

Appendix C-3. Cadet Portfolio Checklist

The Cadet Portfolio (electronic/digital or hard copy) is one of the most authentic forms of assessment within the JROTC program. You are required to create and maintain a portfolio containing an organized collection of work based on accomplishments, personality, goals and aspirations. Your portfolio should provide insight and information on your personal achievements and growth over time, specifically targeting the five program outcomes of the JROTC curriculum. Your Instructor may require additional assignments in the portfolios to address areas of concern of the school or your needs. In addition to the criteria listed below, you are encouraged to include any other artifacts related to your accomplishments, personality, goals and aspirations.

Use the checklist below to guide yourself in gathering artifacts for your portfolio. Be prepared to show and discuss these artifacts and what you have learned in the JROTC program.

LET 1		
Program Outcomes	Criteria	Artifact (✓)
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	Completed Self-Awareness Matrix (U1C2L2).	
	Written summary about how Winning Colors® behavior clusters can be used to guide problem-solving or goal achievement (U1C2L3).	
	Written summary about using conflict resolution techniques in a real or hypothetical conflict (U1C4L3).	
Value the role of the military and other service organizations	Completed scoring guide from the Stationary Movements and Marching Techniques Performance Assessment Task (PAT) (U1C3L2).	
Graduate prepared to succeed in post-secondary options and career pathways	Journal entries of applying study skill strategies during a 2-3-week period (U1C2L6).	
Make decisions that promote positive social, emotional, and physical health	Completed Success Profiler Personal Skills Map with a written Personal Growth Plan (U1C2L8).	
	Written anger management action plan using the SMART process (U1C4L2).	
	A plan using the SMART process to set personal goals for Cadet Challenge (U1C5L2).	
Engage in civic and social concerns in the community, government, and society	Completed Dining Out or Cadet Ball packet, including all protocols and arrangements (U1C1L4).	
	Completed plan for a service learning project (U1C6L2).	

LET 2		
Program Outcomes	Criteria	Artifact (✓)
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	Written reflection describing your leadership attributes (U2C1L2).	
	Completed LET 2 Personal Skills Map (U2C2L5).	
	Essay from any course (U2C2L2).	
Value the role of the military and other service organizations	Written description of your response to the drill scenario in U2C3L2. (U2C3L2).	
Graduate prepared to succeed in post-secondary options and career pathways	Self-written speech (U2C2L3)	
	Completed Career Exploration Strategy and Timeline (U2C2L4).	
Make decisions that promote positive social, emotional, and physical health	One completed First Aid help card for treating a common injury (U2C4L2).	
	Cadet Challenge results for LET 2 (Global Resources).	
Engage in civic and social concerns in the community, government, and society	Written summary describing the actions you take to prevent or stop bullying or cyberbullying (U2C5L1).	
	Written summary of your current personal health habits and a plan to improve health habits (U2C6L1).	

LET 3		
Program Outcomes	Criteria	Artifact (✓)
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	Written self-improvement plan for improving leadership and management skills (U3C1L5).	
	Written reflection about an ethical dilemma (U3C1L6).	
	Written reflection about your plan to improve supervisory skills (U3C1L7).	
Value the role of the military and other service organizations	Written summary about the duties and responsibilities of a platoon leadership position (U3C3L1).	
Graduate prepared to succeed in post-secondary options and career pathways	A personal action plan for attending a post-secondary institution (U3C2L1).	
	A resume (U3C2L3).	
	Written Battalion Continuous Improvement Plan (U3C1L4).	
Make decisions that promote positive social, emotional, and physical health	An action plan to address prejudice (U3C4L1).	
	Completed LET 3 Personal Skills Map (U3C2L3).	
Engage in civic and social concerns in the community, government, and society	Completed service learning project plan and schedule (U3C6L1).	

LET 4		
Program Outcomes	Criteria	Artifact (✓)
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	New or revised lesson plan (U4C1L2).	
	Completed Feedback Scoring Guide (U4C1L3).	
	Self-assessment of your leadership communication skills (U4C3L2).	
Value the role of the military and other service organizations	Flow Map or written summary describing the commands and responses used in a company drill (U4C3L3).	
Graduate prepared to succeed in post-secondary options and career pathways	Written plan for achieving two goals after high school (U4C2L1).	
	Written plan for the LET 4 capstone project (U4C1L1).	
	A chart showing a 10-year path toward your professional goals (U4C2L2).	
Make decisions that promote positive social, emotional, and physical health	JROTC Core Abilities Self-Assessment Summary (U4C2L1).	
Engage in civic and social concerns in the community, government, and society	Completed Gantt Chart used in the management of a service learning project (U4C4L1).	
	Written paper describing a current issue affecting citizen rights (U4C5L2).	