

MISSION BAY HIGH SCHOOL SENIOR EXHIBITION/PORTFOLIO 2008

MENTOR MEETING #3

April 17, 2008

AGENDA

1. **Welcome/Review of Senior Exhibition Timelines** **5 minutes**
 - **Completed/assembled portfolios are due to Career Center no later than Monday, April 28, 2008, at lunch period.** Students with incomplete portfolios or portfolios that do not meet rubric standards will NOT present on April 30, 2008. Instead, they will be notified on April 29, 2008, and rescheduled for the make-up session on May 28, 2008.
 - Senior Exhibition date: April 30, 2008.
 - **Students making up Senior Exhibition are ineligible to attend Prom or any other senior activities scheduled before make-up date of May 28, 2008.**

2. **Reviewing Senior Exhibition Portfolio Pieces** **20 minutes**
 - **Community Service Logs**
 - Distribute copies of “Community Service Summary Sheets.”**
 - Supervise students as they log community service information on Summary Sheets and total hours. Mentor will sign Summary Sheet at bottom if hours are logged and complete.
 - Student will place “Community Service Summary Sheet” at the beginning of this section of their portfolio.

 - IMPORTANT:** Please do NOT sign off “Summary Sheets” as complete unless 40 hours or more of service have been verified by Mrs. Mondt (Career Center.)
 - **“Autobiographical Essay” and “Reflection on Academic Experience.”**
 - Review these two portfolio pieces once more, checking for clarity of thought, basic organization, and acceptable grammar, usage, and spelling.
 - **“Best Works”**
 - Representative “Best Works” do not necessarily need individual coversheets if it is clear what the piece is and why it has been included. As mentor, advise students in deciding whether a brief written introduction to a “Best Work” is needed.

3. **FINAL Review of Senior Exhibition Interview Basics:** **40 minutes**
 - Briefly review information regarding appropriate attire for interview (Mentor Meeting #2.)

- Discuss Senior Exhibition Timeline and reporting times (attached.) Students are expected to “check-in” in the Auditorium by 12:15 pm. and wait there until 10 minutes before their scheduled interview times. Refreshments will be provided. Students are asked NOT to congregate near buildings and doorways before or after interviews because other students and panel members may be distracted.
- Distribute and discuss “Senior Exhibition Scoring Guide” and “Panelist Feedback Sheet.”
- Time remaining, practice responses to sample interview questions (Mentor Meeting #2)

4. Assembling Senior Exhibition Portfolios

10 minutes

- Distribute “binder labels” (names.) Portfolio Cover Design will be selected from entries nominated by ASB Seniors at lunch time voting next week.
- Remind students that they are responsibility for their own portfolios. They can leave them with their mentors or turn them into the Career Center for safekeeping if they choose.

PLEASE DO NOT RELEASE SENIORS BEFORE THE END OF CLASS PERIOD.

NOTE TO MENTORS: Please complete and return “Mentor/Senior Meeting Records” (one for each senior) to Elena Hernandez in Counseling Office by the end of this school day. Remember to indicate for each senior which portfolio pieces are still incomplete or missing so that we can follow up.

THANKS FOR ALL YOU DO!