<div align="center">

**Cosmetology Portfolio Project 2019-2020**
**Due Date: To Be Determined**

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**This is due as when you enter class on the TBD Due Date. If the portfolio is not printed out and turned in on or before this day, you will lose ten percent for every day that it is late. For example, if the portfolio is turned in on the day after the Due Date, and everything is perfect, the highest percentage you can earn is a 90%. If you are absent on the Due Date, the portfolio is due the day you return to school.**

Use your creativity and skills to build a professional looking portfolio that you would be proud to show any future employer. **We will grade these through a future employer's eye.** A portfolio that is turned in with misspelled words, construction paper, or just thrown together at the last minute is not acceptable.

All pictures in the portfolio must be in color and of good quality. If you get prior permission from the teacher, you are permitted to use your cell phone to take photos in class. If you are not able to print out your portfolio on your own, you can print it at school prior to the due date. Different pictures are required for different tasks. Please check the rubric for required s before, during, and after picture requirements.

Services that are required for your portfolio are not to be done in place of your daily assignment. This means that you may have to complete parts of this assignment at home. Services must be completed on real life guests. You must have a <u>minimum of eight</u> different people as models in your pictures. First and last names must be included with the pictures.

**<u>If you have any questions regarding whether a certain service would count or not, ask Mrs. Ellison.</u>**

**Please be advised:**

- ❖ Every level must complete a new portfolio every year. You cannot simply turn in your portfolio from last year. Everything must be updated.

- ❖ No duplicate pictures can be used. For example, if you have a photo in your portfolio and the same photo is found in another student's portfolio, you will both receive a 0.

- ❖ All before, during, and after pictures must be taken at the time of the service; otherwise you will earn no points for that service.

- ❖ You cannot use ant photos more than once; otherwise, you will earn no points for that service.

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Name_____  Date turned in_____ Score_____/100

**The portfolio must be in this order.**

| Requirements | Point Value | Points |
|---|---|---|
| 1. There was a professional cover sheet in the clear part of your binder that includes your first and last name in a legible font and a professional photo of yourself. | 5 Points (All or nothing) | |
| 2. An index with corresponding page numbers is included. | 5 Points (All or nothing) | |
| 3. A cover letter (Minimum of one page, twelve-point font) was included that did not have any spelling or grammar errors.  Be sure to proofread. For examples of cover letters, you could do an internet search or use the one provided. | (All or nothing) | |
| 4. An updated resume was included that had no spelling or grammar errors.  Be sure to proofread.  This will be done in a workshop with Mrs. Gall-Ruggerio.  If you are absent that day, you are responsible for making your own.  Resumes should be kept to one page if possible. | 5 points (All or nothing) | |
| 5. A reference sheet is provided that includes at least three professional references contact information. People you can ask could be. A boss, teacher, or a leader where you volunteer. These people should be able to have positive things to say about you. There can be no spelling or grammar errors, please proof read. | 5 points (All or nothing) | |
| 6. A reference letter needs to be included from someone that you have a professional relationship. Good people you can ask could be, boss, teacher, or a leader where you volunteer. | 5 points (All or nothing) | |
| 7. A completed employment application for a salon is included.  You can get this application in person or download one off the internet.  This needs to be filled out entirely. It cannot include any spelling or grammar errors.  Be sure to proofread. | 5 Points (All or nothing) | |
| 8. Every service was labeled with what the service is. | 5 Points (All or nothing) | |
| 9. Every service was labeled with the model's first and last name, if applicable. | 5 Points (All or nothing) | |
| 10. Every service was labeled with before, during, and after. | 5 Points (All or nothing) | |

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|---|---|---|
| 11. Eight different live models required. You must include at least:<br>**one facial service**<br>**one manicure service**<br>**one permanent wave service**<br>**one single process color service**<br>**one highlight service (full head)**<br>**one blowout service (curly to straight)**<br>**two haircut services (only one can be a clipper cut)**<br>**one formal styling service**<br>**one service of your choice**<br><br>The eight services must be included in the order listed. All pictures must be different. You cannot use the same picture twice. All after pictures must be the model in their finished look. This means their hair must be dried and styled as if they were ready to walk out of the salon.<br><br>Before, during, and after pictures must be included for each service (-1 Points for each missing picture, work done on yourself, pictures that were taken at different times and have different backgrounds, and using the same picture.) | 5 Points for each picture<br><br>Facial                  D    A<br><br>Manicure            D    A<br><br>Permanent wave   B    D<br>Styled<br><br>Single Process Color   B    D<br>Styled<br><br>Highlight        B    D<br>Styled<br><br>Blowout           D   Styled<br><br>Haircut 1      B    D   Styled<br><br>Haircut 2      B    D<br>Styled<br><br>Formal Style        D<br>Styled<br><br>Service of choice      D   A<br><br>25 Points Total | |
| 12. All models must be identifiable. This means their face must be in the picture, which may force you to take a picture from the side that includes both the side and the back of the style. The only exceptions are for manicures and pedicures. | 5 Points<br>(All or nothing) | |
| 13. Eight different models used | 5 Points<br>(All or nothing) | |
| 14. All items were in this order. | 5 Points<br>(All or nothing) | |
| 15. The overall quality of the portfolio was professional in appearance, professionally arranged, and easy-to-read. | 5 Points<br>(All or nothing) | |
| 16 Everything was computer generated. This includes all labels for services, client names, and all before, during, and after pictures. | 5 Points<br>(All or nothing) | |