



TROUP COUNTY BOARD OF EDUCATION

100 N. Davis Rd. Bldg. C, LaGrange, GA 30240 (706)812-7900 Fax (706)812-7904

Capstone Project Portfolio Requirements

Portfolio should include each of the following:

- Cover Page
 - Graphic or Unique Design
 - Name
 - School
 - Title of Project (Career-Related Capstone Project)
 - Occupation or Career-Field related to your Capstone Project Experience
- Table of Contents
- Section I: Introduction
 - Letter of Introduction
 - Self-reflective piece
 - Work Philosophy
 - Goals (Post-Secondary; College and/or Career)
 - Introduce Portfolio and Significance of Capstone Project
 - Capstone Project Proposal
- Section II: Employability Skills
 - Cover Letter/Letter of Interest
 - Resume
 - Must also include activities/honors
 - Letter Requesting Letter of Recommendation
 - Letter(s) of Recommendation
 - Follow-Up/Thank You Letter
- Section III: Academic Work Samples
 - Research Paper
 - Journals #1-5
- Section IV: Career Related Experiences (Product)
 - Mentor Agreement
 - Mentor Log
 - Choose 5 of the following to complete your product:
 - Evidence/Artifacts of Job Shadowing/experience
 - Evidence/Artifacts of Internships/experience
 - Photo or video journal
 - Calendar of activities and written journal that corresponds
 - Brochure of Job Description and Information about Employment
 - Employer/Instructor Evaluation with Student Analysis
 - Evidence of Seminars or Training Attended with Student Analysis
 - Training Plans or Mastery Levels with Student Analysis
 - Work Samples
 - “How To” or “Tips to be Successful” Book with Glossary of Terms used at work
 - Work/wage records
 - Video tutorial
 - Other ideas must be approved by supervising Teacher/Admin