



## HARDIN VALLEY ACADEMY

# SENIOR PORTFOLIO FREQUENTLY ASKED QUESTIONS (FAQ)

- 1. What does a Senior Portfolio Endorsement get me?**
  - Graduate first in your academy
  - Special cords to wear during graduation ceremony and special notation in graduation program
  - Special Academy specific stamp on your diploma
  - Increase your status over other high school graduates
- 2. What do I need to do to continue the path toward endorsement?**
  - Sign up for the specific course, either Honors Academic Research, AP Research (if you took AP Seminar), or the appropriate Work Based Learning/CTE Capstone course.
  - Expect to speak with your dean BEFORE spring end-of-course exams.
  - KEEP this sheet in a safe place for reference. You can also find it on the HVA Academies webpage in the File titled “Senior Portfolio FAQs 2018.”
  - Check your email frequently for information from your dean regarding Senior Portfolio.
- 3. What if I want an endorsement in another academy?**
  - Let your dean know ASAP.
  - See your current counselor to switch academies. Students are required to be members of the academy in which they are seeking to earn an endorsement.
  - Contact your new academy dean so (s)he is aware of the change.
- 4. How do I find a mentor?**
  - YOU (or a parent) are responsible for finding your own mentor. Ask friends, families, teachers, church members, internet searches, etc for potential leads.
  - Mentors should be active in a career field related to your endorsement area.
- 5. What should I do if I want to a placement at Oak Ridge National Laboratory (ORNL)?**
  - YOU (or a parent) are responsible for finding your own mentor. Once you have identified the mentor, give Mr. Furman his/her contact information.
  - Mr. Furman will confirm the placement with the mentor.
  - Check your email frequently for an “acceptance” email from ORNL.
- 6. What if I need to switch semesters for Honors Academic Research, AP Research, or WBL/CTE?**
  - See your counselor immediately.
  - Let your dean know.
- 7. What if I didn’t have a mentor when I filled out my application, but now I have found one?**

Let your dean know IMMEDIATELY.
- 8. How many hours do I need to spend with my mentor?**

Students complete and record a minimum of 30 unpaid hours job shadowing with a mentor in a career field of interest related to your endorsement area.

**9. What do I do if I don't have the right credits for the endorsement that I want?**

- Don't worry, your dean and counselor will check your credits to determine the endorsement you CAN earn.
- See your counselor or dean if you have questions, or if you need to change your schedule.

**10. What do I do if my mentor wants to pay me?**

Say thank you, but explain that you are earning course credit for your internship and are unable to accept financial compensation until you have accrued 30 unpaid hours. Upon the conclusion of your 30 hours, you may be employed.

**11. When do I need to secure my job shadow?**

- For Summer placements → Before May 24.
- For Fall placements → Before July 20.
- For Spring placements → Before November 30.

**12. What if I change my mind?**

- If you change your mind BEFORE a placement has been secured, talk to your dean IMMEDIATELY.
- If you change your mind AFTER a placement has been secured, YOU are responsible for finding your own placement. You will need to let your dean know, and write a letter of explanation/apology/thanks to the individual who has already agreed to mentor you.

**13. What happens if I don't earn all 50 community service hours?**

You don't earn the academy endorsement.

**14. What if I want to earn my hours during the summer?**

You can. See your dean about this.

**15. What should I do if I have questions for my dean?**

Call, email, or text them. Their emails may be found on the school web-site.

**16. What should I tell my mentor about Senior Portfolio and job shadowing? What if he/she asks what they are supposed to do?**

- Give your mentor a "Fact Sheet for Mentors". You can also find this on the HVA Academies webpage in the File titled "Senior Portfolio Information and Forms."
- Have them email or call your dean with questions.
- Be sure to tell them thank you!!

**17. What other requirements are there to finish my Senior Portfolio Endorsement?**

- 30 Credits (speech strongly suggested)
- GPA 3.0 Minimum at graduation
- 50 Volunteer Hours (over the 4 Year High School Career)
- 30 Job shadowing hours (waived with Work Based Learning)
  - Three Journals
  - Reflective Paper
  - Mentor Evaluation
- Completion of course progression related to endorsement area (1 Honor/AP/DE level)
- Completion of Major Research Project (As a component of AP Research course, Academic Research course, or Work Based Learning/ CTE)
- Presentation to Academy Flight Time
- Participation in Community Showcase Evening - TBA