**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