

# Managing Your Student Notebook



**Time Required:** 30-45 minutes

**Principles:**

- Students will employ strategies to achieve future career goals and know where and how to obtain information about the world of work and postsecondary training/education.
- Students will understand the relationship of academics to the world of work and to life at home and in the community.

**Objectives (Students will...):**

- Maintain a career planning portfolio.
- Review high school plan, grade level checklists, and demonstrates knowledge of grade level culminating projects including the Senior Project.

**GOAL: Students will begin to create their notebooks.**

**Activity Statements**

Students will discuss the importance of a career portfolio and take steps to begin building their high school portfolio.

**Materials:**

1. Career Portfolio format for each student. This may be within a computer program or a format created by the instructor.
2. Portfolio example(s) – real or fabricated.
3. Handout 1 – LINKS Portfolio Planner
4. Handout 2 – Building Your Portfolio
5. Other school specific handouts for recording work experience and community service

**Procedures:**

1. Advisor shows portfolio or an example of one.
  - 1) Students are instructed to discuss and list items that they need to include in their career portfolio. See “Building Your Portfolio” handout for a comprehensive list of items the student will accumulate in portfolio throughout high school. Other suggestions:
    - a. Personal Plan of Study
    - b. Personal Mission/ Worldview/ Philosophy Statement(s)

# BUILDING YOUR PORTFOLIO

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- c. Evidence of Skill Development
  - d. Reflection papers
  - e. Post-Secondary Education Training Options
  - f. and there are many more ...
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- 1) Distribute Handout 1 and ask students to fill in what they can.
  - 2) School will provide portfolio folders for each student or students are instructed to design a “mechanism” for collecting AND organizing the information (e.g. file box with dividers and folders, a cardboard box, or loose-leaf binders for each subject).
  - 3) Students are instructed to continue to collect information for their portfolio as they continue through high school. Classroom guidance lessons will include processes and products that will be included; however, the portfolio is developed “By the Student—For the Student” and as such will require the students to think creatively about how best to represent himself/herself.

## Discussion:

1. What is a Portfolio?
2. What is it used for?
3. What should I put into my portfolio?
4. What do I still need for my portfolio?
5. Why is each of these items important?
6. What are some ways to organize portfolio materials?

## Additional Resources:

High School Portfolios <http://www.dodea.edu/HSi/portfolio.htm>

Electronic Portfolios <http://electronicportfolios.org/hs/index.html>

## Extension Activities:

Provide students with school-specific forms to document community service, volunteer work, work experience, sports records, etc.

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