Leadership M.O.S.A.I.C.
Course Portfolio: Your FINAL EXAM
Due Monday, December 15th

Overview:
A portfolio is a purposeful collection of evidence designed to showcase talent, accomplishments, and growth. Your leadership course portfolio has six sections:
• Dear Reader letter
• Strongest Habit: Evidence and Reflection
• Weakest Habit: Evidence and Reflection
• Integrative essay
• Comments (includes parent letter, other comments and rubric)
• Appendix (includes all habits evaluation and effort grade sheets)

Your leadership portfolio will communicate to your teachers, your peers, and other interested members of the SRHS community what you have gained by participating this year in Leadership MOSAIC.

Contents & Directions:
1. Dear Reader Letter -- 25 points
   The purpose of the letter is to explain the portfolio's contents and purpose, and to introduce yourself to anyone who picks up the portfolio. Your letter should:
   • Introduce who you are in an engaging, interesting manner;
   • Explain what your leadership class is, how it fits into your experience at SRHS, and why you took the class;
   • Explain the contents and the purpose of the portfolio;
   • Articulate what the portfolio shows about you as a leader, now and in the future;
   • Invite the reader to explore your portfolio.

2 & 3. Strongest and Weakest Habits -- 50 points each
   (two different sections in your portfolio which have the same directions)
   For each habit (your strongest and your weakest), choose 3-5 pieces of evidence that demonstrate the work you have done in that habit. Evidence might be excerpts from your journal, pages from your calendar, pages from your midterm, feedback from teachers, a letter from a peer, an old interim report, a photograph, work for our various projects, etc. ...whatever specific items you come up with that show work on this habit. Select this evidence (6-10 pieces total) and bring it to class on Monday, December 8th.
Write a short reflection (1 typed page) for each habit in which you explain each piece of evidence and what it shows about you. The reflection should present both your accomplishment in the habit and how you’ve grown in that habit.

Arrange the habit sections in the following order:

- title page with name of habit ("Strongest Habit: Awareness")
- 3-5 pieces of evidence
- reflection (with title at the top of the page, "Reflection on Awareness")
4. **Integrative Essay -- 100 points**

The integrative essay is a reflective essay. Writing a reflective essay means that you look back at all the work you’ve done and ask, "So what?" So what does this mean? So what does this show? So what does this matter? We call this an integrative essay because it requires that you pull together (a.k.a., integrate) and present the learning you’ve done. You will reflect on four fundamental questions:

- What have you learned from this class?
- What have you learned about yourself?
- How have you grown?
- In what ways do you still need to grow?

You need to examine all the written work you've produced this semester, as well as feedback you've received from peers and teachers. You might also consider some of the projects we’ve completed as well as texts we've read and videos we’ve discussed in class. What ideas or experiences or interactions stand out to you? What has been the most meaningful for you? Why? What ideas or experiences have affected how you think about yourself, about others, about your future?

Your essay should be **2-4 typed pages**.

5. **Comments Section -- 25 points**

This section will contain the feedback you receive about your portfolio -- rubric evaluation and comments from your teacher, letters from peers, and a **required element** -- at least one letter to you from your parent or guardian (or another important adult in your life) about their thoughts after reviewing the portfolio. The letter must be in the portfolio on the due date, **Monday, December 15th**. **That means that your portfolio should be compiled by Monday or Tuesday of the previous week to give the adult a chance to reflect on it and write a response to you.** If you want peer feedback, you must also give your peers a chance to write you letters BEFORE the portfolio is due.

6. **Appendix**

The appendix is a place for additional evidence you want to include in your portfolio that didn't fit elsewhere. **You must place all of your habit evaluation sheets and your effort grades in the appendix.** If you want to put your midterm essay in your portfolio, this is the place it belongs.
Evaluation:
When I read your portfolios I will be looking for three qualities:

• **Depth of Reflection**
  Reflection has two elements -- Honesty: How honestly is the writer examining herself and her experiences? Insight: How important, interesting, distinctive or provocative are the ideas the writer discovers and shares?

  I will be listening to my own reactions as a reader. Do I say "ah ha" when we read your letter, integrative essay and reflections? Share drafts with people in and outside of this class to gain feedback on how clear and insightful your writing is.

• **Thoroughness**
  How complete and clear is your Dear Reader letter? Do you have all the elements in it listed above?

  How carefully chosen is the evidence for the habits section? How clearly do you explain your accomplishments and your growth in the chosen habits?

  What evidence is there that you have carefully considered the breadth of experiences and activities we've shared this year? This doesn't mean that you discuss every activity. It means that the selection of activities you do discuss suggests that you've carefully considered all the activities, and chose to discuss these few.

  How clearly and completely do you answer the four fundamental questions in the integrative essay?

• **Craftsmanship**
  How much care and effort are evidenced in the portfolio? Is it neatly assembled? Is it intriguing and attractive? Does it have any personal, creative touches? Is it free from grammar and spelling errors? Are the pages numbered?

Form:

• Your portfolio must be in a folder with clasps or a binder. I will not accept loose pages in a manila folder or pages simply stapled together. Please **do not** put the pages in plastic covers.

• Your portfolio must be typed.

• Inside the cover, the first page is a title page that lists: Course Portfolio, Leadership MOSAIC 2003-2004, your name, your teacher's name, and the date.

• Each section should have a title page.

• Number the pages of the portfolio, starting with page one after the Dear Reader letter.

• You may choose to decorate the folder and pages with color or photographs. Those details personalize the portfolio.
The portfolio is due Monday, December 15th. This is your FINAL EXAM. A late portfolio receives half credit.

### Depth of Reflection

<table>
<thead>
<tr>
<th>Superior - Exceeds the Standard</th>
<th>Good -- Meets the Standard</th>
<th>Poor -- Below the Standard</th>
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</thead>
<tbody>
<tr>
<td>Impressively honest; the writer acknowledges and understands her strengths and identifies important needs for growth. Consistently insightful; the pages are filled with interesting, important, distinctive, or provocative discoveries of knowledge and revelations about self.</td>
<td>Honest -- writer shares some strengths and needs for growth, though some may strike Frankowski as less essential. Writer may not fully articulate the importance of these strengths and weaknesses. Contains some insights -- interesting and important ideas from the course and about self.</td>
<td>Writer can't identify any strengths, or any needs for growth. Few if any insights -- Writer does not discover nor share much about herself. Rarely mentions ideas about course content -- leadership, diversity, leading and contributing to groups.</td>
</tr>
</tbody>
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### Thoroughness

<table>
<thead>
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<th>Superior - Exceeds the Standard</th>
<th>Good -- Meets the Standard</th>
<th>Poor -- Below the Standard</th>
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<tbody>
<tr>
<td>All sections of portfolio answer guiding questions with thoughtfully chosen examples and clearly explained evidence.</td>
<td>All sections of portfolio answer guiding questions, though details and examples may leave the reader confused or wanting more information.</td>
<td>All sections of portfolio do not answer guiding questions. Lack of evidence or explanation.</td>
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### Craftsmanship

<table>
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<th>Good -- Meets the Standard</th>
<th>Poor -- Below the Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visually striking; creative touches Distinctive form Memorable language No grammar or spelling errors Distinctive title</td>
<td>Clear prose Purposeful organization Neatly assembled Typed Easy to read, 12 point font Few grammar or spelling errors Titled</td>
<td>Confusing language Not organized Sloppy Hand written Frequent spelling or grammar errors No title Submitted late</td>
</tr>
</tbody>
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### Points:

- Dear Reader Letter /25 points
- Strongest Habit /50 points
- Weakest Habit /50 points
- Integrative Essay /100 points
- Comments (parent letter, peer feedback and portfolio rubric) and Appendix /50 points
- Craftsmanship /25 points

**Total Points:** /300 points