



INSTRUCTOR: MR. VINES

COURSE: MICROSOFT WORD AND POWERPOINT HONORS



PROJECT SUMMARY



- Students will create a comprehensive professional portfolio using Microsoft Word. This portfolio will showcase their skills, achievements, and experiences, preparing them for college applications, job searches, or internships. The project will emphasize practical applications of Word, such as formatting, document design, and professional writing.



DRIVING QUESTION

- How can we create a professional portfolio that effectively represents our skills, achievements, and personal brand?



SUSTAINED INQUIRY & AUTHENTICITY

- This project engages students in a real-world process of developing professional documents, such as resumes, cover letters, personal statements, and portfolios, which are essential for job applications, college admissions, and career advancement. Through sustained inquiry, students critically analyze their experiences, articulate their skills, and refine their work based on peer and teacher feedback, mimicking the iterative process of personal and professional branding. The culminating product—a polished portfolio and presentation—demonstrates their readiness for authentic opportunities like internships, scholarships, or interviews, preparing them to confidently market themselves in real-world scenarios.



STUDENT VOICE & CHOICE WITH PUBLIC PRODUCTS

- Students created a Google site or Canva that contains a resume, cover letter, and personal statement.

TEACHER REFLECTION



- Reflecting on this PBL project, it was rewarding to see students engage deeply in crafting professional documents and portfolios that have real-world relevance. The quality of student work showcased their growth in communication, critical thinking, and personal branding, though some students needed additional support during the peer review process to provide actionable feedback. For future iterations, I would incorporate more guided mini-lessons on design and presentation skills and allow additional time for revision to ensure every student produces a polished final product.

STUDENT REFLECTIONS

- “I learned skills that I will actually use, and while this may have been the most challenging project I’ve done all semester, it will definitely be the most useful in my future.”

NOTED SKILLS GAINED

- RESEARCH
- PORTFOLIO CREATION
- PROFESSIONALISM
- ORGANIZATION

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