

# *Creating Your Career Portfolio Curriculum*

## **Purpose**

Innovative in career planning, career portfolios are designed to assist in demonstrating skills and competencies. Participants will identify personal strengths and weaknesses in key skill areas and develop a plan for obtaining the skills they need. Work samples will be collected, categorized and evaluated. Participants will analyze how the career portfolio can be used as a tool for the job search as well as career advancement. A hard copy and/or electronic career portfolio will be completed by the end of this course.

## **Objectives**

*By the end of this course the participant should be able to:*

- Assemble a career portfolio using the essential components
- Identify personal key skill areas—soft, hard and transferable
- Collect and choose appropriate work samples for a career portfolio
- Identify the key skills a potential employer needs on the job
- Use a career portfolio in an interview setting
- Analyze how to use a personal career portfolio in career advancement
- Develop a professional résumé
- Create an electronic career portfolio

## **About Career Portfolios**

The Career Portfolio is a process. The career portfolio is a structured document with specific parts, each which serves a purpose in career self-management. The career portfolio is designed to give a future or current employer proof of skills and abilities. A complete portfolio should include:

- **A Work Philosophy\***
- **Career Goals\***
- **A Résumé\***
- **At Least Three Key Skill Areas of Work Samples\***
- **Community Service**
- **Degrees/Diplomas/Awards**
- **Professional Memberships**
- **References\***

(The basic career portfolio must include all sections with an \*)

The practice of collecting work samples and identifying the skills employers want will help individuals to identify their transferable skills. It also helps the participant to see how each skill could be helpful in a new setting.

Work samples are the core part of a career portfolio. These samples are documents that prove a person has the skills and abilities they claim. But before participants can identify appropriate work samples they must explore and audit their skills. The *Creating Your Career Portfolio Practical Exercises* workbook will help your participants identify and plan out work samples for potential use in their career portfolio.

Work samples can come from a variety of sources including a job, training and education, activities, and community service work. Common types of work samples include:

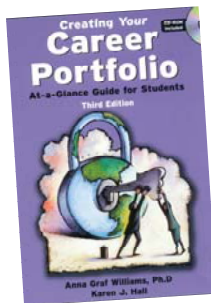
<ul style="list-style-type: none"> <li>▪ Documents created on the job</li> <li>▪ Certificates, awards, certifications</li> <li>▪ Pictures of events or projects</li> <li>▪ Reports, handouts, presentations created</li> <li>▪ Work or class projects</li> <li>▪ Writing samples</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance appraisals</li> <li>▪ Team projects</li> <li>▪ Letters listing what you have accomplished</li> <li>▪ Thank you letters</li> <li>▪ Letters of recommendation</li> <li>▪ Skill sets – a list of specific skills that you have.</li> </ul>
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Overall, the career portfolio process reinforces skill identification, career planning, and goal setting—all of which are key traits in successful individuals.

**Note to teachers:** It is easier to teach career portfolio concepts when you have good examples. See if your participants will let you make copies of their career portfolios so you can use them as examples in future classes. Be sure to check with your organization on the policies and procedure to follow to get participant releases on their materials. *Hint: It is better to have participants sign a general release to use their materials at the beginning of the course.*

## Materials Used in the Course

### *Creating Your Career Portfolio At a Glance Guide for Students 3<sup>rd</sup> Edition*

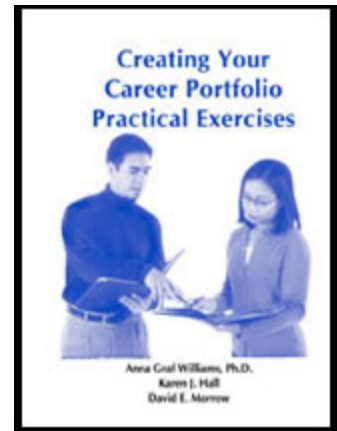


Designed to assist participants in pulling together their many skills and competencies, this innovative, easy-to-read guidebook provides detailed instructions for planning, assembling, and using a personal Career Portfolio for a job search or promotion. It shows them how to tie together and "package" their work experiences, projects, professional development, and personal experiences to help them "sell themselves" in the job market.

The *At a Glance Guide* will help participants organize and create their individual career portfolios.

*Creating Your Career Portfolio Practical Exercises* is a workbook of skill awareness exercises designed to help people identify and focus on skills they have and the skills they need to succeed and get ahead. It also contains checklists and guidelines for creating a résumé and assembling a personalized career portfolio.

With the first exercise, the participant begins to build a master list of skills they have and the skills they want. Each additional exercise explores different types of skills, places to gain skills, and ways to present a person's skills to the needs of an employer.



**Included in each  
Portfolio Kit!**

Exercise No. 1—**Your Career Portfolio Planner** - serves as a centralized place for the participant to record and review the skills they have and the skills they want or need in their career. Many of the other exercises in the workbook will also refer back to this exercise as the participant continues to discover and identify new skills they have or need.

Exercise No. 2	<b>Auditing Job Advertisements for Skills</b>
Exercise No. 3	<b>Class Skills Inventory</b>
Exercise No. 4	<b>Transferable Skills Inventory</b>
Exercise No. 5	<b>Soft Skills Inventory</b>
Exercise No. 6A	<b>Planning for the Skills You Need—College Plan of Study</b>
Exercise No. 6B	<b>Planning for the Skills You Need—Jobs</b>
Exercise No. 6C	<b>Planning for the Skills You Need—Transferable Skills</b>
Exercise No. 7A	<b>Résumé Development—Résumé Organizer</b>
Exercise No. 7B	<b>Résumé Development—Using Keywords in Your Résumé</b>
Exercise No. 8	<b>Gathering, Sorting, and Refining Work Samples</b>
Exercise No. 9	<b>Creating Your Career Portfolio – Assembly Checklist</b>

**The Portfolio Kit**—The portfolio kit is a place to collect and display work samples, letters of thanks or recommendation, certificates, awards, skill sets, pictures, a résumé, references, goals and work statements. All these items can be used in a job review or interview to prove a person's skills to an employer. The *Standard Portfolio Kit* is the most popular and includes:

- **Accordion file**—stores work samples and documents.
- **3-ring presentation binder**—used to present the individual's career portfolio to employers.
- **Plastic sheet protectors**—holds documents and work samples.
- **Blank business cards**—used to create an overview card for each work sample in the portfolio. The card is slipped into the sheet protector along with the work sample.
- **Creating Your Career Portfolio Practical Exercises**— Skill awareness workbook



## Supplemental Materials available from Learnovation®, LLC

### Videos:

#### ***Creating Your Career Portfolio – Assembling Your Portfolio***

This video overviews the career portfolio process and focuses on gathering supplies, work samples and materials to include in a career portfolio. This video features interviews with professionals and students who have used the portfolio, expert interviews and detailed guidelines for putting together your own portfolio. 25 min.

#### ***Creating Your Career Portfolio – Using your Portfolio in Your Job Search***

Once you have created your personalized career portfolio, how do you actually use it in an interview? This video features sample interviews and expert commentary to show the do's and don'ts of portfolio use in an interview setting. Learn tips on using the portfolio to your best advantage. 25 min.

#### ***Transferable Skills: Using Everything You've Got to Advance***

##### **Transferable Skills – Using Everything You've Got to Advance**

Identifying and promoting your skills is one of the focuses of the career portfolio. This video helps you to identify and use your transferable skills to advance your career. 20 min.

### Audio Tape:

#### ***Career Smarts—Career Portfolios with a Can Do Attitude***

This audio tape features an interview with Anna Graf Williams, Ph.D., overviewing the contents of a Career Portfolio and the process of creating and assembling a portfolio. Anna focuses on how to select the best work samples and use transferable skills to the best advantage to get that job, raise, or promotion. 45 min.

## The Learnovation Development Team

Learnovation®, LLC was founded in 1998 to develop products and deliver services which educate and empower people to enhance their lives. Through career advancement, quality instructional design, publishing and motivational instruction, Learnovation®, LLC has influenced education, industry and government practices.

Senior partners Anna Graf Williams, Ph.D., and Karen J. Hall standardized the career portfolio process in *Creating Your Career Portfolio—At A Glance Guide* (published by Prentice Hall and now in the 3<sup>rd</sup> edition.) Career portfolios are now in place throughout the world in high school programs, college curriculums, and industry as an assessment and placement tool. The career portfolio is a process, not just a product created by an individual. Thousands of hours of research have been conducted by Learnovation®, LLC in the area of career portfolio use and development. Life skills and career advancement have been long standing areas of expertise for Learnovation®, LLC. They have developed *The Immigrant's Guide to the American Workplace* (published by Prentice Hall in English and Spanish).

**Anna Graf Williams, Ph.D.**, has a doctoral degree in education and curriculum development from Purdue University with an undergraduate degree in Consumer and Family Studies. Anna is formerly one of the youngest full professors in the country with her career emphasis on the standardization of skill outcome

assessments. Measurement and instructional design have been the cornerstone of her career where she has published hundreds of articles and given hundreds of national and international presentations. Anna is a facilitator who speaks on topics related to career development, self-motivation and strategic planning. Anna has served as the executive editor for a career advancement publication for college students called HOSTEUR. Among her co-authored titles are:

- *Creating Your Career Portfolio—At A Glance Guide*
- *Creating Your Career Portfolio—At A Glance Guide for Students*
- *The Immigrant’s Guide to the American Workplace*
- *The Family Guide to the American Workplace*
- *Creating Your Career Portfolio Practical Exercises*
- *Training the Trainer—Performance Based Training for Today’s Workplace*
- *Career Smarts—Career Portfolios with a Can Do Attitude (audio)*
- *Creating Your Career Portfolio—Using Your Portfolio in Your Job Search (Video)*
- *Creating Your Career Portfolio –Assembling your Portfolio (Video)*
- *Transferable Skills: Using Everything You’ve Got to Advance (Video)*

**Karen J. Hall** has a master’s degree from Purdue University in Instructional Design and Educational Computing. Karen was formerly a corporate trainer and instructional designer. Karen is an outstanding graphic artist and web designer leading Learnovation®, LLC in new and innovative methods of instruction for both print and e-training platforms. Among her co-authored titles of books are:

- *Creating Your Career Portfolio—At A Glance Guide*
- *Creating Your Career Portfolio—At A Glance Guide for Students*
- *The Immigrant’s Guide to the American Workplace*
- *The Family Guide to the American Workplace*
- *Creating Your Career Portfolio Practical Exercises*
- *Training the Trainer—Performance Based Training for Today’s Workplace*
- *Creating Your Career Portfolio—Using Your Portfolio in Your Job Search (Video)*
- *Creating Your Career Portfolio –Assembling your Portfolio (Video)*
- *Transferable Skills: Using Everything You’ve Got to Advance (Video).*

**David Morrow** leads the product research and development team at Learnovation®, LLC. He holds a master’s degree in Managerial Technology from Johnson & Wales University with his additional degrees in culinary arts, foodservice management, and hotel/restaurant institutional management. David worked with Applebee’s Neighborhood Grill & Bar for seven years as an area director, and his insight into employee and industry needs has been invaluable. David’s interest in instructional design and desire to help others better understand the complexities of the American workplace led him to his work on the development and design of *Creating Your Career Portfolio: Practical Exercises* and *The Family Guide to the American Workplace*. David is a co-author on both books. Dave has also co-authored a series of training the trainer kits for food safety and sanitation training. Using an integrated approach, Dave has combined instructional content with PowerPoint slides, activities, review, evaluation, and reinforcement tools to create an effective combination. David is also a presenter and facilitator who speaks on topics related to food service, career development and strategic planning.

## Career Portfolio Curriculum Plan

Based on *Creating Your Career Portfolio At-A-Glance Guide for Participants 3<sup>rd</sup> Edition*

**Full Course Curriculum** – designed for 2 ½ - 3 credit hour courses/ 1 semester course

**Jump-Start Seminar** – designed for a 1 credit hour course; easily integrated into existing career development courses; or can be taught in a seminar/workshop format

**Self-Study** – designed for use in career development center settings, placement offices, and online courses – limited contact time

**Instructional time** – contact time with participants, instruction in new topics\*

**Assignment time** – time for participants to complete assignments and activities in or out of class

**Group Activity time** – time for structured interaction in or out of class

\*Time has not been allocated for quizzes and tests. All feedback/grading is based upon performance on assignments/activities.



A component of the portfolio



Template available on CD-ROM



Suggested group activity

**Text** – *Creating Your Career Portfolio At-A-Glance Guide for Participants – 3<sup>rd</sup> Edition*

**Workbook** – *Creating Your Career Portfolio Practical Exercises*











## Session #1 - What is a Career Portfolio/ Introduction

	Full Course Curriculum (40-45 contact hours)	Jump-Start Seminar (15-18 contact hours)	Self-Study (8-10 contact hours)	Notes
<b>Instructional Time</b>	3 hours	1 hour	1 hour	The audio tape can be used by participants to overview the components of a career portfolio and serve as a reference during additional sessions. (Especially helpful to individuals in a self-study program)
<b>Assignment Time</b>	2 ½ hours	2 ½ hours	2 ½ hours	
<b>Group Activity Time</b>	Ø hours	Ø hours	N/A	

Topic	Materials	Assignment/Activities
<ul style="list-style-type: none"> <li>▪ Introduce the topic and the materials</li> <li>▪ Why would you use a portfolio?</li> <li>▪ What is a career portfolio?</li> <li>▪ What materials do you need to assemble a portfolio?</li> <li>▪ How you can use the career portfolio in different situations               <ul style="list-style-type: none"> <li>• During an interview to get a job</li> <li>• In a job to track your performance</li> </ul> </li> <li>▪ An overview of the content of a portfolio               <ul style="list-style-type: none"> <li>• Sections of a portfolio</li> <li>• Collecting and creating work samples</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Text – Chapter 1</li> <li>▪ Workbook – Exercise 1 – portfolio planner</li> <li>▪ Sample portfolios (instructor's, several participants')</li> <li>▪ Sample electronic portfolios</li> <li>▪ Empty portfolio kits with supplies</li> <li>▪ Audio Tape – <i>Career Smarts: Career Portfolios with a Can-Do Attitude!</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Text – Read Chapter 1</li> <li>▪ Workbook – Review Exercise #1 Your career portfolio planner</li> <li>▪ Familiarize themselves with their career portfolio kit</li> <li>▪ Participants will begin to collect work samples</li> <li>▪ Listen to the audio tape</li> </ul>



## Session #2 – Planning Your Career Portfolio

	Full Course Curriculum (40-45 contact hours)	Jump-Start Seminar (15-18 contact hours)	Self-Study (8-10 contact hours)
<b>Instructional Time</b>	10 hours	3 ½ hours	2 hours
<b>Assignment Time</b>	6 hours	7 hours	8 hours
<b>Group Activity Time</b>	2 ½ hours	2 ½ hours	N/A

Topic	Materials	Assignment/Activities
<ul style="list-style-type: none"> <li>▪ Designing your career plan               <ul style="list-style-type: none"> <li>• Identifying your skills –                   <ul style="list-style-type: none"> <li>♦ Hard skills</li> <li>♦ Soft skills</li> <li>♦ Transferable skills</li> </ul> </li> <li>• SWOT analysis</li> </ul> </li> <li>▪ Planning for skill development</li> <li>▪ Work philosophy </li> <li>▪ Goals </li> </ul>	<ul style="list-style-type: none"> <li>▪ Text – Chapter 2</li> <li>▪ Text – Chapter 9, Resource Guide- #5- Transferable Skills List, #6- List of templates on the disk</li> <li>▪ Video – <i>Transferable Skills: Using Everything You've Got To Advance</i></li> <li>▪ Workbook – Exercises #5, 6A, 6B, 6C, and 1</li> </ul>	<ul style="list-style-type: none"> <li>▪ Text – Read Chapter 2</li> <li>▪ Have the participant complete a career SWOT analysis  </li> <li>▪ Have the participant write their work philosophy.   </li> <li>▪ Have the participant write their work career goals.   </li> <li>▪ Participants will collect work samples</li> <li>▪ Workbook – Exercise #5 – Soft Skills Inventory</li> <li>▪ Workbook – Exercise #6A – Planning for the Skills You Need- College Plan of Study</li> <li>▪ Workbook – Exercise #6B – Planning for the Skills You Need- Jobs</li> <li>▪ Workbook – Exercise #6C – Planning for the Skills You Need- Transferable Skills</li> <li>▪ Workbook – Exercise #1 – Update the Career Planner</li> </ul>











### Session #3 – The Résumé: An Overview of Your Portfolio

	Full Course Curriculum (40-45 contact hours)	Jump-Start Seminar (15-18 contact hours)	Self-Study (8-10 contact hours)
<b>Instructional Time</b>	3 hours	1 ½ hours	1 hour
<b>Assignment Time</b>	8 hours	9 hours	10 ½ hours
<b>Group Activity Time</b>	45 minutes	Ø hours	N/A

Topic	Materials	Assignment/Activities
<ul style="list-style-type: none"> <li>▪ Basics of a résumé </li> <li>▪ Organizing your résumé</li> <li>▪ Choosing the right words </li> <li>▪ Formatting your résumé</li> <li>▪ Getting it out there               <ul style="list-style-type: none"> <li>• Cover letters</li> <li>• E-mail and fax</li> <li>• Online services and websites</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Text – Chapter 3</li> <li>▪ Text – Chapter 9 – Resource Guide, #3 - Action Verb List</li> <li>▪ Workbook – Exercises #7A, 7B and 1</li> <li>▪ Sample résumés</li> </ul>	<ul style="list-style-type: none"> <li>▪ Text – Read Chapter 3</li> <li>▪ Workbook – Exercise # 7A – Résumé Organizer</li> <li>▪ Workbook – Exercise # 7B – Using Keywords in Your Résumé</li> <li>▪ Workbook – Exercise #1 – Update the Career Planner</li> <li>▪ Create a résumé</li> <li>▪ Write a cover letter</li> <li>▪ Participants will collect work samples</li> </ul> <p>Optional Activity:</p> <ul style="list-style-type: none"> <li>▪ Have participants post their résumé on a website (45 minutes)</li> </ul>

## Session #4 – Proving Your Skills

	Full Course Curriculum (40-45 contact hours)	Jump-Start Seminar (15-18 contact hours)	Self-Study (8-10 contact hours)	Notes
<b>Instructional Time</b>	12 hours	4 hours	2 hours	Letters of request for recommendation can serve in place of the actual letter of recommendation when grading the portfolio. Work samples are best presented and graded together with overview cards.
<b>Assignment Time</b>	13 hours	17 hours	20 hours	
<b>Group Activity Time</b>	1 ½ hours	1 ½ hours	N/A	

Topic	Materials	Assignment/Activities
<ul style="list-style-type: none"> <li>▪ Review the contents of a career portfolio</li> <li>▪ Sources of work samples               <ul style="list-style-type: none"> <li>• Class assignments</li> <li>• On the job – employment</li> <li>• Community service</li> </ul> </li> <li>▪ Types of work samples  <ul style="list-style-type: none"> <li>• Materials used or produced on the job</li> <li>• Assignments</li> <li>• Letters of recommendation</li> <li>• Skill sets</li> <li>• Certifications, diplomas, degrees or awards</li> <li>• Community service</li> </ul> </li> <li>▪ Personal and professional growth               <ul style="list-style-type: none"> <li>• Professional memberships </li> <li>• Professional development plans</li> </ul> </li> <li>▪ Other reference materials               <ul style="list-style-type: none"> <li>• Academic plan of study </li> <li>• Faculty and employer bios </li> <li>• References </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Text – Chapter 4</li> <li>▪ Text – Chapter 9 – Resource Guide, #4 Department of Labor SCANS, #5- Transferable Skills List, #6- List of templates on the disk</li> <li>▪ Video – <i>Creating Your Career Portfolio – Assembling Your Portfolio</i></li> <li>▪ Workbook – Exercises #2, 3, 4, and 1</li> <li>▪ Portfolio kit</li> </ul>	<ul style="list-style-type: none"> <li>▪ Text – Read Chapter 4</li> <li>▪ Workbook – Exercise #2 – Auditing Job Advertisements for Skills</li> <li>▪ Workbook – Exercise #3 – Class Skills Inventory </li> <li>▪ Workbook – Exercise #4 – Transferable Skills Inventory</li> <li>▪ Workbook – Exercise #1 – Update the Career Planner</li> <li>▪ Participants will write a letter requesting a letter of recommendation. The participant may use the recommendation request letter template found on the CD. </li> <li>▪ Participants will collect work samples.</li> <li>▪ The participant will use the template forms on the CD to create the following documents:  <ul style="list-style-type: none"> <li>• professional membership list (If no memberships are currently held, research professional memberships in a career field and use those instead)</li> <li>• academic plan of study (transcripts aren't necessary; participants should include course descriptions by area)</li> <li>• faculty and employer bio</li> <li>• reference list</li> </ul> </li> </ul> <p>Optional Activity:</p> <ul style="list-style-type: none"> <li>▪ Have participants create customized skill sets using the template found on the CD   (45 minutes)</li> </ul>

Curriculum Plan – Part 2 of 6

Based on *Creating Your Career Portfolio At-A-Glance Guide for Participants, 3<sup>rd</sup> Ed.*

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## Session #5 – Assembly

	Full Course Curriculum (40-45 contact hours)	Jump-Start Seminar (15-18 contact hours)	Self-Study (8-10 contact hours)
Instructional Time	6 hours	2 hours	1 hour
Assignment Time	7 ½ hours	8 ½ hours	9 ½ hours
Group Activity Time	2 hours	2 hours	N/A

Topic	Materials	Assignment/Activities
<ul style="list-style-type: none"> <li>▪ Introduce formatting and creating your career portfolio with style               <ul style="list-style-type: none"> <li>• Review chapter 8 – Style Guide and use it as a reference during assembly</li> </ul> </li> <li>▪ Step 1: Gathering your supplies</li> <li>▪ Step 2: Sorting and organizing work samples 🧑🧑🧑               <ul style="list-style-type: none"> <li>• Selecting tabbed areas</li> <li>• Selecting appropriate work samples</li> </ul> </li> <li>▪ Step 3: Putting your career portfolio together</li> <li>▪ Step 4: Developing support materials               <ul style="list-style-type: none"> <li>• Statement of originality and confidentiality 📄</li> <li>• Work sample overview cards 📄</li> </ul> </li> <li>▪ Step 5: Proofing your career portfolio</li> <li>▪ Assembling an on-the-job portfolio</li> </ul>	<ul style="list-style-type: none"> <li>▪ Text – Chapter 5</li> <li>▪ Text – Chapter 8</li> <li>▪ Text – Chapter 9 – Resource Guide, #1 Supply List, #2- Emergency Instructions for Portfolio Assembly, #6- List of templates on the disk</li> <li>▪ Workbook – Exercises #8, 9, and 1</li> <li>▪ Portfolio kit</li> </ul>	<ul style="list-style-type: none"> <li>▪ Text – Read Chapters 5 and 8</li> <li>▪ Exercise #8 – Gathering, Sorting, and Refining Work Samples</li> <li>▪ Exercise #9 – Creating Your Career Portfolio - Assembly Checklist</li> <li>▪ Exercise #1 – Update the Career Planner</li> <li>▪ Select and create the tabs for the portfolio 🧑🧑🧑</li> <li>▪ Sort and select work samples to include in the presentation portfolio 🧑🧑🧑</li> <li>▪ Physically assemble the portfolio</li> <li>▪ The participant will use the template forms on the CD to create the following documents: 🖨️               <ul style="list-style-type: none"> <li>• Statement of originality and confidentiality</li> <li>• Work sample overview cards</li> </ul> </li> </ul>


## Session # 6– Using the Portfolio (Chapter 7)

	Full Course Curriculum (40-45 contact hours)	Jump-Start Seminar (15-18 contact hours)	Self-Study (8-10 contact hours)
<b>Instructional Time</b>	7 hours	2 hours	1 hour
<b>Assignment Time</b>	3 hours	3 hours	3 hours
<b>Group Activity Time</b>	3 hours	3 hours	N/A

Topic	Materials	Assignment/Activities
<ul style="list-style-type: none"> <li>▪ Customizing your portfolio for the needs of the interview (job-specific)</li> <li>▪ Using the career portfolio in a job interview               <ul style="list-style-type: none"> <li>• Using the career portfolio to:                   <ul style="list-style-type: none"> <li>♦ Introduce yourself</li> <li>♦ Answer a question</li> <li>♦ Summarize skills</li> </ul> </li> <li>• Dealing with employer reactions</li> <li>• Leaving your career portfolio with an employer</li> </ul> </li> <li>▪ Following up after the interview</li> <li>▪ Using the career portfolio to get an internship or co-op</li> <li>▪ Using the career portfolio in a promotion or job review</li> </ul>	<ul style="list-style-type: none"> <li>▪ Text – Chapter 7</li> <li>▪ Completed portfolio kit</li> <li>▪ Video – <i>Creating Your Career Portfolio Using Your Portfolio in Your Job Search</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Text – Read Chapter 7</li> <li>▪ Preparation for mock interviews</li> <li>▪ Role play mock interviews using the completed portfolio 111</li> <li>▪ Conduct mock interviews using the completed portfolios</li> </ul>

**Session #7 – The Electronic Portfolio (Chapter 6)**

	<b>Full Course Curriculum (40-45 contact hours)</b>	<b>Jump-Start Seminar (15-18 contact hours)</b>	<b>Self-Study (8-10 contact hours)</b>	<b>Notes</b>
<b>Instructional Time</b>	4 hours	2 hours	1 hour	This session can be moved towards the beginning of the program if the class will be focusing on creating electronic portfolios.
<b>Assignment Time</b>	20 hours	25 hours	30 hours	
<b>Group Activity Time</b>	∅ hours	∅ hours	N/A	

<b>Topic</b>	<b>Materials</b>	<b>Assignment/Activities</b>
<ul style="list-style-type: none"> <li>▪ Benefits of using an electronic career portfolio</li> <li>▪ Using an electronic career portfolio</li> <li>▪ Technical requirements for launching an electronic career portfolio</li> <li>▪ Designing the electronic portfolio</li> <li>▪ Elements of an electronic career portfolio</li> </ul>	<ul style="list-style-type: none"> <li>▪ Text – Chapter 6</li> <li>▪ Text – Chapter 9 – Resource Guide, #1 Supply List, #6- List of templates on the disk</li> <li>▪ Completed career portfolio kit</li> </ul>	<ul style="list-style-type: none"> <li>▪ Text – Read Chapter 6</li> <li>▪ Complete an electronic portfolio using the electronic portfolio template on the CD provided in the text book .               <ul style="list-style-type: none"> <li>• Sort and organize work samples to include</li> <li>• Scan work samples</li> <li>• Use the template to create the electronic portfolio</li> </ul> </li> </ul>

## Suggested Grading Rubrics for Exercises in *Creating Your Career Portfolio Practical Exercises* (Workbook)

Exercises	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
<b>#1 – Career Portfolio Planner</b>	<ul style="list-style-type: none"> <li>▪ 50% or less of the skills are listed from each of the other exercises</li> </ul>	<ul style="list-style-type: none"> <li>▪ 80% of the skills are listed from each of the other exercises</li> <li>▪ Source identified for each skill</li> <li>▪ Evidence/Proof or plan to obtain the skill is identified for each skill</li> <li>▪ Tabbed area identified for each skill</li> </ul>	<ul style="list-style-type: none"> <li>▪ All skills are listed from each of the other exercises</li> <li>▪ Skill type is identified for each skill</li> <li>▪ Source identified for each skill</li> <li>▪ Evidence/Proof or plan to obtain the skill is identified for each skill</li> <li>▪ Tabbed area identified for each skill</li> </ul>	<ul style="list-style-type: none"> <li>▪ All skills are listed from each of the other exercises</li> <li>▪ Skill type is <b>correctly</b> identified for each skill</li> <li>▪ Source identified for each skill</li> <li>▪ Evidence/Proof or plan to obtain the skill is identified for each skill and can realistically be accomplished by the student</li> <li>▪ The plan to obtain the skill contains achievement dates</li> <li>▪ Tabbed area identified for each skill</li> </ul>
<b>#2 – Auditing Job Advertisements For Skills</b>	<ul style="list-style-type: none"> <li>▪ Presents no job ads</li> <li>▪ Does not identify keywords</li> <li>▪ Does not list any skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify and attach 1 job ad</li> <li>▪ Identify 3 keywords</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify and attach 2 job ads</li> <li>▪ Identify 3 keywords for each ad</li> <li>▪ Underline keywords in ad</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify and attach 3 job ads</li> <li>▪ Identify 9 keywords for each ad</li> <li>▪ Underline keywords in ad</li> <li>▪ All job ads are in the same career field</li> </ul>
<b>#3 – Class Skills Inventory</b>	<ul style="list-style-type: none"> <li>▪ Identify less than 3 skills learned</li> <li>▪ Identify no course</li> <li>▪ Does not describe how each skill would be used in the career field</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify the career field</li> <li>▪ Identify 3 skills learned</li> <li>▪ Identify 1 or more courses</li> <li>▪ Describe how each skill would be used in the career field</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify the career field</li> <li>▪ Identify 6 skills learned</li> <li>▪ Identify 2 or more courses</li> <li>▪ Describe how each skill would be used in the career field</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify the career field</li> <li>▪ Identify 9 skills learned</li> <li>▪ Identify 3 or more courses</li> <li>▪ Describe how each skill would be used in the career field</li> </ul>
<b>#4 – Transferable Skill Inventory</b>	<ul style="list-style-type: none"> <li>▪ Identify less than 6 activities</li> <li>▪ Identify less than 3 skills for each activity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify 6 activities (3 hobbies, 3 jobs at a minimum if they do not have memberships or community service.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify 8 activities</li> <li>▪ Identify 1 activity for at least 3 transferable skill areas</li> <li>▪ Identify 5 skills for each activity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify 12 activities</li> <li>▪ Identify 2 or more activities for all transferable skill areas</li> <li>▪ Identify 6 skills for each activity</li> </ul>

Exercises	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
		<ul style="list-style-type: none"> <li>▪ Identify 3 skills for each activity</li> </ul>		
<b>#5 – Soft Skills Inventory</b>	<ul style="list-style-type: none"> <li>▪ Identify less than 3 soft skills areas</li> <li>▪ Identify less than 2 observable skills for each area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify a minimum of 3 soft skills areas</li> <li>▪ Identify a minimum of 2 observable skills for each area</li> <li>▪ Identify a minimum of 1 method of proof for each skill</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify a minimum of 5 soft skills areas</li> <li>▪ Identify a minimum of 3 observable skills for each area</li> <li>▪ Identify a minimum of 1 method of proof for each skill</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify a minimum of 6 soft skills areas</li> <li>▪ Identify a minimum of 3 observable skills for each area</li> <li>▪ Identify a minimum of 1 method of proof for each skill</li> <li>▪ Method of proof contains achievement dates</li> </ul>
<b>#6A – Planning For The Skills You Need – College Plan Of Study</b>	<ul style="list-style-type: none"> <li>▪ Identify less than 3 skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify a minimum of 3 skills</li> <li>▪ Identify skill type for each skill</li> <li>▪ Explain why each skill would be gained</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify 4-5 skills</li> <li>▪ Identify skill type for each skill</li> <li>▪ Explain why each skill would be gained</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify 6-7 skills</li> <li>▪ <b>Correctly</b> identify skill type for each skill</li> <li>▪ Explain why each skill would be gained</li> </ul>
<b>#6B – Planning For The Skills You Need – Jobs</b>	<ul style="list-style-type: none"> <li>▪ Identify less than 5 skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify a minimum of 7 skills</li> <li>▪ Describe skill development for each skill</li> <li>▪ Identify a timeline for developing skill</li> <li>▪ Identify work sample for each skill</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify a minimum of 10 skills</li> <li>▪ Describe skill development for each skill</li> <li>▪ Identify a timeline for developing skill</li> <li>▪ Timeline for skill development is realistic</li> <li>▪ Identify work sample for each skill</li> <li>▪ Identify other participants needed to develop skill</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify a minimum of 12 skills</li> <li>▪ Describe skill development for each skill</li> <li>▪ Identify a timeline for developing skill</li> <li>▪ Timeline for skill development is realistic</li> <li>▪ Identify work sample for each skill</li> <li>▪ Identify other participants needed to develop skill</li> <li>▪ Skills chosen match participant's career plan</li> </ul>
<b>#6C – Planning For The Skills You Need – Transferable Skills</b>	<ul style="list-style-type: none"> <li>▪ Identify less than 7 skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify a minimum of 9 skills</li> <li>▪ Identify transferable skill area for each skill</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify a minimum of 12 skills</li> <li>▪ Identify transferable skill area for each skill</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify a minimum of 15 skills</li> <li>▪ Identify transferable skill area for each skill</li> </ul>

Exercises	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
<b>Transferable Skills (cont.)</b>		<ul style="list-style-type: none"> <li>▪ Describe skill development for each skill</li> <li>▪ Identify work sample for each skill</li> <li>▪ Identify a timeline for developing skill</li> </ul>	<ul style="list-style-type: none"> <li>▪ Describe skill development for each skill</li> <li>▪ Identify work sample for each skill</li> <li>▪ Identify a timeline for developing skill</li> <li>▪ Timeline for skill development is realistic</li> <li>▪ Identify other participants needed to develop skill</li> </ul>	<ul style="list-style-type: none"> <li>▪ Describe skill development for each skill</li> <li>▪ Identify other participants needed to develop skill</li> <li>▪ Identify a timeline for developing skill</li> <li>▪ Timeline for skill development is realistic</li> <li>▪ Identify work sample for each skill</li> <li>▪ Skills chosen match participant's career plan</li> </ul>
<b>#7A – Résumé Development – Résumé Organizer</b>	<ul style="list-style-type: none"> <li>▪ Sections 1, 2, or 6 are incomplete</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completely fill out sections 1, 2, and 6</li> <li>▪ Work experience –Complete work experience section for a minimum of three jobs</li> <li>▪ If no job experience, complete Exercise #2 and #6B and then complete the work experience section as if they had one of those jobs</li> <li>▪ Include at least 1 reference</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completely fill out sections 1, 2, and 6</li> <li>▪ Work experience –Complete work experience section for a minimum of three jobs</li> <li>▪ If no job experience, complete Exercise #2 and #6B and then complete the work experience section as if they had one of those jobs</li> <li>▪ Complete section 5, identifying participation in a minimum of 1 volunteer activity or research and identify a minimum of 2 volunteer activities to achieve for section 5</li> <li>▪ Include at least 3 references</li> <li>▪ Create a functional résumé without spelling or grammatical errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completely fill out sections 1, 2, and 6</li> <li>▪ Work experience –Complete work experience section for a minimum of three jobs</li> <li>▪ If no job experience, complete Exercise #2 and #6B and then complete the work experience section as if they had one of those jobs</li> <li>▪ Complete section 3 identifying a minimum of 1 professional membership held or research and identify a minimum of 2 professional memberships for section 3</li> <li>▪ Complete section 4, identifying a minimum of 1 award earned or research and identify a minimum of 2 awards to achieve</li> </ul>

Exercises	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
Résumé Organizer (cont.)				<ul style="list-style-type: none"> <li>▪ Complete section 5, identifying participation in a minimum of 1 volunteer activity or research and identify a minimum of 2 volunteer activities to achieve for section 5</li> <li>▪ Include at least 3 references</li> <li>▪ Create a functional résumé without spelling or grammatical errors</li> <li>▪ Résumé contains a highly-detailed level of skills</li> </ul>
#7B – Résumé Development – Using Keywords In Your Résumé	<ul style="list-style-type: none"> <li>▪ Did not complete work experience section for one job</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete work experience for one job</li> <li>▪ Identify 1 skill and 1 keyword</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete work experience for one job</li> <li>▪ Identify 3 skills and 3 keywords</li> <li>▪ Complete volunteerism section by identifying a minimum of 1 volunteer activity <b>or</b> list a potential volunteer activity and list 3 keywords</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete work experience for one job</li> <li>▪ Identify 3 skills and 9 keywords</li> <li>▪ Complete professional memberships by identifying a minimum of 1 professional membership held <b>or</b> list a desired professional membership and list 3 keywords</li> <li>▪ Complete awards section by identifying a minimum of 1 award received with 3 keywords <b>or</b> list a desired award with 3 keywords</li> <li>▪ Complete volunteerism section by identifying a minimum of 1 volunteer activity and list 3 keywords <b>or</b> list a potential volunteer activity and list 3 keywords</li> </ul>

Exercises	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
<b>#8 – Gathering, Sorting And Refining Work Samples</b>	<ul style="list-style-type: none"> <li>▪ Tabbed area column in Exercise #1 is incomplete</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete the tabbed area column in Exercise #1</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete the tabbed area column in Exercise #1</li> <li>▪ Create tabs for each area of the portfolio</li> <li>▪ Work samples correctly sorted into a minimum of 3 tabbed areas</li> <li>▪ Best work samples are displayed in the portfolio</li> <li>▪ Overview cards created for each work sample</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete the tabbed area column in Exercise #1</li> <li>▪ Create tabs for each area of the portfolio</li> <li>▪ Work samples correctly sorted into a minimum of 4 tabbed areas</li> <li>▪ Best work samples are displayed in the portfolio</li> <li>▪ Overview cards created for each work sample</li> </ul>
<b>#9 – Creating Your Career Portfolio – Assembly Checklist</b>	<ul style="list-style-type: none"> <li>▪ Checklist is incomplete</li> </ul>	<ul style="list-style-type: none"> <li>▪ Checklist is fully completed including: <ul style="list-style-type: none"> <li>• Work philosophy</li> <li>• Minimum of 3 goals</li> <li>• Minimum of 2 tabbed areas</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Checklist is fully completed including: <ul style="list-style-type: none"> <li>• Work philosophy</li> <li>• Minimum of 4 goals</li> <li>• Minimum of 3 tabbed areas</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Checklist is fully completed including: <ul style="list-style-type: none"> <li>• Work philosophy</li> <li>• Minimum of 5 goals</li> <li>• Minimum of 4 tabbed areas</li> </ul> </li> </ul>

## Suggested Grading Rubrics for Assignments in *Creating Your Career Portfolio*

(Practical Exercises are listed in a separate document)

Assignments/Activities	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
Career SWOT Analysis	<ul style="list-style-type: none"> <li>▪ SWOT analysis is incomplete</li> </ul>	<ul style="list-style-type: none"> <li>▪ Partially distinguish things they control (strengths and weaknesses) vs. things they do not control (opportunities and threats)</li> <li>▪ Identify 1-2 of each:                             <ul style="list-style-type: none"> <li>• Strengths</li> <li>• Weaknesses</li> <li>• Opportunities</li> <li>• Threats</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Adequately distinguish things they control (strengths and weaknesses) vs. things they do not control (opportunities and threats)</li> <li>▪ Identify 3-5 of each:                             <ul style="list-style-type: none"> <li>• Strengths</li> <li>• Weaknesses</li> <li>• Opportunities</li> <li>• Threats</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Completely distinguish things they control (strengths and weaknesses) vs. things they do not control (opportunities and threats)</li> <li>▪ Identify 7-10 of each:                             <ul style="list-style-type: none"> <li>• Strengths</li> <li>• Weaknesses</li> <li>• Opportunities</li> <li>• Threats</li> </ul> </li> </ul>
Work Philosophy	<ul style="list-style-type: none"> <li>▪ Includes statements unrelated to work and the industry</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include fewer than 2 statements describing personal beliefs about work and the industry</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include 2-3 statements describing personal beliefs about work and the industry</li> <li>▪ No grammar or spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include 4-5 statements describing personal beliefs about work and the industry</li> <li>▪ No grammar or spelling errors</li> </ul>
Career goals	<ul style="list-style-type: none"> <li>▪ Goals are incomplete</li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes less than 3 goals</li> <li>▪ Goals do not meet all of the following components:                             <ul style="list-style-type: none"> <li>• are measurable</li> <li>• include timelines for completion</li> <li>• are achievable</li> <li>• career oriented</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes 3 goals</li> <li>▪ Goals are measurable and include timelines for completion</li> <li>▪ Goals are achievable</li> <li>▪ Goals are career oriented</li> <li>▪ No grammar or spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes 4-5 goals</li> <li>▪ Goals are measurable and include timelines for completion</li> <li>▪ Goals are achievable</li> <li>▪ Goals are career oriented</li> <li>▪ No grammar or spelling errors</li> </ul>
Résumé	<ul style="list-style-type: none"> <li>▪ Résumé is incomplete</li> </ul>	<ul style="list-style-type: none"> <li>▪ Résumé is neat and printed</li> <li>▪ Résumé is incomplete</li> </ul>	<ul style="list-style-type: none"> <li>▪ Résumé is complete, neat, and printed on professional paper</li> </ul>	<ul style="list-style-type: none"> <li>▪ Résumé is complete, neat, and printed on professional paper</li> </ul>

Assignments/Activities	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
Résumé (continued)		<ul style="list-style-type: none"> <li>▪ Résumé partially describes education and work experiences</li> <li>▪ Résumé formatting is inconsistent</li> </ul>	<ul style="list-style-type: none"> <li>▪ Résumé adequately describes education and work experiences</li> <li>▪ Résumé formatting is consistent</li> <li>▪ No grammar or spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Résumé completely describes education and work experiences in professional language</li> <li>▪ Résumé formatting is consistent</li> <li>▪ Availability of career portfolio is noted</li> <li>▪ No grammar or spelling errors</li> </ul>
Cover letter	<ul style="list-style-type: none"> <li>▪ Letter is incomplete</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed letter missing any of the following components: <ul style="list-style-type: none"> <li>• Specific address</li> <li>• Key summary of the résumé</li> <li>• Explanation of desired job opportunities</li> <li>• Business format</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed letter, in business format, includes: <ul style="list-style-type: none"> <li>• Specific address</li> <li>• Key summary of the résumé</li> <li>• Explanation of desired job opportunities</li> </ul> </li> <li>▪ No grammar or spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed letter, in business format, includes: <ul style="list-style-type: none"> <li>• Specific address</li> <li>• Key summary of the résumé</li> <li>• Explanation of desired job opportunities</li> <li>• Availability of career portfolio is noted</li> </ul> </li> <li>▪ No grammar or spelling errors</li> </ul>
Letter of request	<ul style="list-style-type: none"> <li>▪ Letter is incomplete</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed letter does not include: <ul style="list-style-type: none"> <li>• A clear list of skills to be addressed</li> <li>• Time period to be addressed</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed letter which includes: <ul style="list-style-type: none"> <li>• A list of skills to be addressed</li> <li>• Time period to be addressed</li> </ul> </li> <li>▪ No grammar or spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed letter in business letter format which includes: <ul style="list-style-type: none"> <li>• A list of specific skills to be addressed</li> <li>• A requested return date</li> <li>• Time period to be addressed</li> <li>• Relationship of reference</li> </ul> </li> <li>▪ No grammar or spelling errors</li> </ul>
Professional membership list (If no memberships are currently held, research)	<ul style="list-style-type: none"> <li>▪ Membership list is incomplete</li> </ul>	<ul style="list-style-type: none"> <li>▪ Each membership lists the following information: <ul style="list-style-type: none"> <li>• Organization name</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Each membership lists the following information: <ul style="list-style-type: none"> <li>• Organization name</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Each membership lists the following information: <ul style="list-style-type: none"> <li>• Organization name</li> </ul> </li> </ul>

<b>Assignments/Activities</b>	<b>Does not meet the standard</b>	<b>Partially meets the standard</b>	<b>Meets the standard</b>	<b>Exceeds the standard</b>
professional memberships in a career field and use those instead)			<ul style="list-style-type: none"> <li>• Dates of membership</li> <li>• Offices, boards or committees held (or sought if no membership is held)</li> <li>▪ No grammar or spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>• Dates of membership</li> <li>• Offices, boards or committees held</li> <li>▪ If participant holds memberships include: <ul style="list-style-type: none"> <li>• Letters of accomplishment noted</li> <li>• Photos of event participation</li> <li>• Copies of programs attended</li> </ul> </li> <li>▪ If participant does not hold any memberships, include: <ul style="list-style-type: none"> <li>• Date of a future event to attend</li> <li>• Information on joining the organization</li> </ul> </li> <li>▪ No grammar or spelling errors</li> </ul>
Academic plan of study	<ul style="list-style-type: none"> <li>▪ No course catalog supplied</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include a copy of course catalog</li> </ul>	<ul style="list-style-type: none"> <li>▪ Courses taken highlighted in the course catalog</li> </ul>	<ul style="list-style-type: none"> <li>▪ Courses taken are copied from course catalog and formatted into a typed list organized by area</li> </ul>
Faculty and employer bio	<ul style="list-style-type: none"> <li>▪ Incomplete information included for 2 or fewer faculty/employer biographies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include 2 or fewer faculty/employer biographies</li> <li>▪ Each faculty/employer bio lists the following information: <ul style="list-style-type: none"> <li>• Name and job title</li> <li>• Organization name</li> <li>• Contact information</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Include at least 3-5 faculty/employer biographies</li> <li>▪ Each faculty/employer bio lists the following information: <ul style="list-style-type: none"> <li>• Name and job title</li> <li>• Organization name</li> <li>• Contact information</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Include 5 or more faculty/employer biographies</li> <li>▪ Each faculty/employer bio lists the following information: <ul style="list-style-type: none"> <li>• Name and job title</li> <li>• Organization name</li> <li>• Contact information</li> <li>• Area of specialty</li> <li>• Date</li> </ul> </li> </ul>

Assignments/Activities	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
(Faculty and employer bio cont.)		<ul style="list-style-type: none"> <li>• Area of specialty</li> <li>• Date</li> </ul>	<ul style="list-style-type: none"> <li>• Area of specialty</li> <li>• Date</li> <li>▪ No grammar or spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ No grammar or spelling errors</li> </ul>
Reference list	<ul style="list-style-type: none"> <li>▪ Less than 2 references</li> <li>▪ Incomplete information on references</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include 2 references with full contact information</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include 3 references with full contact information</li> <li>▪ No grammar or spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include 3 references with full contact information – 1 of each reference type (character, academic, employment)</li> <li>▪ Reference includes the skills that can be addressed</li> <li>▪ No grammar or spelling errors</li> </ul>
Skill sets	<ul style="list-style-type: none"> <li>▪ Skill sets are incomplete</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include less than 3 separate skill sets with less than 3 skills each</li> <li>▪ Skills are measurable</li> <li>▪ Skills listed relate to the skill set</li> <li>▪ Did not indicate the current skill level for each skill</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include 3 separate skill sets with 3-4 skills each</li> <li>▪ Skills are measurable</li> <li>▪ Skills listed relate to the skill set</li> <li>▪ Indicate the current skill level for each skill</li> <li>▪ No grammar or spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include 3 separate skill sets with 5 skills each</li> <li>▪ Skills are measurable</li> <li>▪ Skills listed relate to the skill set</li> <li>▪ Indicate the current skill level for each skill</li> <li>▪ Skill levels are signed off by a qualified person</li> <li>▪ No grammar or spelling errors</li> </ul>
Work samples	<ul style="list-style-type: none"> <li>▪ Fewer than 5 work samples</li> </ul>	<ul style="list-style-type: none"> <li>▪ Copies of 5 work samples labeled with the related skill</li> </ul>	<ul style="list-style-type: none"> <li>▪ Copies of 10 work samples labeled with the related skill</li> <li>▪ No grammar or spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Copies of 15 work samples labeled with the related skill</li> <li>▪ No grammar or spelling errors</li> </ul>
Statement of originality and confidentiality	<ul style="list-style-type: none"> <li>▪ Statement is incomplete</li> </ul>	<ul style="list-style-type: none"> <li>▪ Statement does not include participant's name</li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes complete printed statement</li> <li>▪ No grammar or spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes complete statement printed on professional paper</li> <li>▪ No grammar or spelling errors</li> </ul>

<b>Assignments/Activities</b>	<b>Does not meet the standard</b>	<b>Partially meets the standard</b>	<b>Meets the standard</b>	<b>Exceeds the standard</b>
Work sample overview cards	<ul style="list-style-type: none"> <li>▪ Overview cards are incomplete</li> </ul>	<ul style="list-style-type: none"> <li>▪ Each overview card includes following information:               <ul style="list-style-type: none"> <li>• Title of sample</li> <li>• Purpose of sample</li> <li>• Date of work</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Each overview card includes following information:               <ul style="list-style-type: none"> <li>• Title of sample</li> <li>• Purpose of sample</li> <li>• Date of work</li> <li>• Keywords indicating skills used</li> </ul> </li> <li>▪ No grammar or spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Each overview card includes following information:               <ul style="list-style-type: none"> <li>• Title of sample</li> <li>• Purpose of sample</li> <li>• Date of work</li> <li>• Keywords indicating skills used</li> </ul> </li> <li>▪ Overview cards are attached to each work sample</li> <li>▪ No grammar or spelling errors</li> </ul>
Mock Interviews	<ul style="list-style-type: none"> <li>▪ Participant does not have a completed portfolio</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participant does not use the portfolio to do one of the following:               <ul style="list-style-type: none"> <li>• Introduce themselves</li> <li>• Answer a question</li> <li>• Summarize their skills</li> </ul> </li> <li>▪ Inappropriately dressed</li> <li>▪ Unprepared for the interview</li> <li>▪ Unable to ask appropriate questions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participant adequately uses the portfolio to do one of the following:               <ul style="list-style-type: none"> <li>• Introduce themselves</li> <li>• Answer a question</li> <li>• Summarize their skills</li> </ul> </li> <li>▪ Appropriately dressed</li> <li>▪ Prepared for the interview</li> <li>▪ Asks appropriate questions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participant completely uses the portfolio to:               <ul style="list-style-type: none"> <li>• Introduce themselves</li> <li>• Answer a question</li> <li>• Summarize their skills</li> </ul> </li> <li>▪ Appropriately dressed</li> <li>▪ Prepared for the interview</li> <li>▪ Asks appropriate questions</li> </ul>

## Suggested Grading Rubrics for the Presentation Career Portfolio

Portfolio Component	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
<b>Appearance</b>	<ul style="list-style-type: none"> <li>▪ Career portfolio is incomplete</li> </ul>	<ul style="list-style-type: none"> <li>▪ Missing 1 of the following components:               <ul style="list-style-type: none"> <li>• 3-ring notebook</li> <li>• materials are in sheet protectors</li> <li>• tabbed</li> <li>• materials are in order</li> </ul> </li> <li>▪ materials are not neat and well ordered</li> </ul>	<ul style="list-style-type: none"> <li>▪ 3-ring notebook</li> <li>▪ materials are in sheet protectors</li> <li>▪ tabbed</li> <li>▪ materials are in order</li> <li>▪ neat, clean and orderly</li> <li>▪ all required components are included</li> </ul>	<ul style="list-style-type: none"> <li>▪ 3-ring notebook</li> <li>▪ materials are in sheet protectors</li> <li>▪ tabbed</li> <li>▪ materials are in order</li> <li>▪ neat, clean and orderly</li> <li>▪ appearance of sections are consistent</li> <li>▪ materials are printed on professional paper</li> </ul>
<b>Tabs</b>	<ul style="list-style-type: none"> <li>▪ Fewer than 3 tabbed areas</li> <li>▪ Tabs are not printed</li> <li>▪ Tabs are difficult to read</li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes a minimum of 3 tabbed areas</li> <li>▪ Tabs are printed</li> <li>▪ Tabs are easy to read</li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes a minimum of 4 tabbed areas</li> <li>▪ Tabs are printed</li> <li>▪ Tabs are easy to read</li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes a minimum of 5 tabbed areas</li> <li>▪ Tabs are printed</li> <li>▪ Tabs are easy to read</li> </ul>
<b>Completeness</b>	<ul style="list-style-type: none"> <li>▪ Items are incomplete or missing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Portfolio includes:               <ul style="list-style-type: none"> <li>• Statement of originality</li> <li>• Work philosophy</li> <li>• Career goals</li> <li>• Résumé</li> <li>• Tabs</li> <li>• 5 work samples with overview cards</li> <li>• References</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Portfolio includes:               <ul style="list-style-type: none"> <li>• Statement of originality</li> <li>• Work philosophy</li> <li>• Career goals</li> <li>• Résumé</li> <li>• Tabs</li> <li>• 10 work samples with overview cards</li> <li>• References</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Portfolio includes:               <ul style="list-style-type: none"> <li>• Statement of originality</li> <li>• Work philosophy</li> <li>• Career goals</li> <li>• Résumé</li> <li>• Tabs</li> <li>• 15-20 work samples with overview cards</li> <li>• References</li> </ul> </li> </ul>

Portfolio Component	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
<b>Work Samples</b>	<ul style="list-style-type: none"> <li>▪ Fewer than 5 work samples</li> <li>▪ Items are incomplete or missing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes 5 work samples</li> <li>▪ Incorporates a minimum of 2 hard skills and 2 soft skills</li> <li>▪ Missing some of the following components:               <ul style="list-style-type: none"> <li>• Overview card is present for each sample</li> <li>• Work samples may not fit in the appropriate tabbed area</li> <li>• Less than 2 of the following types of work samples are included:                   <ul style="list-style-type: none"> <li>♦ Letters of recommendation</li> <li>♦ Skill sets</li> <li>♦ Job sample</li> <li>♦ Class assignment or project</li> <li>♦ Certificates and degrees</li> <li>♦ Awards</li> <li>♦ Community Service</li> <li>♦ Professional Memberships</li> <li>♦ Plan of study</li> <li>♦ Faculty/Employee Bios</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes 10 work samples</li> <li>▪ Incorporates a minimum of 2 hard skills and 2 soft skills</li> <li>▪ Overview card is present for each sample</li> <li>▪ Work samples are in the appropriate tabbed area</li> <li>▪ Minimum of 3 of the following types of work samples are included:               <ul style="list-style-type: none"> <li>• Letters of recommendation</li> <li>• Skill sets</li> <li>• Job sample</li> <li>• Class assignment or project</li> <li>• Certificates and degrees</li> <li>• Awards</li> <li>• Community Service</li> <li>• Professional Memberships</li> <li>• Plan of study</li> <li>• Faculty/Employee Bios</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes 15-20 work samples</li> <li>▪ Incorporates a minimum of 2 hard skills and 2 soft skills</li> <li>▪ Overview card is present for each sample</li> <li>▪ Work samples are in the appropriate tabbed area</li> <li>▪ Minimum of 4 of the following types of work samples are included:               <ul style="list-style-type: none"> <li>• Letters of recommendation</li> <li>• Skill sets</li> <li>• Job sample</li> <li>• Class assignment or project</li> <li>• Certificates and degrees</li> <li>• Awards</li> <li>• Community Service</li> <li>• Professional Memberships</li> <li>• Plan of study</li> <li>• Faculty/Employee Bios</li> </ul> </li> </ul>

## Suggested Grading Rubrics for the Electronic Career Portfolio

Portfolio Component	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
<b>Appearance</b>	<ul style="list-style-type: none"> <li>▪ Career portfolio is missing components</li> <li>▪ Site is difficult to navigate or navigation is missing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Missing 1 of the following components:               <ul style="list-style-type: none"> <li>• materials are in order</li> <li>• materials are not neat and well ordered</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ All pages have a consistent look and style</li> <li>▪ Easy to navigate</li> <li>▪ Materials are logically organized</li> <li>▪ All required components are included</li> <li>▪ Graphically appealing</li> </ul>	<ul style="list-style-type: none"> <li>▪ All pages have a professional and consistent look and style</li> <li>▪ Easy to navigate</li> <li>▪ Materials are logically organized</li> <li>▪ All required components are included</li> <li>▪ Graphically appealing</li> </ul>
<b>Navigation</b>	<ul style="list-style-type: none"> <li>▪ Navigation does not work</li> <li>▪ Difficult to find sub pages</li> <li>▪ Pages are not organized</li> </ul>	<ul style="list-style-type: none"> <li>▪ Navigation is adequate</li> <li>▪ Most navigation buttons and links work correctly</li> <li>▪ Pages are logically grouped by skill area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Navigation is adequate and clear</li> <li>▪ All navigation buttons and links work correctly</li> <li>▪ Pages are logically grouped by skill area</li> <li>▪ Navigation is consistent on each page</li> </ul>	<ul style="list-style-type: none"> <li>▪ Navigation is complete and clear</li> <li>▪ All navigation buttons and links work correctly</li> <li>▪ Pages are logically grouped by skill area</li> <li>▪ Navigation is consistent on each page</li> <li>▪ Navigation toolbars parallel the tabs in the hard copy portfolio</li> </ul>
<b>Completeness</b>	<ul style="list-style-type: none"> <li>▪ Items are incomplete or missing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Statement of originality</li> <li>▪ Work philosophy</li> <li>▪ Career goals</li> <li>▪ Résumé</li> <li>▪ Navigation buttons or text</li> <li>▪ Includes 5 work samples with captions</li> <li>▪ References</li> <li>▪ Contact information</li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes all required components:               <ul style="list-style-type: none"> <li>• Statement of originality</li> <li>• Work philosophy</li> <li>• Career goals</li> <li>• Résumé</li> <li>• Navigation buttons or text</li> </ul> </li> <li>• Includes 10 work samples with captions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Includes all required components:               <ul style="list-style-type: none"> <li>• Statement of originality</li> <li>• Work philosophy</li> <li>• Career goals</li> <li>• Résumé</li> <li>• Navigation buttons or text</li> </ul> </li> <li>• Includes 15-20 work</li> </ul>

Portfolio Component	Does not meet the standard	Partially meets the standard	Meets the standard	Exceeds the standard
<b>(Completeness cont.)</b>			<ul style="list-style-type: none"> <li>• References</li> <li>• Contact information</li> <li>▪ Includes instructions for using the electronic portfolio</li> </ul>	<ul style="list-style-type: none"> <li>samples with captions</li> <li>• References</li> <li>• Contact information</li> <li>▪ Includes instructions for using the electronic portfolio</li> </ul>
<b>Work Samples</b>	<ul style="list-style-type: none"> <li>▪ Fewer than 5 work samples</li> <li>▪ Items are incomplete or missing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include a minimum of 5 work samples</li> <li>▪ Incorporates a minimum of 2 hard skills and 2 soft skills</li> <li>▪ Missing some of the following components: <ul style="list-style-type: none"> <li>• Captions on each sample</li> <li>• Work samples do not fit in the appropriate skill area</li> <li>• Less than 2 of the following types of work samples are included: <ul style="list-style-type: none"> <li>♦ Letters of recommendation</li> <li>♦ Skill sets</li> <li>♦ Job sample</li> <li>♦ Class assignment or project</li> <li>♦ Certificates and degrees</li> <li>♦ Awards</li> <li>♦ Community Service</li> <li>♦ Professional Memberships</li> <li>♦ Plan of study</li> <li>♦ Faculty/Employee Bios</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Include a minimum of 10 work samples</li> <li>▪ Incorporates a minimum of 2 hard skills and 2 soft skills</li> <li>▪ Captions on each sample</li> <li>▪ Work samples are organized into the appropriate skill area</li> <li>▪ At least 3 of the following types of work samples are included: <ul style="list-style-type: none"> <li>• Letters of recommendation</li> <li>• Skill sets</li> <li>• Job sample</li> <li>• Class assignment or project</li> <li>• Certificates and degrees</li> <li>• Awards</li> <li>• Community Service</li> <li>• Professional Memberships</li> <li>• Plan of study</li> <li>• Faculty/Employee Bios</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Include 15-20 work samples</li> <li>▪ Incorporates a minimum of 2 hard skills and 2 soft skills</li> <li>▪ Captions on each sample</li> <li>▪ Work samples are in the appropriate skill area</li> <li>▪ At least 4 of the following types of work samples are included: <ul style="list-style-type: none"> <li>• Letters of recommendation</li> <li>• Skill sets</li> <li>• Job sample</li> <li>• Class assignment or project</li> <li>• Certificates and degrees</li> <li>• Awards</li> <li>• Community Service</li> <li>• Professional Memberships</li> <li>• Plan of study</li> <li>• Faculty/Employee Bios</li> </ul> </li> </ul>