

## **Capstone Introduction**

### Portfolio Introduction Requirements/Guidelines

The following guidelines are for the introduction to your Capstone Portfolio. This introductory piece will serve as a first-impression for your portfolio. Please put the time and effort necessary into composing a thoughtful, poignant introduction. This introduction will be the first piece of text that readers will lay their eyes on. It's a first impression. You get one. Make it count.

You have selected the artifacts for your portfolio and you have written several reflection pieces for those artifacts, and now you are ready to begin thinking about your introduction. The guidelines here are being left vague on purpose. We (English teachers) will steer you in the right direction with this introduction, but we will not tell you exactly what to write and how to write it. You're seniors. You're graduating in a matter of months. You should have the planning skills and writing skills to compose a paper that introduces a collection of your strongest work.

General requirements: the introduction should be approximately 3 pages, typed, double-spaced, with a 12 point font. Choose a font that is easy to read.

#### What you should do in your introduction:

Discuss the Student Learning Capacities (the skills) that you have acquired.

Explain how Savanna High School has prepared you for college, a career, and life beyond high school – whatever your next step in life is.

Explain what the portfolio reveals about you as a student.

Discuss what the portfolio reveals about you as a person.

#### What you should NOT do in your introduction:

Do not introduce the different artifacts. The purpose of the reflective pieces is to introduce the artifacts; do NOT introduce them in your introduction.

#### Possible points of discussion:

Your strongest skills/capacities

Areas of weakness/struggles

Academic interests

Successes

Favorite subjects

Inspirations

Overall growth from 9<sup>th</sup> to 12<sup>th</sup> grade

Connections you have made between multiple subjects

#### Final notes:

Consider your audience the SHS community (teachers, administrators, counselors, parents).

Your tone should be formal, but your voice should resonate throughout the introduction.

Do NOT look at this handout as a checklist; do not sit down in front of a computer and write a paragraph about this and this and this. Look carefully at the skills represented in the different artifacts in your portfolio and the written reflections; then determine the best approach to your introduction. Plan. Be a thinker. Be a writer.