linked to standards and learning plan
6. **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/knowning how to learn, information literacy, and written communication skills.
7. **Project** encompassing both work samples and writing samples, and culminating in a presentation. (Note: could substitute for Writing/Research Sample and other Work Samples, if the Project will already include these.)
8. **Assessments**
  - Student Self-Assessment
  - Supervisor evaluation and observations
  - WBL coordinator evaluations and observations