**AACT Senior Portfolio** **Minimum Requirements**

1. **Résumé** – Typed, with 6 extra copies (print extra copies after résumé is checked by advisor)
2. **Academics** 
   1. AACT Overview - Using official language-including school contact information
   2. List of academic courses and credits earned- this can include your transcript, but you

must type a neat and organized list of all academic courses completed

* 1. At LEAST two samples of your BEST academic work

If Possible:   
d. Advanced or honors diploma  
e. List of honors and AP academic courses  
f. College/TMCC transcript  
g. Letter of recommendation (academic)  
h. Awards, accommodations, honor society, or honor roll  
i. College or scholarship acceptance letter

1. **CTE** 
   1. Academy Overview
   2. List of CTE courses and credits earned (articulated college credit)
   3. At Least 3 samples or artifacts from your BEST academy work (can be capstone artifacts)
   4. Any certifications, awards, or CTSO information
2. **Capstone** 
   1. Project Overview
   2. 5 Artifacts
   3. Official information about community partner INCLUDING CONTACT INFORMATION
   4. Personal reflection (details later)
   5. Letter of recommendation (if possible, work/capstone related)
3. **Service**
   1. Description of all service hours completed sophomore and junior year
   2. At least 3 separate entities WITH CONTACT INFORMATION
   3. Letter of recommendation (if possible, volunteer related)
4. **Individual Portfolio** -This is a section for you to include something other than the above

information.

* 1. College class, athletics, extracurricular activities, etc.

1. **References**- At LEAST 3 references with name, title, company, phone, email, address