

COURSE TRACKING TOOL

from

Creating Your Career Portfolio At-A-Glance Guide for Students, 4th Ed.

This free exercise uses your current class syllabus as a tool for classifying skills and competencies your students are learning in your class. Help your students see the connections between this class and their own career!

This is just one of the downloadable templates available with ***Creating Your Career Portfolio At-A-Glance Guide for Students, 4th Ed.***

Like what you see? Learn more at <https://bit.ly/career-portfolios>

Give us a call at 888-577-1190 to add Career Portfolios to your class today!



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Course Tracking Tool

Complete a separate sheet for each class. Review your class syllabus at the beginning of the semester and begin filling in this sheet. Review it periodically through the semester and update information as needed. Use the Source File Names/Location column to keep track of any electronic documents that could be used as work samples.

Course:				Semester: Subject Area:	
Date	Project/ Assignment	Skills Demonstrated	Key Skill Area	Skill Type (Hard, Soft, Transferable)	Source File Names/Location
Recommendation Letter from Teacher? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Create Skill Set for this class? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Instructor sign off on skills? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe			My Goals for this Course:		