

MENTORSHIP: Final Exam

Spring 2019

The **FINAL EXAM** for the semester is composed of the **3 P's**:

- The presentation of your portfolio and final product. Your **presentation** should demonstrate your experiential learning both inside and outside the classroom through the **portfolio** and **product you create**.
- The presentation rubric specifies information relating to the grading of your final presentation and should be studied and applied carefully so that you can obtain the highest grade possible.

The following page outlines the information that is required in your presentation. It is advised that you treat it like a checklist to ensure you have included all necessary details and stay within the time limits for the presentation. Keep in mind the final presentation information Mrs. Johnson shared with you in the fall.

FINAL PRESENTATION OUTLINE

In 1-2 minutes, detail the following information to begin the **presentation**: (5 pts)

- Introduction:

New Mentor

Same Mentor

- Your name and grade
- Where do you plan to go to college; why would you like to attend that university/college? Has this changed from the fall?
- Mentor's name and career field
- Share the photograph of you and your mentor. Where was it taken?
- Provide information about your mentor – biographical/career information; career story/timeline.
- Why did you choose to study this field?
- What projects did you complete at your placement? Detail them specifically and include *examples*.

- Your name and grade
- Where do you plan to go to college; why would you like to attend that university/college? Has this changed from the fall?
- Mentor's name and career field
- Share the photograph of you and your mentor. Where was it taken?
- Why did you choose to study this field again? Did you enjoy working with your mentor for a second semester? Why or why not?
- What made this semester different than last semester? Share advice or a tip your mentor gave you this semester.
- What projects did you complete at your placement? Detail them specifically and include *examples*.

In 4-5 minutes, detail the elements of your electronic **portfolio** and Linked In (15 pts):

- What have you changed/revamped regarding your electronic portfolio?
- Log Sheet Collection – Detail two research questions from your log sheets. What answers did you get to your questions? Share *evidence* (research) from your time with your mentor.
- Portfolio Reflection #1 – CYOA – in what ways was this assignment beneficial to you? What did you learn?
- Portfolio Reflection #2 – What does your cover letter say about you? Why did you choose to incorporate the characteristics/soft skills that you did?
- Portfolio Reflection #3 – What was your survey topic? What did you learn from it? What surprised you or stood out to you? Why?

In 5-8 minutes, demonstrate what you have learned this semester while with your mentor at your placement through the final **product** you have created; include the following information (70 pts):

- What is your product?
- How does your product demonstrate what you have learned this semester?
- Include a “demonstration” – this will differ for all presentations.

In 1-2 minutes, conclude the presentation by addressing the following information (10 pts):

- Compare and contrast last semester with this semester. What was different? The same? Why? Big takeaways from your two experiences (even if you worked with the same mentor).
- What have you learned about the “real, professional world” this year?
- Based on your experiences and through everything you have learned this year, where do you see yourself in the future? What do you hope to accomplish going forward?

FINAL EXAM RUBRIC

Requirements and General Information

- Arrive on time; “early is on time.”
- Presentation length is between 11-17 minutes on your designated date and time.
 - You will be stopped if the presentation exceeds 22 minutes.
- Practice the presentation thoroughly with all necessary visuals, technology, etc.

Grade	Presentation Professionalism	Content (portfolio included)	Product	Visual
100 – 90	You were “on time” (early) with all materials. You maintained eye contact throughout the presentation. You fell between the 12-18 minutes required . You spoke clearly and carried yourself professionally . You “looked” the part.	All information from the final exam outline is included in a thoroughly detailed manner; it is integrated seamlessly into the presentation; all information is organized and flows from point to point.	You incorporated an original creation that demonstrates your experiential learning from the semester. The product is incorporated into the presentation in such a way that it allows for an in-depth depiction of your progress in the class and connects to the overall content in the presentation.	You included slides that accompany and support your presentation; slide design was unique and effective – it is organized and paired with the information you incorporated in the presentation as a whole. Free of errors relating to wording, editing, and/or general information.
89 – 80	You were “on time” with all materials; you maintained eye contact throughout the presentation, but referred to your slides and/or notes too frequently; you fell between the 12-18 minutes required; minor issues with speaking clarity and professionalism.	Information from the final exam outline is included, but it lacks necessary details. It is relatively organized, but may include minor issues pertaining to the flow of information.	You incorporated an original creation that demonstrates your experiential learning from the semester. The product is incorporated into the presentation and sheds light on your learning from the semester. Minor issues with connections between the product and overall content in the presentation.	You included slides that accompany your presentation; slide design was effective – it relates to the presentation overall; minor issues relating to wording, editing, and/or general information that do not exceed five.
79 – 70	You were either late, or rushed to begin the presentation. Eye contact was minimal as you referred mainly to slides and/or notes. You likely fell within the time frame requirements, but speaking clarity and professionalism were insufficient.	Information from the final exam outline was missing and/or lacks sufficient details. As a result of this, you jumped from point to point creating disorganized clusters of information.	Your incorporation of the product in the presentation was minimal and left more questions than answers. Significant issues pertaining to the connections between your creation and the overall content in the presentation.	While slides were included, they were cluttered and disorganized. Numerous significant errors in excess of five pertaining to wording, editing, and/or general information.
69 – 60	You were late to the presentation. Eye contact was minimal at best. You were outside of the time requirements for the presentation. You could not be understood as a result of a lack of speaking clarity and you were unprofessional.	Missing information from the final exam outline. As a result, it is unclear as to what you have experienced and learned this semester. There is no organizational structure for the information you presented.	You either presented an unoriginal product or you did not have a product at all. No connections can be made between your experiential learning and the information you presented.	You either did not include slides or they were too difficult to make sense of and follow. Errors in excess of ten pertaining to wording, editing, and/or general information which completely detracted from the presentation.

PRESENTATION GRADE: _____ / 100 (85% OF THE FINAL EXAM GRADE)


PORTFOLIO CHECKLIST

DUE: the portfolio is due at your scheduled final presentation. Make sure your portfolio is PUBLIC and that ALL items are PUBLISHED so they can be viewed/graded.

Use the following list to assist you in ensuring you have all necessary items for the presentation and grading of your Mentorship portfolio – the portfolio used should be the same portfolio from the fall semester (bulbapp.com). Include the following items in an organizational manner in which you determine. Keep in mind what your organization says about you. You can reorganize and create two semesters of work and add assignments from there or create your own organizational system within your portfolio.

- Profile photo - appropriate and professional (this is a picture of ONLY you) – **3 pts.**
- Log Sheets – make sure all signatures are removed (include all 12 logs) – **2 pts. each**
- Perspective Essay: Common Sense isn't So Common – **5 pts.**
- Interview – **5 pts.**
- CYOA – **5 pts.**
- Survey (infographic only) – **8 pts.**
- Cover Letter – **5 pts.**
- Day on the Job Write-Up – **5 pts.**
- Final Critique – **40 pts.**

_____ /100 TOTAL points (15% OF THE FINAL EXAM GRADE)

FINAL EXAM GRADE:	
Portfolio	_____ x.15 (15%) = _____
Presentation	_____ x.85 (85%) = _____
	
FINAL GRADE _____	