

# Grade 11 Career Portfolio 2018-2019

## Parent Notification Form

Name of Student \_\_\_\_\_

Enclosed in this packet are a description, the procedures, and assessment guidelines for the Career Portfolio your child must complete in order to graduate. All necessary forms are included at the back of this booklet in the “Required Forms” section.

This is an ongoing, 3 part project beginning in grade nine and continuing until May of the junior year. It is important for you and your child to carefully examine the information in this booklet so that you are aware of your child’s responsibilities.

I have read, and I understand the requirements for Part 3 of the 3 Year Career Portfolio.

### GRADE 11

- Personal survey (completed in class)
- Career interest & skills survey (completed in class)
- 2 career questionnaires (completed in class)
- Career change reflection journal (if applicable) (completed in class)
- Personal entrepreneurial traits reflection (completed in class)
- Job shadow & thank you letter (completed on your own)
- 2 Visits to a college, trade school or military branch recruiter; journal for each (completed on your own)
- 10 hours of community service (completed on your own)
- Resume & cover letter (completed in class)
- Interview (completed on assigned day after school)

I understand my son/daughter needs to successfully complete all parts of the Career Portfolio in order to graduate. If all of the requirements for the Career Portfolio are not completed on time, I understand that my son/daughter will not receive credit for the requirement and may forfeit his/her graduation ceremony participation or ability to receive a New Brighton Diploma. I understand that it is my child’s responsibility to complete all assignments given in class and any independent activities required of the Career Portfolio by the due dates assigned.

I have read all of the information about the Career Portfolio as outlined in this packet and have discussed the requirements of the project with my child. Please sign this page and return it to your child’s counselor.

**\*Please sign this page and return it to your child’s counselor.**

**Student Name** \_\_\_\_\_

**Parent /Guardian Name** \_\_\_\_\_

**Parent /Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **(Work or Cell)** \_\_\_\_\_

## 3 Year Career Portfolio 2018-2019

New Brighton Area School District implements a 3 Year Career Portfolio broken into 3 parts as the final exit activity. The 3 Year Career Portfolio needs to be satisfactorily completed according to the standards set in order to graduate. The requirements of the project will be completed both during class as assigned activities and outside of school as independent activities. The student is responsible for completing all requirements of the project. If a student is absent on a day an activity is completed, he/she is still responsible for the assignment. Students should talk with the teacher who facilitated the activity for completion requirements. Students can also speak to their counselor if they have questions or need help.

The timeline for this project provides ample time for all parts of the project to be completed successfully. If all of the requirements for the Career Portfolio are not completed on time, students will not receive credit for the requirement and may forfeit their graduation ceremony participation or ability to receive a New Brighton High School Diploma. Students in the class of 2019 will earn 1 full credit on their transcript upon successful completion of part 3 (grade 11) which is required for graduation.

The Career Portfolio encourages a student to focus on post-secondary options and consists of 3 parts to be completed over 3 years (grades 9, 10, 11). Below are the requirements students are to complete at each grade level.

**\*\*\* A Parent Notification Form must be signed and returned to your child's counselor. This form can be found on page 14 of this packet. \*\*\***

### GRADE 9

- Personal survey
- Career interest & skills survey
- 2 career questionnaires
- Career change reflection journal (if applicable)
- Job shadow & thank you letter
- 1 Visit to a college, trade school or military branch recruiter; journal for each
- 10 hours of community service

### GRADE 10

- Career interest & skills survey
- 2 career questionnaires
- Career change reflection journal (if applicable)
- Reality Fair
- Completion of a job application (will not be submitted for employment)
- Job shadow & thank you letter
- 1 Visit to a college, trade school or military branch recruiter; journal for each
- 10 hours of community service

### GRADE 11

- Personal survey
- Career interest & skills survey
- 2 career questionnaires
- Career change reflection journal (if applicable)
- Personal entrepreneurial traits reflection
- Job shadow & thank you letter
- 2 Visits to a college, trade school or military branch recruiter; journal for each
- 10 hours of community service
- Resume & cover letter
- Interview

# WELCOME TO GRADE 11

During your Junior year, you will participate in activities that will help you continue the process of career exploration. You will complete assignments and activities both in and out of the classroom. You are responsible for completing all requirements and asking for help if needed.

In order to be successful follow a few tips:

- Choose post-secondary visits, job shadows and community service projects that will help you with your post-secondary planning.
- Meet your deadlines.
- Seek help if needed.
- DON'T PROCRASTINATE!
- Be responsible and organized.

Below is a checklist of the activities you will complete by the end of 11<sup>th</sup> grade.

## GRADE 11

- Personal survey (completed in class)
- Career interest & skills survey (completed in class)
- 2 career questionnaires (found on page 13-14, completed on your own)
  - Use the websites below to explore careers based on the results of your career interest survey.
  - Answer all questions on the questionnaire in a Word/Google Document.

### **Websites to explore for career exploration: feel free to use additional sites you may find**

<http://www.khake.com/page2.html> (This site has a large variety of links for career exploration)

<http://www.acinet.org/explore/View.aspx> (The sites gives 5 simple steps for looking into career options)

[http://www.quintcareers.com/teen\\_jobs.html](http://www.quintcareers.com/teen_jobs.html) (The site has good links and articles- including activities for writing resumes and understanding work ethics.)

[http://www.dmoz.org/Kids\\_and\\_Teens/People\\_and\\_Society/Careers/](http://www.dmoz.org/Kids_and_Teens/People_and_Society/Careers/) (This is an open directory by dmoz- it contains a large number of links to other career sites.)

<http://www.bls.gov/> (This site is for the bureau of labor statistics and provides info such as job outlook, salary and the type of education needed, etc)

- Career change reflection journal (completed in class if applicable)
- Personal entrepreneurial traits reflection (completed in school)
- Job shadow & thank you letter (completed on your own)
  - Cannot be a member of your immediate family (parent or sibling)
  - Job shadowing requires that the student shadow the person on site for a minimum of 4 hours and must take place in one day.
  - Verification form is required and can be found on page 15
  - Students are responsible for following all rules of the workplace.
  - Dress according to the guidelines of the workplace
  - Thank you letter must be mailed to job shadow facilitator
  - Sample thank you letter is found on page 8

- 2 Visits to a college, trade school or military branch recruiter; a journal for each visit (completed on your own)
  - These visits are to be a minimum of **three hours** in duration in order for the student to gain valuable information.
  - Verification forms are required and can found on pages 16-17. These forms can be photocopied and turned in as an excuse for absence to your homeroom teacher.
  - Field trips held by school personnel are acceptable
  - Journal entries must be typed and consist of 1-2 paragraphs (5-7 sentences per paragraph) for each of the visits and community service that answers the 5 W's (who, what (did you do, see, like, dislike), where, when, why)
- 10 hours of community service (completed on your own)
  - The activity can be designed around community service or a community/school project.
  - Community service is about helping others. It is not just giving of free labor or time. You will be working with the people you are helping. (soup kitchen, teaching Sunday School, Habitat for Humanity).
  - Community projects are about helping others through an outside source or organization. (clothing drive, food drive, 5K run benefit, town clean-up) See list of projects.
  - The community service log and Mentor verification form is required and can be found on page 18.
  - What will **NOT** be accepted for community service?
    - This is not a comprehensive list:
    - Shoveling snow for neighbors- this is just being neighborly and you should do this anyway when it's needed
    - Helping a friend/neighbor with a personal project- this doesn't benefit the community
    - Working at your place of employment and "not getting paid"
- Resume (completed in school)
  - A sample resume is found on page 9. You are not required to follow the format of this sample. Make your resume your own.
- Cover Letter (completed in school)
  - Sample cover letters can be found using a Google search.
  - The cover letter must be typed in a Word or Google Document using proper letter format.
- Final Interview (completed in school)
  - Interviews will be held in May on a day after school
  - All interviews given will be a career/job specific interview.
  - Students will choose a career for which they would like to be interviewed.
  - You must present answers to the interviewer's questions and conduct yourself in a professional manner. If the interviewer(s) do not feel you presented yourself well enough to be "hired", you will have to interview again after you have the chance to work on your skills. Tips for interviewing can be found on pages 10-11.

## ADDITIONAL INFORMATION

- ◆ ALL work/activities that are completed on your own (not as an assignment from a teacher) MUST be turned in to your counselor for grading.
- ◆ Students may be excused **two days** from school for their Career Portfolio. An excuse must be provided to verify your absence. Signature forms may be photocopied and 1 copy turned in as an excuse to your homeroom teacher. Students will be responsible for making up any missed work.
- ◆ If any part of the Career Portfolio is not completed, students may be required to complete an alternative assignment to meet the requirement of the project.
- ◆ Failure to complete the requirements of this project will forfeit participation in the graduation ceremony and ability to earn a New Brighton High School diploma.
- ◆ Ultimately, it is up to the discretion of the Career Portfolio Coordinators to determine if you have satisfactorily completed all the requirements of this project. The Career Portfolio Coordinators will be assigning the grades for this credit. It is a requirement for graduation. If you have any questions or concerns, please see the Career Portfolio Coordinators.

All documents, instructions, and this guide are available on the high school's guidance webpage under the 'files' link.

# Community Service Ideas

(Community service verification form can be found in the 'Required Forms' section of this packet)

- Work with local clubs/organizations for community service projects. (Lion's, Rotary, NB Parks and Recreation, youth baseball association, etc.)
- Recycling Program in high school or in community.
- Coaching- Must start and finish the season & be at practices and games
- Raise money for a charity through an event you plan
- Butterfly Garden Elementary
- Talk with church leaders of New Brighton churches for service projects
- Beautify an area of the school grounds- Talk with school officials about this idea.**
- Summer Reading Program at Public Library
- Help with the Car Cruise or the Halloween Parade
- Organize a clean-up day for New Brighton or your community
- Paint murals in the town or school
- Help with an after school program
- Help with the triathlon
- Organize a used book sale for the public library
- Decorate the display case on the third floor
- Help with PTO events
- Town Christmas Project

## Places to Volunteer

Elementary/Middle school  
Soup Kitchens  
Ambassador Program  
Cambridge Village  
Brighton Wellness & Rehab  
Animal Friends  
Heritage Valley

Big Brothers Big Sisters  
Festival of Trees  
Habitat for Humanity/ Habitat Restore  
Beaver County Humane Society  
PTO-Market Day  
Salvation Army  
Meals on Wheels

Rochester Manor  
Grove Cemetery  
Providence  
Chamber of Commerce  
Franciscan Manor  
Individual Churches  
Ready Yourself Youth Ranch

# Letter of Appreciation

(Thank You letter to those you job shadowed)

Thanking someone for taking time from his/her busy schedule is very important. You should send a letter within two weeks after you job shadow, showing your appreciation for their time. This will be a graded Career Portfolio item. (See Rubric) Make sure you keep a copy of your letter for your portfolio. Please do not send the letter until it has been approved by a parent, teacher or the Career Portfolio Coordinator. Proof-reading is very important when sending a letter to another person.

## Remember to do the following when writing your letter:

1. Follow the correct format. (See Example next page)
2. Watch your spelling and grammar.
3. Paragraph one should thank the person you shadowed.
4. Paragraph two should state something you learned or enjoyed.
5. Paragraph three is a short thank you again.
6. Remember to sign your name between "Sincerely" and your typed name.
7. Sign your name in black ink exactly how you typed it.
8. Before sending show someone the letter and see if it follows the steps above
9. **This letter is a reflection of you. Misspelled words, incorrect format, bad grammar, no signature shows the person you are careless and you don't care.**

## Use proper Letter Format for Letter of Appreciation:

Your Street Address  
Your City, Your State Your Zip code  
Date you are typing Letter

Job Shadow Person's Name  
JSP Street Address  
JSP City, JSP State JSP Zip code

Dear Mr. Mrs. Ms Dr. JSP Name:

Thank you for taking time from your busy schedule to provide me the job shadowing experience on (Fill in Date).

I found the ... Paragraph two should state something you learned or enjoyed. It should be at least four sentences.

I thank you again for your generosity and patience in helping me complete my Career Portfolio.

Sincerely,

Your Name



# Preparing for the Mock Interview

## PREPARATION

- Decide what to wear, be clean and tidy.
- Plan the journey including how long the journey will take.
- Find out about the company/school or branch of the military.
- Prepare some questions.
- Prepare some answers
- Take your Resume and plan how you might use it.

## THE INTERVIEW

- Arrive 10 minutes early.
- Be friendly and cheerful to the secretary or receptionist who greets you.
- Look neat and clean.
- Be prepared to shake hands.
- Don't sit until you are offered a chair.
- Try to relax and listen to the questions carefully.
- Look at the person asking the question.
- Think before you answer.
- Speak clearly and in a strong voice.
- Show interest and enthusiasm.
- Be honest.

## QUESTIONS YOU MAY BE ASKED

- Tell me about yourself.
- Why do you want this job?/What made you choose this career?
- What makes you think you would be a good candidate?
- What makes you unique?
- What qualities do you think you have to offer?
- What did you like/dislike about your schooling?

# Preparing for the Mock Interview

## QUESTIONS WHICH YOU MAY ASK

- During the interview the details of the job may be explained to you, but there may be gaps and you may wish to ask your own questions. Wait until the end of the interview to ask questions and don't ask too many.
- What are the normal hours of work?
- What training will I get?
- Are there any opportunities for promotion?
- Who will I be working with?

## WHAT WILL THE EMPLOYER NEED TO KNOW?

- What qualifications you have to offer.
- What experience/awards you have.
- Whether you are keen, interested and willing to work.
- Whether you have the skills, abilities and personal qualities for the job.
- Whether you have knowledge about the company or position beforehand.

Preparation for Mock Interview Tips Courtesy of: [www.wqsb.qc.ca/](http://www.wqsb.qc.ca/) - adjustments were made

### ***Techniques to remember***

1. Bring your professional resume to the interview
2. Eye contact - This is extremely important. Practice often. Look at your interviewer. True Communication happens with the eyes.
3. Posture – Sit up tall. Be confident in your positioning.  
**Avoid:**
  - \*Slouching in your chair
  - \*resting your arms on the table or your chin in your hands
  - \* wiggling, shaking your legs under the table, chewing gum, touching your face, hair, etc.
4. Voice- Your voice needs to:
  - \*be loud enough to be heard- use projection
  - \*vary appropriately in pitch and tone
5. Clothing- Appropriate attire **\*\*NO JEANS\*\*** (Suggested that young men wear a shirt and tie and young ladies wear a business suit or skirt (not too short) no flip flops, work boots or tennis shoes)

# REQUIRED FORMS

Forms in the packet can be photocopied if needed.

For example: if you are doing more than 1 job shadow or complete community service at 2 different locations, please make additional copies

All assignments completed outside of school must be submitted to your counselor for grading. This includes all journal entries and verification forms.

**Please use the checklist below to be sure you have completed ALL required items for your portfolio.**

- Personal Survey
- Career Interest Survey
- Skills Survey
- Career Questionnaire # 1
- Career Questionnaire # 2
- Letter of Appreciation (thank you letter to the person you shadowed)
- Community Service Verification Form
- Job Shadow Verification Form
- Verification Forms for 2 visits
- Community Service Journal Entry
- Visit Journal Entry
- Career Change Reflection Journal Entry (if applicable)
- Resume
- Cover Letter
- Final Interview

**Career Research Questionnaire**  
**Hand-written answers will NOT be accepted for the final project:**  
**Questionnaires MUST BE TYPED**

1. **Name of Occupation:** (choose one base on your career survey results)
  
2. **Nature of the Work:** (Brief job description of this occupation)
  
3. **Working Conditions:** (Where do people work in this occupation? Are there physical demands for this job?)
  
4. **Training and Education Requirements:** (Do you need a license? College Degree? Advanced Education—describe the qualifications you will need for this occupation.)
  
5. **Job Outlook:** (What will be the demand for this occupation in the next five years? Include the date of your source)
  
6. **Earning Potential:** (How much can you expect to be paid in this occupation? Explain)
  
7. **Related Occupations:** (Describe two other occupations that are similar to this one that you could also pursue.)
  
8. **Sources used:**

**Career Research Questionnaire**  
**Hand-written answers will NOT be accepted for the final project:**  
**Questionnaires MUST BE TYPED**

1. **Name of Occupation:** (choose one base on your career survey results)
  
2. **Nature of the Work:** (Brief job description of this occupation)
  
3. **Working Conditions:** (Where do people work in this occupation? Are there physical demands for this job?)
  
4. **Training and Education Requirements:** (Do you need a license? College Degree? Advanced Education—describe the qualifications you will need for this occupation.)
  
5. **Job Outlook:** (What will be the demand for this occupation in the next five years? Include the date of your source)
  
6. **Earning Potential:** (How much can you expect to be paid in this occupation? Explain)
  
7. **Related Occupations:** (Describe two other occupations that are similar to this one that you could also pursue.)
  
8. **Sources used:**

# Job Shadow Experience Verification Form

**\*\*If a school day is missed for this job shadow, make a copy of this form and turn it in as your excuse for absence.\*\***

New Brighton Area School District implements a Career Portfolio as the final exit activity. The Career Portfolio needs to be satisfactorily completed according to the standards set in order to graduate. Portions of the project are to be completed independently by students outside of school.

Students need to complete 4 hours of job shadowing a career and these hours must be completed in a single day.

To understand what your career is all about, the student should participate as much as possible in your job duties. Please review and select activities for the student to perform or observe within your place of work. It's important to have the student participate in your job in ways that will not inadvertently disrupt or damage your work. We hope they will have a first-hand experience of your work.

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*If the student has completed four (4) hours of job shadowing with you please complete the following information for the purpose of verifying their experience.*

**Student Name** \_\_\_\_\_

**Name of Person Job Shadowed** \_\_\_\_\_

**Date** \_\_\_\_\_

**I agree that the above named student completed four (4) hours of job shadowing. The above student completed an interview with me and acted in a professional manner.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(email address)

\_\_\_\_\_  
(Place of Employment)

\_\_\_\_\_  
(Telephone)

# COLLEGE/TRADE SCHOOL/MILLITARY VISITS

**\*\*\*It is the student's responsibility to get a verification form/letter from the person with whom you met on your visit.\*\*\***

**This letter must:**

- be on official letter-head paper from the institution that verifies your visit
- include the date of your visit
- include the name and signature of the person with whom you met and their title within the institution

If a letter is not available, please have the institution representative complete the Additional Visit Verification Form (page 27-29 of this packet). I will also accept a printout of an email sent directly to the student from the institution representative verifying a visit date.

**This email must:**

- be sent to the student from the professional email address of the institution representative
- include the date of your visit
- include the name of the person with whom you met on your visit and their title within that institution
- be printed out by the student and included in the paperwork to be turned in to a Career Portfolio Coordinator.

**STUDENTS WHO ATTEND A COLLEGE VISIT SET UP BY THE COUNSELING DEPT:**

- Please complete the Visit Verification Form and have it signed by your School Counselor

What will not be accepted as verification of a visit:

- brochures, booklets, flyers etc. from an institution
- hand-written letters

# Visit Verification Form

**\*\*If a school day is missed for this visit, make a copy of this form and turn it in as your excuse for absence.\*\***

New Brighton Area School District implements a Career Portfolio as the final exit activity. The Career Portfolio needs to be satisfactorily completed according to the standards set in order to graduate. Portions of the project are to be completed independently by students outside of school.

To understand what your institution offers, the student should participate in a tour of the campus (walking or virtual) and also receive information regarding admission, student/campus life and financial aid.

*Please complete the following information for the purpose of verifying the student's visit at your institution.*

**Student Name** \_\_\_\_\_

**Name of Institution** \_\_\_\_\_

**Name of Institution Representative** \_\_\_\_\_

**Signature of Institution Representative** \_\_\_\_\_

**Date of visit** \_\_\_\_\_



# Lions Take PRIDE In Learning

## MENTOR VERIFICATION OF COMMUNITY SERVICE

Student Name \_\_\_\_\_

You have been chosen to verify this student's efforts on his/her Career Portfolio. Since most of the time spent on the project phase of the assignment has been out of the classroom, verification of the student's efforts is necessary. Please answer the following questions to help us evaluate his/her volunteer time.

1. Please complete the table to verify your service hours. A mentor signature is **required**.

Location/Site	Date of service	Hours completed	Mentor Name	Signature	Email/Phone

TOTAL HOURS: \_\_\_\_\_

Mentor comments regarding student performance:

Thank you for allowing this student to complete his/her community service hours with you. We appreciate your help in introducing our students to community service. You are a valuable member of this process. Please feel free to contact a Career Portfolio Coordinator if you have any questions or concerns.

*Career Portfolio Coordinator: 3202 43<sup>rd</sup> St, New Brighton, PA 15066 724-846-1050*