**Portfolio**

Starting this fall, all Urban Scholars will begin a portfolio which will track their participation, progress, and growth throughout their years in the program as they prepare for college. Each scholar will be responsible for keeping their portfolio updated and complete by entering the required documents when necessary.

**Portfolios will be a key component in collecting stipends, reviewing membership in the program, eligibility for field trips, internships, dual enrollment, and more.**

**\* Scholars will bring these portfolios to each of their advising meetings to discuss their work with their advisor and assess their progress.** **Stipends will only be given to students who have complete and up-to-date portfolios.**

**\*\* Students on leave must keep an updated portfolio!**

**What does in the portfolio binder?**

**For All Students**

* + Quarterly report cards and progress reports
	+ Reflections on goals, action plans, courses, community service, jobs, field trips, college tours, and more
	+ Assignments depending on grade-level activities
	+ Examples of best work

**For Students in Class**

* + All the above
	+ Example of work from class (essays, pictures of projects, reflections, etc.) and school (papers, tests, etc.)
	+ Final evaluation

**For Students in Tutoring**

* + Attendance log
	+ Bi-weekly progress reports
	+ Copies of graded work
	+ School progress reports, report cards
	+ Action steps and reflection

**Advising/Portfolio Review Dates**

Advising/Portfolio Review takes place around the BPS report card schedule below:



|  |  |  |
| --- | --- | --- |
| **Date** | **Event** | **Location** |
| 12/01 – 12/12/2014 | **Advising #1** – bring report card, sign up for winter break programming, ***be sure portfolio is up-to-date*** | USP Office  |
| 01/5 – 01/23/2015 | **Mid-Term Exam Tutoring Intensive**  |  |
| 02/23 - 03/05/2015 | **Advising #2** – bring report card, sign up for spring break programming, ***be sure portfolio is up-to-date*** | USP Office |
| 05/04 – 05/15 | **Advising #3** – bring report card, submit completed summer forms, ***be sure portfolio is up-to-date*** | USP Office |
| 05/04 – 06/12 | **Final Exam Tutoring Intensive** |  |

**Academic Year Calendar**

|  |  |  |
| --- | --- | --- |
| **Date** | **Event** | **Location** |
| 9/13 – 10am-noon | Fall Orientation 1  | Ryan Lounge |
| 9/16 – 5:30-7:00pm | Fall Orientation 2 | McCormack – 1- 617 |
| Tuesday, 9/23 | **Fall Semester Begins** | McCormack Hall |
| 12/03 | Quarter 1 Honor Roll Celebration |  |
| Thursday 12/11 | **End of Semester - Project Showcase** |  |
| 12/01 – 12/12/2014 | **Advising #1** – bring report card, sign up for winter break programming | USP Office  |
| 01/5 – 01/23/2015 | **Mid-Term Exam Tutoring Intensive** |  |
| Tuesday, 01/27 | **Winter Semester Begins** | McCormack Hall |
| 2/26-2/20 | BPS Winter Break – community service, college tours, workshops, and more |  |
| 02/23 - 03/05/2015 | **Advising #2** – bring report card, sign up for spring break programming | USP Office |
| 03/11 | Quarter 2 Honor Roll Celebration |  |
| Thursday, 04/16 | **End of Semester – Project Showcase** |  |
| 4/20-4/24 | BPS Spring Break – community service, college tours, workshops, and more |  |
| 05/04 – 05/15 | **Advising #3** – bring report card, submit completed summer forms | USP Office |
| 05/20 | Quarter 3 Honor Roll Celebration |  |
| 05/04 – 06/12 | **Final Exam Tutoring Intensive** |  |
| 06/22 – 08/07 | Summer Program |  |

**Fall 2014 Checklist**

The following should be complete at orientation. If you are missing something, you should enter it as soon as possible:

1. \_\_\_\_\_\_\_\_\_\_ 2013-2014 Boston Public Schools Report Card

2. \_\_\_\_\_\_\_\_\_\_ Summer 2014 Urban Scholars Final Evaluations and Action Steps

3. \_\_\_\_\_\_\_\_\_\_ Academic Year Goals

4. \_\_\_\_\_\_\_\_\_\_ Writing Sample

5. \_\_\_\_\_\_\_\_\_\_ Fall 2014 Placement Confirmation

 \_\_\_\_\_\_\_\_\_\_\_\_ Class

 \_\_\_\_\_\_\_\_\_\_\_\_ Tutoring – GPA below 3.0

 \_\_\_\_\_\_\_\_\_\_\_\_ Elective Tutoring

 \_\_\_\_\_\_\_\_\_\_\_\_ ICA Class

 \_\_\_\_\_\_\_\_\_\_\_\_ Approved Program Leave

6. \_\_\_\_\_\_\_\_\_\_ Signed Handbook “Statement of Receipt”

7. \_\_\_\_\_\_\_\_\_\_ I will be participating in Scholar Council this semester

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**Placement Agreement – Add to Portfolio**

For the Winter Semester 2014 (1/27-05/07/2014), I will be enrolled in the following track:

\_\_\_\_\_\_\_\_\_\_\_ Track A: Class – Tuesday/Thursday 3:30-5:30pm

\_\_\_\_\_\_\_\_\_\_\_ Track B: Tutoring - This requires my attendance at the 4-week mid-term preparation sessions in January.

 \_\_\_\_\_\_\_\_\_ Monday

 \_\_\_\_\_\_\_\_\_ Tuesday

 \_\_\_\_\_\_\_\_\_\_ Wednesday

 \_\_\_\_\_\_\_\_\_ Thursday

\_\_\_\_\_\_\_\_\_\_ Track C: ICA Class

\_\_\_\_\_\_\_\_\_\_ Program Leave\*

 \*I understand that I will be required to attend my advising session in early December.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Parent/Guardian Date

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**Placement Agreement – Winter Achievement Academy**

Because of your current GPA of \_\_\_\_\_\_\_\_\_\_\_\_\_, you are required to attend the Winter Achievement Academy (WAA) at Urban Scholars. This is a mandatory program for students below a 3.0 GPA. Should you choose not to participate, you risk being replaced and must reapply for admission.

* **WAA takes place afterschool from 1/5/2015 – 1/23/2015.**
* Each student will work closely with a tutor to focus on their most challenging subjects and prepare for mid-term exams.
* The commitment is **4 hours each week**, visiting twice (or more) each week.
* Program leave is **not allowed** for WAA.
* Students will create and maintain a **specific schedule** for WAA.
* Students will receive a **transportation stipend of $5/week** for WAA.

**Your WAA schedule will be**

\_\_\_\_\_\_\_\_\_ Monday from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ Tuesday from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_ Wednesday from \_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ Thursday from \_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ Friday from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below, I acknowledge that I understand the requirements above and will participate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Parent/Guardian Date

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**Academic Year Goals – Add to Portfolio**

For the Fall Semester 2014 (9/23-12/11/2014), I will be focusing on the following subject areas and skills:

Skills – Choose ONE from each category

**1. Achieving**

\_\_\_\_\_\_\_\_\_\_\_\_ Organization \_\_\_\_\_\_\_\_\_\_\_\_ Critical Thinking \_\_\_\_\_\_\_\_\_\_\_\_ Goal-Focus \_\_\_\_\_\_\_\_\_\_\_\_ Creativity

I will improve by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**2. Connecting**

\_\_\_\_\_\_\_\_\_\_\_\_\_ Leadership \_\_\_\_\_\_\_\_\_\_\_\_\_ Teamwork \_\_\_\_\_\_\_\_\_\_\_\_\_ Relationships \_\_\_\_\_\_\_\_\_\_\_\_\_ Respect

I will improve by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**3. Thriving**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Physical/Mental Health \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Awareness of Self/Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Efficacy

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Drive

I will improve by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Academic Year Goals – Add to Portfolio**

My classes this year are:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The class I will excel in is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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With hard work I can definitely get a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in this class.

One class I might struggle in is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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With hard work I can definitely get a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in this class.

My favorite class so far is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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