

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 its 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: Keirsey, 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.