

“Culminating Project”

For the class of 2008 and beyond each graduating senior in the State of Washington will be required to complete a “Culminating Project”. Federal Way Public Schools’ culminating project is a “Master Portfolio”. Students will work on this portfolio every year from grades 8 – 12.

Master Portfolio will include:

13th Year Plan Contents (implemented by Career & College Specialists)

- ❑ Final Data Sheet: This will be a list of activities, honors, awards, clubs, off-campus activities, and sports. This should be updated no less than twice each year, beginning in 8th grade.
- ❑ Letters of Recommendation: Each student will have a minimum of two. He/she can begin collecting these as early as 8th grade using the 6 –12 FWPS portfolio system, and then select the best ones for his/her final portfolio.
- ❑ Cover Letter: Students will have a sample cover letter based on their post-high school plan. Cover letters should be revised once a year and added to the portfolio, with a final one written prior to graduation.
- ❑ Resume: Students will write resumes each year based on their post-high school plan. CCS will provide sample resumes and work with students to create and update their resumes using their data sheet. An updated resume should be completed each year beginning in 8th grade, with a final resume prior to graduation.
- ❑ Reference Sheet: This is a list of potential references for students. This sheet will be added to and updated each year beginning in 8th grade, with a final sheet of the best possible references prior to graduation.
- ❑ College Essay OR Personal Essay. This will be done in the students’ English classes in the later grades. A final copy that best represents the student will be included in the master portfolio prior to graduation.
- ❑ Letter of Introduction. This will begin in the 8th grade, with a revision/update each year until a final letter is completed prior to graduation.
- ❑ 13th Year Program Selection. Beginning in 8th grade, students will be introduced to a variety of options for their 13th year. These options will include college fairs, career fairs, interest surveys, etc. Prior to graduation, students will show a plan for their 13th year. This can be demonstrated through a completed job application, a letter of acceptance to a post-high school institution, acceptance into the military, apprenticeship or other plan.
- ❑ Students must pass the WASL in order to graduate. Evidence of this must be included in the master portfolio.
- ❑ Students must have a transcript that shows they have earned a minimum of 23.5 credits. At Truman, they will include their Standards Matrix, along with their progress reports or other means of tracking standards that have been met.

Best Works

- ❑ Students’ academic teachers will handle the academic evidence of skills and content mastery in each area of the graduation requirements as require by the Board of Directors of FWPS.