Formulas for Career Success: Portfolio Development

Media Type: DVD
Duration: 23 minutes

Goal: To analyze the benefits and uses of a career portfolio and discuss the process used to create a career portfolio.

Description: A career portfolio is a valuable, in-depth tool used to communicate an individual's abilities, strengths and accomplishments. This presentation explores the items commonly found in career portfolios and explains the purpose and benefits of having a career portfolio. In addition, recently employed graduates provide students advice for creating and using a career portfolio.

Objectives:
1. To analyze the purpose and uses of a career portfolio.
2. To identify items commonly found in a career portfolio.
3. To discuss the design and organization of a career portfolio.
4. To create a career portfolio.

Common Core Standards

College & Career Readiness Anchor Standards for Writing

Writing Standards

Text Types & Purposes	Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.	
	Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.	
	9-12.1	Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.
	9-12.2	Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content.
Production & Distribution of Writing	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	
	Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.	
	Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.	
	9-12.4	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
	9-12.5	Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.
	9-10.6	Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.
	11-12.6	Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.

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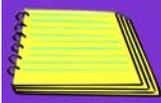
Lesson Plan

*Note: Projects will require a variety of resources. Students should either be instructed to bring supplies for Class 2 or supplies should be provided for them. Resources required for Portfolio Development Project include: students' transcripts, binder or folder, tabbed dividers, clear page protectors, high-quality photocopier or high-quality photocopies of students' artifacts and design and art tools such as pens, markers, paper, scissors, etc. In addition, the Digital Portfolio Project will require a scanner and computer access.

Class 1: **13 min.** Begin class by passing out the *Formulas for Career Success: Portfolio Development Vocabulary Handout* and *Worksheet*. Students should use these as references while viewing the presentation. Show *Formulas for Career Success: Portfolio Development - Contents*. Follow the segment with its *Assessment*. Have students complete the *Creating Artifacts Activity*. Instruct students to complete the *Choosing Artifacts Activity* for homework. Inform students they should bring all artifacts and supplies to the next class for portfolio creation.

Class 2: **10 min.** Show *Formulas for Career Success: Portfolio Development - Design & Organization*. Follow the segment with its *Assessment*. Introduce the *Portfolio Development Project* and have students work on it the remainder of class.

Class 3: Administer the *Formulas for Career Success: Portfolio Development Final Assessment*. Have students continue working on the *Portfolio Development Project*.

Class 4: Have students continue working on the *Portfolio Development Project*.

Class 5: Introduce the *Digital Portfolio Project* for students to complete.

Lesson Links

Career Development Manitoba: A Guide to Building a Career Portfolio
- http://www.manitobacareerdevelopment.ca/CDi/docs/bldg_portfolio.pdf

Learnovation: Career Portfolios
- http://learnovation.com/careerportfolios/careerportfolios.htm

Career & Technical Student Organizations

Future Educators Association
- Electronic Career Portfolio

Future Business Leaders of America
- Electronic Career Portfolio

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Lab Activities

Creating Artifacts
Directions:
Students will identify artifacts they will need for a career portfolio. Any artifacts which they do not already possess will need to be created. Provide additional guidance concerning which items will be required and which are optional.

Choosing Artifacts
Directions:
Students will gather possible artifacts to be included in a career portfolio by using the checklist-style guidelines listed on the *Choosing Artifacts Activity* sheet. Again, provide additional guidance concerning which items will be required and which are optional.

Projects

Portfolio Development
Supplies needed for each student:
Binder or folder; tabbed dividers; clear page protectors; high-quality color photocopies of student's artifacts; design and art tools such as pens, markers, paper, scissors, etc.
Directions:
Students will consider guidelines in the presentation, as well as instructions from you, to create career portfolios for themselves. They should use the artifact list, supply list and grading rubric on the *Portfolio Development Project* sheet as guides. Provide additional guidance concerning which items will be required and which are optional.

Digital Portfolio
Supplies needed:
Career portfolios created for the *Portfolio Development Project*; scanner; computer access
Directions:
Students will create a digital portfolio by scanning artifacts from the traditional portfolio they created for the *Portfolio Development Project* and uploading them into a computer program. You may assign a computer program based on what is available or students may choose a program. Regardless of the software used to create them, students should be guided by the artifact list and grading rubric on the *Digital Portfolio Project* sheet. In addition, provide guidance concerning which items will be required and which are optional.