

Time Required: 30-45 minutes



Content Standards:

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.

Indicators (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 update or begin to create their career portfolios.

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 www.cfwv.com 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.
2. 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.
3. Distribute Handout 1 and ask students to fill in what they can.
4. 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).

BUILDING YOUR PORTFOLIO

GRADE 9 LESSON 11

5. 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 are 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>

Adapted From:

Missouri Comprehensive Guidance Center

<http://missouricareereducation.org/curr/cmd/guidanceplacementG/elearning>

Grade 9 Unit 5 Lesson 1