

CAREER & TECHNOLOGY STUDIES

Career Internship "The Action Option"



2008-2009 ASSIGNMENTS
Management Skills 40S

Divisional Career Internship Coordinator: Mr. E. Bart

MANAGEMENT SKILLS 40S

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CAREER & TECHNOLOGY STUDIES

Prairie Rose School Division

Management Skills 40S

MODULE A:

SELF-AWARENESS

Career Internship

A.1 Orientation; Course Purpose

Name: _____

Learning Experience – Purpose, Success, Goals, and Actions

What goal(s) do you see this project assisting you in achieving? How do these connect with your reason for registering for this study?

If this experience were successful for you... what would be true for you at the end? (what indicators will you choose to use, e.g. new friends, paid employment, industry contacts, other ?)

What experience do you have in managing a project? What resources (e.g. information, time, organizing travel) will **the teacher** need to help you focus on in order to make this course successful for you?

What will you need to do to insure that this is a meaningful experience for you?

A.2

Inukshuk and “Essential Skills”. Identify your strengths, interests and ability in the essential skills by placing them in order from least to most, from the bottom of the Inukshuk to the top. The essential skills are: reading text, document use, numeracy, writing, oral communication, working with others, continuous learning, thinking skills and computer use. For more information on the essential skills go to http://www10.hrsdc.gc.ca/CE/English/ES_Profiles.aspx

A.3 Career Cruising

ACCESS: <http://www.careercruising.com>

Instructions:

1. Select “Student”
2. Enter: User name: manitoba280
 Password: careers
3. Select “Matchmaker” from the menu bar.
4. Complete the questionnaire to identify occupations based on your Values, Skills, Interests, and Personal Style
5. Review “Other Options” and complete the “ My Skills “inventory”
6. Save results to your ‘e’ portfolio and print out for your file.
7. Select an occupation of interest to you, save it to your portfolio and print out a copy for your file.

A.4 PERSONALITY TYPE AND CAREERS

ACCESS: <http://www.keirsey.com>,

Instructions:

1. Select Keirsey Temperment Sorter II
 Complete the *Keirsey Temperament Sorter (70 items) Score*
 Print 'Graphical Representation' of results
2. Select 'Sixteen Variants', Select your profile from the list.
 Print profile description.
3. Exit Keirsey Temperment Sorter II
4. Match your profile with description from "Introduction to Type and Careers"
 (Available from instructor)
5. Submit the 'Graphical Representation', 'profile description', and 'career types' in
 your portfolio

Note: Text version of the test is available if on-line attempts fail.

A.5 AUTOBIOGRAPHICAL NOTE:

The objective of this assignment is to assist you in developing a narrative (i.e. your story) in a concise and meaningful way. This assignment will help you to pull together some of your experiences, strengths and aspirations. Think of this “bio” as a way that you would like to be introduced to a potential employer. Use titles listed on “**The Wheel**” as a guide for topics to comment on. Try to elaborate on interests and experiences that you include by way of connection with your career path. Understand “career” to mean more than simply your occupation. In your final paragraph, comment on where you are along this career pathway and what actions you are taking to develop it. 1-2 pages in length.

A.6 College/University Link

Rationale:

Some students enter post secondary studies immediately following completion of high school (sequential students). Most students however enter the work force and continue their education and training through industry training programs and on-the-job training. Regardless of the sequence, we all continue “learning” in one form or another throughout our lives. Transition from high school to post-secondary studies or work is facilitated when a familiarity with the new learning environment (facilities, faculty, and learners) exists. On-going contact between secondary students and college/university, or industry representatives can be helpful in solidifying career plans based on relationships and concrete experience. Assisting students to connect academic studies with workplace experience and post secondary education provides opportunity for authentic 'career path' development.

Determine the post-secondary educational requirements for an occupational field of your interest. Review requirements from the literature (including Bridges) and through discussions with your internship sponsor.

Make contact with the college/university, industry training or apprenticeship department that you are interested in exploring (contact names are available from your guidance counselor).

Set up a visit for the date specified on your time scale. Transportation will be arranged and coordinated through the school.

Including information from your visit as well as your reflections and plans for subsequent contacts in your Learning Portfolio allows you to claim hours toward internship.

Optional: Interview and report on a conversation with a student involved in the program of your interest.

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Module B

PROJECT MANAGEMENT

Career Internship Coordinator: Mr. E. Bart

INTRODUCTION:

Career Internship is best visualized as a “project” requiring each participant to work through a number of phases:

Phase	Activity	Location
Defining (What to do?)	Application (go/ no-go) 10%	“on your seat”
Planning (cost, time, scope)	Pre-employment 20%	
Do (action)	Internship on site 60%	“on your feet”
Finish (winding up)	Portfolio Assemble Sponsor Appreciation 10%	

What is a project? A project is a finite endeavor having specific start and completion dates. It is different from participating in a regular class where the teacher is in charge. The primary challenge of project management is to achieve all of the project goals and objectives while adhering to classic project constraints—usually scope, quality, time and budget. A project is a carefully defined set of activities that use resources (money, people, materials, energy, space, provisions, communication, motivation, etc.) to achieve the project goals and objectives.

Career Internship as Project-Based Learning

The unique learning environment provided by Career Internship may be best described as Project-Based. Instead of handing out daily assignments, teachers approach the pre-employment orientation, the internship and portfolio development as a project with “milestone requirements. Milestones include a written personal biographical note, First Aid and Occupational Health certification, contacts and confirmation with an industry host and a Portfolio document that may include a website, PowerPoint presentation, or photo essay. Finally, students are asked to present their portfolios orally to their classmates. Students work on these projects individually.

The due dates for these “mile stones” are deceptively far away and new information keeps coming in. At first, procrastination is the name of the game, but one quickly learns that successful completion requires skills and strategies. Managing one’s internship and portfolio development project, over a period of time, will challenge one’s motivation in addition to skills and strategies.

B.1 STUDENT'S WEEKLY REPORT

Complete the Weekly Report. Accurate dates, times and activities performed must be included, these forms are signed by the student and the sponsor to verify accuracy. Course related activity for both in-school and community-based experience is recorded on the Student Weekly Report. See the '**Activity Profile**' for clarification on reporting activity.

B.2 PARTICIPATION CALENDAR PROPOSAL

PARTICIPANT: _____ SPONSOR: _____
 WORK PERIOD FROM _____ TO _____

#	DATE (y m d)	TIME FROM:-- TO: __	LOG TIME	ACTIVITY	CUM. TIME
1	03 02 19	10:30 -12:00	1.5	Orientation	1.5
2	03 02 20	10:15 - 12:30	2.25	Application form	3.75
3	03 02 21		0	(eg. illness)	3.75
4					

Using an EXCEL spreadsheet, develop a calendar, which follows the above format, covering the entire term/ work period from beginning to end. Enter a formula that calculates your total hours on site, if you were to attend each regular class, to the end of the term.

NOTE: Seminars, related training sessions (e.g. first aid training), and pre-employment sessions **do** count as work time. **Portfolio assembly following pre-employment orientation does not.**

Provide your employer / mentor with a **current** calendar. This must be presented to the employer at your *confirmation interview*. UP DATE THIS COPY AS REQUIRED. This calendar should be posted in an obvious place at your work site. Once your sponsor approves this calendar, stick to it!

Update your personal calendar on disk each seminar day. The time must be accurately entered on this document. A new print-out will be required at each reporting period.

Your calendar **must** coincide with "Students Weekly Report" signed by your employer / mentor.

CAREER & TECHNOLOGY STUDIES

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Management Skills 40S Module C

SPONSOR SEARCH MODULE

Career Internship Coordinator: Mr. E. Bart

C.1 OCCUPATIONAL PROFILE

Based on interest and data assembled from A1 - A4, research on an occupation (not a job) you are interested in. Start with a printout describing this occupation from careercruising.com. (use the printer friendly version). Read this report over carefully as it provides you with background necessary to develop meaningful questions at your information interviews. Use a variety of sources including your internship experience to develop this occupational profile. This report is to be included in your portfolio.

C.2 APPLICATION FOR EMPLOYMENT

Complete the Application for Employment form provided. Be sure to read the entire form before beginning.

C.3 Resume Assignment

Develop a “Combination” style resume that includes the following components:

- Personal Data: (Name, address, phone number)
- Objective
- Summary of Qualifications: (Skill Statements describing your ability in Literacy/Communications, Problem Solving, Human Relations, Technology)
- Work History (dates, type of work, employer)
- Education: (current year of study with list of courses)
- Activities and Interests (especially related to work in some way)
- References (see recommended format on a separate page)

Criteria:

- Objective statement targeted toward specific position.
- Focus on your skills and abilities related to the specific occupation.
- Be concise, include only relevant information
- Eye catching, lots of white space, visually attractive organized.
- Use a good printer
 1. Bold print for headings
 2. No spelling errors
 3. Two (2) pages maximum.

Note: When you ask someone for a reference, give him or her a copy of your resume. Ask for feedback and what they might have to say about you!

Arlene Kelley

Objective To gain volunteer training experience in the area of sales and customer service.

- Summary of Qualifications**
- Gets along well with others and great team player
 - Excellent listening, speaking and writing skills
 - Holds Drivers license with clear abstract
 - Good computer skills
 - Effective problem solving and decision making skills

Skills and Abilities

Communication and Customer Service Skills:
Sales skills
Shipping and receiving skills
Equipment operating skills (computer, scanner, fax)
Interpersonal and supervisory skills

Work History

Present 2003	Baby Sitting	Roland family friends
Summer 2003	Gas Bar Attendant	Carman Co-op
Summer 2002	Waitress	Breakaway Restaurant

Education

2003-2004	Carman Collegiate	Carman, Manitoba
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Completing Senior 4

6. Mathematics, Language Arts, Food and Nutrition, Biology, and French

Interests and activities

Sports: Tai Kwon Do, Skiing,
Reading: Science Fiction,
Music: guitar

References include references on a separate page

C.4 COVER LETTER ASSIGNMENT

Develop a one (1) page cover letter according to the guidelines, suggestions, and example attached. Your cover letter often determines whether or not the employer will even read your resume. **IT IS IMPORTANT TO DO IT WELL!**

Guidelines:

Paragraph	Contents Suggestions
Introductory: Indicates the position you are applying for, mention the school, program, you're enrolled in or where you are currently Employed. Where you saw the job advertised or who referred you. Any knowledge that you have acquired through your research about the company should also be mentioned.	Address this letter to a specific person. State why you are writing. Describe the type of experience you are looking for.
Highlight your strengths: Education and relevant work experience. Be specific and mention those aspects specific to the job you are applying for.	Refer to you attached resume. Indicate what you have to offer (e.g. an interest in a specific related career). State how your education (courses) fit with your ambition. Show how your skills and interests fit the particular work site. Sell yourself/ be positive about what you have to offer.
Prove that you want the job. Reasons why the employer should consider your application ahead of others. What you bring to the position.	Provide phone numbers where you can be reached Sign your cover letter

- **Proof read for errors**
- **Include with resume**
- **One page only**
- **Neat and easy to read. Be honest!**

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Colin James

January 29, 2009

Maggie’s Restaurant
6239 Whiteside Way
Carman, Manitoba
R0G 0J0

Mr. G. Smith, Manager

Please consider my request for volunteer training with Maggie’s Restaurant. I am a student participant in “Career Internship” at Carman Collegiate. Mr. Bart, Internship Coordinator has informed me that your business may be willing to host an intern/ trainee. I am looking forward to an opportunity to develop professional skills related to “Hospitality and Tourism.”

From my resume, you will notice that I have held part time and summer jobs. I enjoy working with people tremendously. My eventual goal is to be trained in hotel management. I am currently enrolled in both business and nutrition courses at Carman Collegiate.

Thank you for agreeing to meet with me to discuss my suitability for internship at your restaurant. I look forward to discussing a “training plan” with you. I will be able to begin, part-time, on February 23. I can be reached by telephone at 745-6589 from 3:30 p.m. to 10:30 p.m. or by Fax at Carman Collegiate 745-6288.

Sincerely,

Colin James
Career & Technology Studies, Carman Collegiate

C.5 INFORMATION INTERVIEW/ SITE PROFILE:

One of the best sources for gathering information about what's happening in an occupation or an industry is to talk to people working in the field. This process is called *informational* or *research interviewing*. An informational interview is an interview that **you** initiate - you ask the questions. The purpose is to obtain information, not to get a job.

Following are some good **REASONS TO CONDUCT INFORMATIONAL INTERVIEWS:**

- to explore careers and clarify your career goal
- to discover employment opportunities that are not advertised
- to expand your professional network
- to build confidence for your job interviews
- to access the most up-to-date career information
- to identify your professional strengths and weaknesses

Listed below are **STEPS TO FOLLOW TO CONDUCT AN INFORMATIONAL INTERVIEW:**

1. **Identify the Occupation or Industry You Wish to Learn About**
Assess your own interests, abilities, values, and skills, and evaluate labor conditions and trends to identify the best fields to research.
2. **Prepare for the Interview**
Read all you can about the field prior to the interview. Decide what information you would like to obtain about the occupation/industry. Prepare a list of questions that you would like to have answered.
3. **Identify People to Interview**
Start with lists of people you already know - friends, relatives, fellow students, present or former co-workers, supervisors, neighbors, etc... Professional organizations, the yellow pages, organizational directories, and public speakers are also good resources. You may also call an organization and ask for the name of the person by job title. On line listings for Carman businesses are available at <http://www.townofcarman.com/>
4. **Arrange the Interview**
Contact the person to set up an interview:
 - by telephone:
Possible script: *Hello my name is _____ . I am a student at Carman Collegiate in the internship class. I am interested in learning more about a career in _____ (e.g. auto mechanics) and am wondering if you might have some time when we could meet to discuss your experience with this occupation. (pause). I have three or four questions to ask and feel the interview might take 10-15 minutes. When might we meet?***Note:** If the person you are calling is not in, ask when that person will be back and make another call then. If you get an answering machine leave your name and request and call back later. Don't wait for an employer to call you back, you lose control of the process when that happens.
5. **Conduct the Interview**
Dress appropriately, arrive on time, be polite and professional. Refer to your list of prepared questions; stay on track, but allow for spontaneous discussion. Before leaving, ask your contact to suggest names of others who might be helpful to you and ask permission to use your contact's name when contacting these new contacts. **DO NOT ASK FOR INTERNSHIP!**
6. **Follow Up**
Immediately following the interview, record the information gathered. Be sure to send a thank-you note to your contact within one week of the interview.

NOTE: Always analyze the information you've gathered. Adjust your job search, resume, and career objective if necessary.

20 POSSIBLE QUESTIONS!

Prepare a list of your own questions for your informational interview. Following are some sample questions:

1. On a typical day in this position, what do you do?
2. What training or education is required for this type of work?
3. What personal qualities or abilities are important to being successful in this job?
4. What part of this job do you find most satisfying? most challenging?
5. How did you get your job?
6. What opportunities for advancement are there in this field?
7. What entry level jobs are best for learning as much as possible?
8. What are the salary ranges for various levels in this field?
9. How do you see jobs in this field changing in the future?
10. Is there a demand for people in this occupation?
11. What special advice would you give a person entering this field?
12. What types of training do companies offer persons entering this field?
13. What are the basic prerequisites for jobs in this field?
14. Which professional journals and organizations would help me learn more about this field?
15. What do you think of the experience I've had so far in terms of entering this field?
16. From your perspective, what are the problems you see working in this field?
17. If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
18. With the information you have about my education, skills, and experience, what other fields or jobs would you suggest I research further before I make a final decision?
19. What do you think of my resume? Do you see any problem areas? How would you suggest I change it?
20. Who do you know that I should talk to next? When I call him/her, may I use your name?

Note: If you decide to accept training at a different site...Mail or drop off a card thanking the sponsor for the interview, and informing him/ her where you are completing work experience.

Complete and submit **A SITE PROFILE** including the following information at each site at which information interview is conducted.

Requirements:

- Business Name
- Contact Person and position
- Address and Phone / Fax (a business card provides this information)
- Services/ products provided by organization.
- Job Description (duties and responsibilities of entry level employee)
- Characteristics of a person successful in this field

Note: The 'Site Profile' becomes the front matter of your "Training Agreement" in your portfolio.

C.6 TRAINING AGREEMENT:

TRAINING AGREEMENT AND PRELIMINARY PLAN

INSTRUCTIONS FOR COMPLETION:

Student Intern:

- Completes all pre-employment orientation (classroom) requirements.
- Participates in information gathering interview.
- Presents sponsor with calendar, cover letter and resume, and generic training plan.
- Completes appropriate aspects of Training Agreement Forms prior to interview.
- Following interview, informs Internship Coordinator of interview results.

Community Sponsor:

- Reviews student data (calendar, cover letter and resume)
THE CALENDAR MUST INDICATE SPECIFIC DATES AND TIMES.
- Interviews student intern to determine suitability.
Completes “Employment Interview Report” and discusses observations with intern.
- Considers all factors and decides to accept or reject student intern.
Informs student intern of decision.

PLEASE NOTE:

The signed originals of this entire package are to be returned to the school by the student intern. Copies will be returned to the community sponsor.

CAREER AND TECHNOLOGY STUDIES

Prairie Rose School Division

Student's Name

Employer/ Mentor Information

Company Name _____ Telephone _____

Address _____ Contact Person _____

Student Information

Overall Job Summary _____

Related In-School Subjects _____

Hours Available for Work (Daily)

From _____ to _____

Work Period (overall)

From _____ to _____

General Workplace Expectations

Topics Discussed:

Occupational Hazards
Company Safety & Health rules
WHIMIS/MSDS location
First Aid & reporting protocol
Safety training programs
Protective clothing requirements
Confidentiality (form attached)

General Notes:

(workplace hazard and recognition control)

 (e.g. steel toed shoes, gloves, glasses, etc)
 (attached confidentiality form)

Summary of Basic Skills: (refer to attached inventory) **The student will learn to:**

Equipment. The student will learn to operate:

Procedures. The student will learn to:

Human Relations Skills. The student will learn to:

Attitudes. The student will develop:

Other. Please be specific:

Students Signature:

Cooperating Employer's Signature:

Student Coordinator's Signature:

Date: _____

C.7 CONFIRMATION INTERVIEW

Purpose:

Confirmation Interview: To determine if a particular site is willing to accept the student for internship. This is the time and place at which the participant requests placement.

Procedure:

1. Make an appointment, by telephone, to meet with the sponsor. Indicate that you would like to discuss the possibility of internship with that business.
2. Complete and prepare to discuss the following documents with the sponsor:
Cover Letter and Resume
Your calendar (conflicts, if any, (transportation, sports, school, other)
Training Agreement (complete as much as possible)
3. At the interview, **if the sponsor agrees to your internship**, review and complete the following documents: Return completed forms to your portfolio file.
Training Agreement (signatures)
Confidentiality Agreement (signatures)
Workplace Hazards Form (signatures and possible plant tour)
4. When placement has been secured. Notify your Internship coordinator immediately, then notify the other sites you have gone to for an information interview of your decision. Thank them for the informational interview they gave you.
5. If your first choice sponsor is not able to accommodate your request make an appointment with your second choice and follow procedures outlined 1- 3.

Elaboration:

1. Confirmation Appointment Telephone Script:

Ask for the department or person by title, make an appointment for them to meet with you as follows...

WHO: Hello! My name is _____. We met to discuss the type of work that you do at your place of work

WHY: "I am very interested in doing my internship with your company.

WHAT: I would like to meet with you to review my resume, time schedule and a possible training plan." This could take us 20 minutes.
Could I make an appointment to meet with you?

***Write the time and date down so that you do not forget!
Try to arrange the appointment so that it falls out side of class time.***

2. Confirmation Interview:

Be prepared to answer questions from the sponsor.

Sample Questions:

- “Tell me about yourself”
- “Why do you want to work/ train here?”
- “What subjects do you enjoy at school?”
- “What activities do you take part in during your spare time?”
- “What do you think your strengths and weaknesses are?” Be honest about your strengths, don’t brag.
- “What sort of job do you hope to have in five years?” A chance to show your ambition.

C.8 INTERNSHIP ACTIVITY PROFILE

INTENTS:

To develop a description of your internship experience in terms of the tasks endeavored and experienced in terms of process and procedure for the purpose of:

- a) Reflection related to a systematic application of knowledge.
- b) Recording experience for a learning portfolio.

RESOURCES:

Activity Profile Format, Transferable Skills, Action Verbs
Information Interview with employer.
Occupational Profile data. (Career Planning Guide)
Related areas of personal interest and ambition.
Tasks completed on site once work experience begin (student weekly reports)

PROCEDURE:

1. Open a computer file entitled “Activity Profile”
2. Key in all potential tasks from generic plans, interview etc. Categorize these tasks.
3. Update the Activity Profile at each seminar with tasks completed that cycle.

EVALUATION:

Include in your Portfolio along with the site profile, updated current training plan, reflecting details of the tasks completed at the work site. **This must be signed by employer/ sponsor at term end.**

Student Weekly Report; Tasks and Activities

Tasks and Activities section on each Student Weekly Report should identify activities that coincide with the Activity Profile. Activities not listed on the training plan should be added. The Student Weekly Report provides a convenient way of recording activity on a daily basis.

CAREER & TECHNOLOGY STUDIES

Prairie Rose School Division

Management Skills 40S

Module D

OCCUPATIONAL HEALTH

Career Internship Coordinator: Mr. E. Bart

D.1 Hazard Identification and Reporting

Identify the **Occupational Hazards** related to your place of internship. Complete the form below with the potential hazards in mind. Select a specific hazard and describe how this hazard can be controlled. Consider the 3 basic options available for hazard control (at the source, along the path, and at the worker), comment on the effectiveness of control of this hazard of each option..

-
-
1. What are the potential dangers factors (areas where caution is necessary)?

2. Are their specified procedures for staff (students) to react to when possible deviations occur? (e.g. robbery, damage to equipment, shoplifting, etc.)yes No if so, please indicate-

3. What if any safety equipment is required for this type of work?

4. Is their any instruction on controlled products. Yes No Where is it applicable?

5. Who provides instruction on the use of safety equipment?

6. In the case of an accident, what are the first aid procedures?

7. Does this type of work involve the use of power tools? Yes No
If yes, who provides safety instructions on the use of the equipment?

8. In the case of a fire/ explosion etc. is there a planned procedure? Yes No

8. Could any of the following work site conditions present a problem for safety?

HAZARD	N/A	Yes	No
NOISE LEVEL			
Comments:			
POISONOUS AND INFECTIOUS MATERIALS			
Comments:			
CORROSIVE AND REACTIVE MATERIALS			
Comments:			
SANITATION			
Comments:			
COMBUSTIBLE			
Comments:			
AIR (QUALITY)			
Comments:			
LIGHTING			
Comments:			
WORKSITE FLOOR			
Comments:			

D.2 S.A.F.E. (Spot the hazard, Assess the risk, Find a safer way, Everyday)

After watching the videos and reading the attached handouts (Modules I - V) complete the assignments and participate in related discussion.

D.3 Safety and The Myth of Worker Carelessness

Read the Case Study provided. Complete the Accident Incident Report Form with reference to “Accident investigation” (CCOHS). Participate in discussions to determine the best way to avoid reoccurrence of this type of accident.

D.4 First Aid Certification

Opportunity for First Aid training is provided for all students. This involves a full day and costs each student approx. \$25.00. Evidence of training must be included in each student's portfolio. Note: students who have evidence of successful training need not repeat the course.

INFORMATION FOR THE 'SAFE PRACTICUM' STUDENT

Please consider the following suggestions and personal choices regarding participation in the SAFE Practicum event.

1. Participate in the sessions and activities leading up to the practicum event. (e.g. Safety 101 on-line course, in-school practice audit).
2. Review the inspection guide prior to the practicum with the teacher/chaperone with special attention to hazards specific to your work site.
3. Understand and respect the need for responsible behavior and confidentiality before during and following the practicum event.
4. Arrive at the practicum site promptly prepared for the audit (audit form, clipboard, pen)
5. Introduce yourself to the Employer Tour Guide and comply with all of his/her requests.
6. Be observant, attentive, and interactive with guide during presentation and entire site visit
7. Conduct the safety audit following worksite protocol (PPE, restricted zones, etc).
8. Record your observations using the form during the tour
9. Collaborate with your team members to produce final audit form to be returned to the employer.
10. Collaborate with your team members to prepare a presentation for the large group.
11. Complete the practicum evaluation form providing helpful suggestions for improvement.
12. Volunteer to represent your class at the Sponsor Debriefing luncheon

CAREER & TECHNOLOGY STUDIES

Prairie Rose School Division #25

Management Skills 40S

LEARNING CAREER PORTFOLIO

Career Internship Coordinator: Mr. E. Bart

E.1 LEARNING CAREER PORTFOLIO

The portfolio is a representative collection of work samples, thoughtfully organized to illustrate a range of one's abilities, interests, and aspirations. Some wear it, some drive it, others put it on their library shelf, or pass along it's URL to a potential employer. It is always a "work in progress" with as much attention to the horizon line of the future, as to current endeavors and past accomplishments. It is the product of, and cannot be separated from, the assessment and reflection processes engaged in its' development. The portfolio is less about documenting skills one by one, and more about synergy and personal identity. The **Learning Career Portfolio** is more about 'improving' performance than about 'auditing' it. The **Learning Career Portfolio** is a form of 'educative' and 'authentic' assessment..

Project:

The "*LEARNING CAREER PORTFOLIO*" crosses curriculum boundaries. There is no need to develop multiple portfolios for separate subject areas. Creating one "Learning Portfolio" challenges the developer to "synthesize" concepts learned in a variety of contexts. Students are expected to use Career Cruising to create and maintain an on-line portfolio as well as a hard copy.

What is a Portfolio?

- A thoughtfully organized collection of evidence illustrating communication skills, problem solving ability, human relations skills and ability to apply technology.
- A personal development strategy requires reflection, then action!
- A personal marketing tool (think of yourself as a company, i.e. "Me" Inc.)
- An instrument... not an end in itself!

Why Develop a Portfolio?

- High school transcripts are poor indicators of "work readiness".
- Resumes, like transcripts, require elaboration.
- A means of focusing ones life experience to the point of knowing and being comfortable explaining one's own strengths. Being able to provide evidence to support one's own goal statement.
- Increasing numbers of employers require a portfolio. (Encouraged by Chamber of Commerce).
- Instability in the job market requires every one to become a "Portfolio Worker" (i.e. moving from work experience to experience to achieve larger goal)
- Assists one in talking to an employer, applying for a volunteer position, or transferring full or partial credit to a post secondary education institution (PLAR)

Portfolio Make-up/ Format

- Could be a toolbox, a 3 ring binder, a file folder, include audio or videotape, photographs, text materials, CD-ROM.
- Intent to be idiosyncratic, unique to each individual, not standardized, avoid unnecessary constraints. Creativity required in deciding how to illustrate skills.
- A reading list, resume, awards, certificates, work experience evaluation, etc.
- Actual work samples (e.g. demonstrated use of integrated software).
- Photographs of activity process and product.

Stages in portfolio development: “It’s the process as much as the product”

- Self Reflection/ Awareness (Who am I?) Developing goal statements.
- Vision of Employment in the future (e.g. what’s the new economy? Where do I fit?)
- Recognizing and assembling evidence of employability skills in all of the discipline areas.
- Packaging samples of individual skills into a portfolio requires skill/ guidance/ development.
- Presenting one’s portfolio effectively.

Stages in portfolio development: “It’s the process as much as the product”

- Self-Assessment exercises and occupation research. (Who am I , What do I love to do?)
- Daily/ Weekly submissions to hanging file folders (calendar/ weekly reports
- Job search data, Occupational/ Site Profile, Cover Letter / current Resume.
- Training Plan package (signed.) Other exhibits (photos, work samples, certificates)
- Employer’s evaluation and letter of recommendation.
- Presenting one’s portfolio effectively.

In summary, the value of a professional portfolio is both actual and potential. They are credible vehicles of assessment and reflection and a yet underutilized means of communication (the 4% advantage) individuals engaging in portfolio development at this time are making a promising investment in themselves and their careers.

“You only have to get off to a good start once”

CAREER AND TECHNOLOGY STUDIES

Prairie Rose School Division

Community-Based Internship

Student: _____ Date: _____

ASSESSMENT: Final, 2008-2009

LEARNING CAREER PORTFOLIO

Minimum Required Contents:

1. Title Page/ Table of Contents/ Format _____ / 04
2. An autobiographical Statement (one page) _____ / 06
3. Updated Resume, Cover letter, References _____ / 10
4. Self-Assessment: Keirse, Career Cruising Profile _____ / 03
5. Exhibits: (e.g. resume 'Summary of Qualifications') _____ / 04
 Communications, Problem Solving, Human Relations, Technology
6. Occupational Profile _____ / 02
6. Student's Training Agreement & Internship Activity Profile (signed by supervisor) _____ / 08
7. Calendar Spread Sheet
 (Include Weekly Reports verifying hours of industry experience) _____ / 03

Credit #	Course Title	Sponsor/ Mentor

EMPLOYER EVALUATION _____ / **60**

Total Project Hours: _____

FINAL PORTFOLIO ASSESSMENT _____ / **40**

Pre-employment: _____ %

FINAL _____ %

Students must present their portfolio at semester end.

Presented Portfolio

Students must display their portfolio at the Sponsor Appreciation Banquet in May.

Attended Sponsor Appreciation

Students who wish to upgrade their portfolios may make arrangements with the Internship Coordinator.

Improvements to the portfolio may result in a mark up-grade! Employer evaluations are final.

*CAREER & TECHNOLOGY
STUDIES*

Management Skills
40S

CELEBRATION!!

Prairie Rose School Division #25
SENIOR YEARS TECHNOLOGY EDUCATION

Teacher Coordinator: Mr. E. Bart

F.1 Portfolio Presentations

(see Syllabus, Awards and Bursaries section)

F.2 Sponsor Appreciation

INTERNSHIP STUDENT INSTRUCTIONS

Thursday, May 21, 2009, 6:30 – 8:30 PM

Invitation to Sponsor

- Deliver the personalized invitation to your sponsor no later than **Friday, May 01**. This is critical. (*write the name of your sponsor and sign the invite*)
- Parent(s) are welcome. Do not forget to invite them!
- In the event that you worked with more than one employee or employer, you may handout several invitations. Report the number of guests that will be attending to the Coordinator. This is important to the event planners.

Career Portfolio

- Portfolios are presented in seminar at term end.
Portfolio must be completed and presented (even if you are still working on the hours)
- Portfolio format as described in the syllabus.
- Portfolios will be on display at the Sponsor Appreciation Event.

Sponsor Appreciation Evening

- Dress appropriately. (semi-formal, one step-up from regular school wear)
- Be there by 6:30 (unless you have tasks that require you to be there earlier)
- Greet your sponsor on arrival. You are expected to sit with them and your parents. Use this opportunity to show off your portfolio and to get the employer verification signatures you require (*all training plans and computer calendars must be signed*)

Credit Registration:

To get a credit, you must present and submit a completed portfolio.

NO EXCEPTIONS!