

Lesson Plan 8: Creating Your Own Overall Personal Portfolio and Career Portfolio

Core www.cfnc.org Area:

Lifelong Portfolio

Total Time:

Two-three 55-60 minute class periods

Target Grades:

Grades 9-12

Suggested Timeline:

Over the course of the school year

ASCA Correlation

(Which of the ASCA Standards does this lesson address?)

A-A	A-B	A-C	C-A	C-B	C-C	PS-A	PS-B	PS-C
		X	X	X	X	X	X	

Lesson Objectives

Students will be able to:

1. Brainstorm items that could be included in their own personal portfolios and their own career portfolios (these should both be incorporated into their www.cfnc.org Portfolio).
2. Determine items using a checklist as a resource for current and future personal portfolios.
3. Determine items using a checklist as a resource for current and future career portfolios.
4. Determine which items are already included in their www.cfnc.org Portfolio

Materials Needed

- Access to your own www.cfnc.org Portfolio (with stored portfolio items and completed activities)
- A data projector
- Pencils with erasers
- Copies of the following worksheets for each student:
 - **My Personal Portfolio Checklist** (Activity 1)
 - **My Career Portfolio Checklist** (Activity 2)

Advance Preparation

Lifelong Portfolio Lessons 1-7 are designed to provide the background for the students to complete this lesson.

Review basic terms related to Lifelong Portfolio project lessons:

Personal portfolio = any collection of items that conveys information about you and is stored to be used as a personal record of your life. (This Lifelong Portfolio lesson focuses on further study of overall personal portfolios.)

Career portfolio = a collection of items that demonstrate your career awareness, your skills and abilities, and your achievements.

www.cfnc.org portfolio = an electronic (web-based) portfolio where you can store items that relate to your personal, career, and academic life. All items from both your personal and career portfolio can be stored here.

Review the worksheet activities and anticipate what students might ask as they complete the worksheets.



Activator (Typically 5-10 minutes)

Introduce students to the process of developing their own portfolio by completing the following:

- Ask students to provide a definition for you for both and personal portfolio and a career portfolio
- Log into your own www.cfnc.org account and display your portfolio using an overhead projector
- Show students items from your own www.cfnc.org Portfolio. As you share each item ask students to vote on whether each item more strongly supports a career or a personal portfolio
- Tell students that this lesson provides time to document on paper what they could include in their www.cfnc.org portfolio

Core Learning Strategies/Lesson Activities (Typically 30-40 minutes)

(How will you facilitate the learning of knowledge/skills using adult learning strategies? How will you provide for skill practice? How will you differentiate learning, as appropriate, for different roles, skill levels, and experience?)

Session #	Step #	Responsibility	Action Steps
1	1	School counselor	<ul style="list-style-type: none">• Focus on today's work:<ol style="list-style-type: none">1. Distributes the Personal Portfolio Checklist and Career Portfolio Checklist Worksheets2. Explain the Personal Portfolio Checklist Worksheet and ask students to complete the worksheets
	2	Students	<ul style="list-style-type: none">• Complete the Personal Portfolio Checklist Worksheet
	3	Counselor	<ul style="list-style-type: none">• Provide assistance to students as they complete the worksheet• When students have finished, ask them to complete the reflection question listed at the end of the worksheet
	4	Student	<ul style="list-style-type: none">• Completes reflection question for the Personal Portfolio Checklist in their www.cfnc.org Portfolio Journal
	5	Counselor	<ul style="list-style-type: none">• Explain the directions on the Career Portfolio Checklist Worksheet
	6	Student	<ul style="list-style-type: none">• Completes Career Portfolio Checklist
	7	Student	<ul style="list-style-type: none">• Saves the worksheet in a paper portfolio or attaches an electronic copy to their www.cfnc.org Portfolio

(chart from RI School Counselor Association's Toolkits, found at www.rischoolcounselor.org)



Summarizer/Informal Assessment (Typically 5-10 minutes)

1. Ask students to discuss with a partner which items from their lists they feel are the most important to include in their www.cfnc.org Portfolio
2. Ask volunteers to share their answers with the class.

Follow-Up

Allow students time to finish incomplete activities within the www.cfnc.org Portfolio.
Ask students to e-mail an invitation to their parents to view their www.cfnc.org Portfolio.



My Personal Portfolio Checklist

Student Name: _____

Directions: This checklist is designed to give you additional ideas of what you could include in your www.cfnc.org Portfolio to support the development of your personal portfolio. For each item listed below, list examples of items of your own from this category that you might store in www.cfnc.org Remember, you can upload files, scanned images, and digital photos. *Note: There is room at the bottom to include additional items of your own.*

Personal Portfolio Items	Examples of your own items from this category
Academic Records (transcripts, report cards)	
ACT Scores	
Artwork	
Athletic Letters	
Awards	
Brochures	
Cartoons	
Collages or Displays	
Certifications	
Computer-generated Items	
Career Interests	
Letters	
Lists	
Magazine Articles	
Mementos	
MP3 Files	
Multimedia Projects	
Music	
Newspaper Articles	
Notes and Cards	
Objects I Make/Crafts	
Photos	
Participation Ribbons/Certificates	
Poetry	
Programs from performances	
PowerPoint Presentations	
Research Papers	
Tests	



Thank You Notes	

Directions: Reflect on the following question in your www.cfnc.org Portfolio Journal:
Which of the items that you listed would you most like to store in your www.cfnc.org Portfolio and why?



My Career Portfolio Checklist

Student Name: _____

Directions: This checklist is designed to give you additional ideas of what you could include in your www.cfnc.org Portfolio to support the development of your career portfolio. For each item listed below, log into www.cfnc.org and click through the sections of the portfolio tab to see if the has been stored or is complete (have this now), whether you will have this in the future, or if you are unsure and need additional assistance.

www.cfnc.org Portfolio Item			
Career Planning	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Career Cluster Survey Results	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Saved Career Clusters	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Saved Careers	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Career Finder Search	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Career Plans	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Resumes	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Cover Letters	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Interview Practice	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Job Interviews	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Thank-You Letters	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Job Search Activities	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Work Experiences	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Professional Associations	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Memberships	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Job Shadowing Experiences	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Early Work Experiences	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Basic Skills	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
General Workplace Skills	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Transferable Skills	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Early Skills	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Work Interest areas	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Work Values	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Aptitudes	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Personality Type	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Learning Styles	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
ASVAB Results	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Personal Values and Priorities	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>



Personal Management Style	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Life Roles	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
High School Transition Plan	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Planning for my Goals	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Your Plan of Study	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
AP Exams	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Support for Academic Goals	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Early College Access Programs	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Enrichment Courses and Workshops	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Extracurricular Activities	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
High Schools Attended	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Middle Schools Attended	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Academic Goals	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Saved Colleges and Post-Secondary schools	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
College Applications	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
My Personal Statement	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
School Finder Searches	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Saved Programs or Majors	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Test Scores	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Colleges Attended	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Internships	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Apprenticeships	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Degrees and Credentials Earned	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Licenses and Certifications	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Informal Learning Experiences	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
FAFSA Submission Date	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Components of My Financial Aid Plan	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Financial Aid Plan for My Colleges	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Scholarship Finder Searches	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Estimated Family Contribution	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
My Goals	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Goals into Action	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Experiences	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Activities	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Awards, Distinctions, Honors	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>



Leadership Experiences	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Networking	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Projects	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Personal Statement	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>
Annual Reflection	<input type="checkbox"/> <i>have this now</i>	<input type="checkbox"/> <i>will have in future</i>	<input type="checkbox"/> <i>unsure</i>

Directions: Answer the questions below as best you can.

1. Besides the items listed, are there any items you have digital versions of or that you could scan, photograph, record, and then upload to your www.cfnc.org Portfolio? Consider academic work, copies of awards, photos of art projects, etc.
2. Which of the items currently in your portfolio will be the most helpful in terms of your high school planning?
3. Which items should you add to support your high school planning?
4. Which of the items currently in your portfolio will be the most helpful in terms of your post-secondary planning?
5. Which items should you add to your portfolio in order to further support your post-secondary planning?
6. Which of the items currently in your portfolio will be the most helpful if you apply for a scholarship?
7. Which items should you add to your portfolio in order improve your chances of earning a scholarship?
8. Which of the items currently in your portfolio will be the most helpful in terms of your career planning?
9. Which items should you add to your portfolio in order to further support your career planning?

