

# Cadet Portfolio Checklist

## Directions

JROTC Cadets create a portfolio that contains an organized collection of work based on accomplishments, personality, goals and aspirations. The portfolio should provide insight and information on the Cadet's personal achievements and growth over time, specifically targeting the five program outcomes of the JROTC curriculum. Instructors will ensure that all Cadets and participating students have a portfolio and will periodically discuss evidence of growth and improvement demonstrated in the portfolio. Instructors can require additional assignments that will tailor portfolios to address areas of concern to their school and the individual needs of the Cadet. The portfolio will begin with LET 1 Cadets upon entry to the JROTC program. Portfolios will be maintained by all Cadets enrolled in the JROTC program for the duration of their JROTC career.

Use the LET checklists below to guide development of a Cadet Portfolio and provide feedback to Cadets as they share their portfolio as evidence of learning, personal growth, and leadership.

## LET 1 Portfolio Checklist

Related Program Outcomes	LET 1 Portfolio Criteria
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	Completed Self-Awareness Matrix and written self-reflection about applying Winning Colors (U1C2L2)
	A written analysis about a problematic situation where Winning Colors behavior clusters can be used to guide problem-solving or goal achievement (U1C2L3)
	A 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 PAT where you evaluated and were evaluated on movements and marching techniques (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 Assessment results. A written Personal Growth Plan for improving skills (U1C2L8)
	A written anger management action plan using the SMART process (U1C4L2)
	A plan using the SMART process to set personal goals for the Cadet Challenge (U1C5L2)
Engage in civic and social concerns in the community, government, and society	A completed Dining Out packet to include all protocol and arrangements for a Dining Out or Cadet Ball scenario. (U1C1L4)
	A completed plan for a service learning project (U1C6L2)

## LET 2 Portfolio Checklist

Related Program Outcomes	LET 2 Portfolio Criteria
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	A written reflection analyzing personal leadership attributes (U2C1L2)
	A checklist to improve writing and a written summary on the results of using the checklist (U2C2L2)
	A written analysis of how a personal code of conduct supports ethics (U2C2L5)
	Personal Skills Map Assessment for year 2 (U2C2L5)
	A written plan to improve a team skill (U2C3L1)
Graduate prepared to succeed in post-secondary options and career pathways	Delivery of a self-written speech (U2C2L3)
	Completed requirements for creating the Career Development section of the Cadet Portfolio. (U2C2L4)
Value the role of the military and other service organizations	A presentation describing a response to a drill scenario (U2C3L2)
Make decisions that promote positive social, emotional, and physical health	First aid “help cards” for treating common injuries (U2C4L2)
	A written summary describing a personal physical fitness improvement plan (U2C6L2)
	Cadet Challenge LET 2 results
Engage in civic and social concerns in the community, government, and society	A written resolution to a bullying or cyberbullying situation (U2C5L1)
	A written analysis of current personal health habits and plan for self-improvement of health habits. (U2C6L1)

## LET 3 Portfolio Checklist

Related Program Outcomes	LET 3 Portfolio Criteria
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	A written summary of how to improve personal skills at leading meetings (U3C1L2)
	A written self-improvement plan for leadership and management skills (U3C1L5)
	A written reflection about an ethical dilemma (U3C1L6)
	A written reflection about personal supervisory skills and experience (U3C1L7)
Graduate prepared to succeed in post-secondary options and career pathways	A personal plan of action for attending a post-secondary institution (U3C2L1)
	A personal time management plan for a specified long-term goal (U3C2L2)
	A career portfolio, including a resume, references, transcripts and a summary of personal character traits to display in an interview (U3C2L3)
	A written Battalion Continuous Improvement Plan for your battalion, which is updated as needed (U3C1L4)

Value the role of the military and other service organizations	A written summary of the duties and responsibilities of a platoon leadership position (U3C3L1)
Make decisions that promote positive social, emotional, and physical health	An action plan to address prejudice (U3C4L1)
	A speech about the advantages of a drug-free life (U3C5L2)
	A LET 3 Personal Skills Map (U3C2L3)
Engage in civic and social concerns in the community, government, and society	A completed service learning project plan and schedule (U3C6L1)

## LET 4 Portfolio Checklist

Related Program Outcomes	LET 4 Portfolio Criteria
Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce	A revised or new lesson plan related to a current project (U4C1L2)
	A completed scoring guide for giving feedback in a role-play scenario (U4C1L3)
	An analysis of personal leadership communication skills and ways to improve those skills (U4C3L2)
Graduate prepared to succeed in post-secondary options and career pathways	A plan for achieving two post-high school goals (U4C2L1)
	A written plan for the LET 4 capstone project (U4C1L1)
	A chart showing a personal 10-year path toward success (U4C2L2)
Make decisions that promote positive social, emotional, and physical health	An analysis of personal strengths and weaknesses relating to the JROTC Core Abilities (U4C2L1)
Value the role of the military and other service organizations	Completed diagram and execution of company drills in Leadership Lab (U4C3L3)
	Completed diagram of a battalion formation and a written explanation of the sequence (U4C3L4)
Engage in civic and social concerns in the community, government, and society	Completed Gantt Chart used in the management of a service learning project utilizing a project management tool: Gantt Chart (U4C4L1)
	A position paper describing a current issue and the ways in which it challenges citizen rights and democracy (U4C5L2)