**Suggested Portfolio-Defense Timeline for Pathways**

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| **✓** | **ACTION ITEM** | **LED BY?** | **TIMELINE** |
|  | Fall Semester |
|  | Inform seniors and parents about the Senior Portfolio and Defense for 2015-16. | Lead teacher/ Principal | September (suggested during Back to School night) |
|  | Leadership team finalize senior portfolio and defense structure and requirements for school. | Leadership team/Lead teacher | By November |
|  | Lead teacher present Senior Portfolio and Defense process to staff. | Lead teacher | By end of Fall semester |
|  | PD on calibrating student work for the portfolio using school rubrics. | Lead teacher or Coach | At least once during Fall semester and/or early Spring semester |
|  | Seniors compile and submit Senior Portfolio (including evidence, personal statement, resume, and reflections). | Seniors | By the end of Fall 2015 or in advance of Senior Defense to allow time for seniors to revise artifacts. |
|  | Spring Semester |
|  | School determines logistics of how and when the defenses will take place. | Leadership team/Lead teacher | 1-2 months before defense |
|  | Teachers prepare seniors for their defenses either through content classes and/or advisory. | Senior teachers | At last one month before defense |
|  | Lead teacher invites industry members, community, Linked Learning staff to observe and/or score defenses. | Lead teacher | 3 weeks before defense |
|  | School sends a letter home to parents to inform and invite them to the senior defense. | Lead teacher | 3 weeks before defense |
|  | Lead teacher finalizes defense logistics, including who will be on the panel for each defense. | Lead teacher | 2 weeks before defense |
|  | Lead teacher will facilitate 1-2 staff calibration of defenses during PD.  | Lead teacher | 2-3 weeks before defense |
|  | Teachers identify students with special needs (i.e. SpEd or ELLs) who will need special accommodations or modifications.  | SpEd and/or ELA teachers | 2-3 weeks before defense |
|  | Seniors present defenses in front of panel. | Seniors | April-June |
|  | Teachers determines which seniors will need to resubmit. | Lead teacher | April-June |
|  | Seniors re-submit defenses as needed. | Seniors | May-June |
|  | Seniors reflect on senior defense process. | Seniors | Within 1 week of defense completion |
|  | Staff reflect on senior defenses for the year and make recommendations for next year. | Teachers | Within 2 weeks of defense completion |