



# Managing Your Student Notebook

## GRADE 9 LESSON 10



**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)

- 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.

### Building Your Portfolio From Your Student Notebook

*Why a Portfolio?* They are tools that allow you to professionally package yourself, portraying your best assets and to enhance your chances of obtaining your primary post-secondary option - whether it is obtaining scholarships, landing the right job, or admissions to your post-secondary school of choice. The portfolio contains all items necessary to complement your applications and eliminates the need to scramble at the last minute to get things together. The portfolio is a work in progress and needs to be updated as you complete new accomplishments. Consider it a lifelong process that you can modify to fit the demands of the situation. You will also be required to present your portfolio. A regularly updated portfolio will allow you to approach the post-secondary application process with confidence.

#### Your portfolio should contain...

- *Goals Letter*
- *Checklist by grade level*
- *Individual Learning Plan*
- *Interests Inventories*
- *5 Year Plan*
- *Graduation checklist*
- *Unofficial Transcript*
- *Copies of tests scores*
- *Certificates of recognition/achievement*
- *Extra-Curricular Activities Sheet*
- *Community Service Record*
- *Work experience record*
- *Experiential learning*
- *Essays*
- *Resume*
- *Three letters of recommendation*
  - *two from teachers or other school personnel*
  - *one from community leader or employer*
- *Life Plan*
- *Competed Job Application (five years after graduating)*
- *Complete post-secondary application*
- *Ideas for the Senior Project or Gift*

Other documentation you may want to keep in your Tool-Kit folder:

- *copy of birth certificate*
- *copy of immunization records*
- *documentation of your previous year's income*
- *copy of parent's tax return (previous year) – this information is often requested by scholarship agencies.*
- *completed copy of FAFSA*
- *completed copy of post-secondary applications*
- *Worksheet for College Applications*
- *Senior Year Checklist*
- *College Comparison Worksheet*
- *Copy of completed FAFSA*



# Building Your Portfolio: Handout 1

## GRADE 9 LESSON 10

### Building Your Portfolio

*Why a Portfolio?* They are tools that allow you to professionally package yourself, portraying your best assets and to enhance your chances of obtaining your primary post-secondary option - whether it is obtaining scholarships, landing the right job, or admissions to your post-secondary school of choice. The portfolio contains all items necessary to complement your applications and eliminates the need to scramble at the last minute to get things together. The portfolio is a work in progress and needs to be updated as you complete new accomplishments. Consider it a lifelong process that you can modify to fit the demands of the situation. You will also be required to present your portfolio. A regularly updated portfolio will allow you to approach the post-secondary application process with confidence.

#### Your portfolio should contain...

- *Goals Letter*
- *Checklist by grade level*
- *Individual Learning Plan*
- *Interests Inventories*
- *ISTP Plan (two-year and three-year plan)*
- *Graduation checklist*
- *Unofficial Transcript*
- *Copies of tests scores*
- *Certificates of recognition/achievement*
- *Extra-Curricular Activities Sheet*
- *Community Service Record*
- *Work experience record*
- *Experiential learning*
- *Essays*
- *Resume*
- *Three letters of recommendation*
  - *two from teachers or other school personnel*
  - *one from community leader or employer*
- *Life Plan*
- *Completed Job Application (five years after graduating)*
- *Complete post-secondary application*
- *Senior Project Plan and Outline for Paper*

*Other documentation you may want to keep in your Tool-Kit folder:*

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| <ul style="list-style-type: none"><li>➤ <i>copy of birth certificate</i></li><li>➤ <i>copy of immunization records</i></li><li>➤ <i>documentation of your previous year's income</i></li><li>➤ <i>copy of parent's tax return (previous year) – this information is often requested by scholarship agencies.</i></li></ul> | <ul style="list-style-type: none"><li>➤ <i>completed copy of FAFSA</i></li><li>➤ <i>completed copy of post-secondary applications</i></li><li>➤ <i>Worksheet for College Applications</i></li><li>➤ <i>Senior Year Checklist</i></li><li>➤ <i>College Comparison Worksheet</i></li><li>➤ <i>Copy of completed FAFSA</i></li></ul> |
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