

## Junior Institute Portfolio Presentation Guidelines

Approximate Times	Breakdown of Events During Presentation
<b>5 minutes</b>	<ol style="list-style-type: none"> <li>1. Chair welcomes student panelists and presenter.</li> <li>2. Chair explains process to presenter and gives presenter time to introduce him/herself and to make any statements about portfolio before leaving room.</li> <li>3. After presenter leaves the classroom, chair and mentor of the student establish whether students will serve as panelist or observer, based on his or her preparation.</li> <li>4. The chair, mentor of the student, and student panelists briefly discuss the portfolio projects and share some comments and/or questions about the portfolio for the presenter.</li> </ol> <p><b>NOTE 1:</b> If the student panelist has not arrived by the time presenter returns, he or she will not be permitted to enter thereafter.</p> <p><b>NOTE 2:</b> Student panelists should bring the <i>10th Grade Portfolio Student Panelist Worksheet</i> with them to the portfolio presentation. Students without the a worksheet should not be asked to leave; chair should use discretion to either permit the student to participate or observe only.</p>
<b>45 minutes</b>	<ol style="list-style-type: none"> <li>5. Presenter returns to room and begins presentation.</li> <li>6. Teachers and student panelists listen and ask follow-up questions.</li> <li>7. Chair acts as timekeeper ensuring that each project is given adequate time for questioning and explanation.</li> <li>8. Chair includes student panelists in process of questioning presenter, unless student is an observer only.</li> <li>9. When presentation and questioning are finished, chair asks presenter to step outside.</li> </ol>
<b>5 minutes</b>	<ol style="list-style-type: none"> <li>10. Chair requests final comments from student panelists: presenter's strengths and suggestions for improvement.</li> <li>11. Chair dismisses all the student panelists.</li> </ol> <p><b>NOTE:</b> All student panelists sign 10th grade portfolio assessment form before they leave.</p> <ol style="list-style-type: none"> <li>12. Chair and mentor discuss presentation and portfolio. Based on discussion and mentor input, chair completes science rubric and assessment form.</li> </ol> <p>In cases where a student <b>does not receive certification</b>, the chair and mentor decide on the following:</p>

	<ul style="list-style-type: none"> <li>● Will the student re-present the entire portfolio or designated projects during <u>this portfolio presentation cycle</u>?</li> <li>○ <b>If NO</b>, then the student may re-present during the next cycle and the student's team will be notified.</li> <li>○ <b>If YES</b>, then the panel will decide on the following: <ul style="list-style-type: none"> <li>■ recommendations to the students to make improvements,</li> <li>■ date and time for when the student will re-present, and</li> <li>■ makeup of panel.</li> </ul> </li> </ul>
<b>5 minutes</b>	<p>13. Presenter returns and chair shares the strengths and recommendations for academic and personal growth with the presenter. Chair also informs presenter whether certification has been granted and provides student with copy of 10th Grade Portfolio Assessment Form.</p> <p><b>NOTE:</b> Presenter does <b>not</b> get a copy of the circled science rubric.</p>

*Approved June 25, 2015*