

Recommended WBL Portfolio Components

Students may create their WBL portfolios using a variety of artifacts. The following list outlines eight recommended WBL portfolio components, with specific artifacts that can be included in each component.

1. **Introductory Letter:** An introductory letter allows the reviewer to understand more about the student and their WBL placement. An introductory letter helps the student succinctly:
 - a. introduce themselves to the reviewer,
 - b. describe the work that was completed during the WBL placement, and
 - c. describe how the work samples were selected.
2. **Table of Contents:** This section allows the student to demonstrate their organizational skills. To better align with the rubric, students may organize their Table of Contents into the following sections:
 - a. Overarching Skills,
 - b. 21st Century Skills, and
 - c. Personal and Social Skills.
3. **Career Development Materials:** These materials demonstrate how a student is better prepared to transition to postsecondary and/or the workforce. Example materials may include:
 - a. High School and Beyond Plan as defined in [State Board of Education High School Policy 2.103](#),
 - b. resume,
 - c. applications for employment, postsecondary education, and scholarships, and
 - d. letters of recommendation.
4. **Documentation of Progress:** These materials allow students to spotlight measurable advancement of skills and knowledge throughout the placement. Evidence of this can include:
 - a. a list of progressively increasing responsibilities assigned over time,
 - b. periodic journal entries illustrating advancement in the organization, and
 - c. a timeline of work tasks completed with explanations of increasing complexity.
5. **Work Samples:** Work samples demonstrate concrete evidence of a student's performance. This may be displayed with:
 - a. physical work samples when available,
 - b. images of different work products, and
 - c. videos showing a student's finished work.
6. **Writing Samples:** Students may use these to demonstrate in-depth knowledge about a career area, describing skill needs and future trends in the industry. Writing samples may:
 - a. demonstrate mastery of written language,
 - b. allow students to spotlight information literacy, and
 - c. expound on other work samples to provide greater context on their work.
7. **Projects:** WBL Coordinators may assign comprehensive projects that cover multiple standards. The final work product may include one or more of the following:
 - a. a classroom presentation,
 - b. a personal WBL website, and
 - c. a research paper.
8. **Assessments:** There is a multitude of assessments, both formative and summative, that allow students to document their mastery of course standards. Examples include:
 - a. [Student Self-Assessment of Skills Rubric](#),
 - b. supervisor evaluations, and
 - c. standards-based classroom teacher assessments.