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| [http://ts1.mm.bing.net/th?&id=JN.BpAXvWLYKs5k6ASwnZp3Cg&w=300&h=300&c=0&pid=1.9&rs=0&p=0](http://www.bing.com/images/search?q=portfolio&view=detailv2&&&id=7CF072C71442AEA9DCAD6E0787751EDF87DDD650&selectedIndex=464&ccid=56Nt4E5A&simid=608048622411713763&thid=JN.BpAXvWLYKs5k6ASwnZp3Cg) |  | |  | | --- | |  | | High School Portfolio | |  | |

# **Sophomore Year- Portfolio COmponents**

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|  | **Self-Assessment**   * Complete required tasks on the SDMyLife website and include print out of portfolio results from the SDMyLife self-assessments * Include a copy of your SDMyLife Personal Learning Plan (PLP) |
|  | **Skills & Abilities**   * Identify skills and abilities you demonstrate as this point or have developed throughout your sophomore year- must provide documentation or evidence to prove demonstration of that skill/ability * Must include a minimum of 3 skills/abilities along with evidence of each skill/ability * Include a description that explains what you included for evidence, what skill it demonstrates, and why/how? * Examples of skills/abilities- communication, thinking, technology, organization, time management, responsibility, leadership, cooperation, etc. |
|  | **Contributing Member to Society**   * Provide a list of activities that you have participated in that make you a contributing member to society- include dates involved, positions held, and any awards/accomplishments (if applicable) * Activities may include organizations/clubs, community service, volunteer work, youth groups, working a job, sports, extra-curriculars, service projects, etc. * Include some examples or evidence for your activities in your portfolio |
|  | **Career & Workforce Readiness**   * Must complete a minimum of 3 career/workforce planning activities- see attached list for acceptable career/workforce planning activities * Must include some form of documentation/evidence of the career & workforce planning activities * You will be required to complete more career/workforce planning activities throughout your high school career, be sure to participate in a variety of activities |
|  | **End-of-the-Year Reflection Paper**   * Reflect upon and answer the following questions in a one page essay: What skills and abilities do you currently demonstrate and have gained this year? Explain how you gained those skills. What have you learned from self-assessment (work preferences, values, lifestyle desired, learning style, personality, career interests, values, etc.)? How have your career planning activities helped prepare you for your future? At this point, what are your post-secondary plans? What plans or goals do you have for yourself in upcoming high school years? What growth have you displayed this year? |
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# **Junior Year- Portfolio COmponents**

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|  | **Self-Assessment**   * Complete required tasks for your junior year on the SDMyLife website and include print out of portfolio results from the SDMyLife self-assessments * Include a copy of your **UPDATED** SDMyLife Personal Learning Plan (PLP) |
|  | **Skills & Abilities**   * Identify skills and abilities you demonstrate at this point or have developed/improved throughout your senior year and high school career- must provide documentation or evidence to prove demonstration of that skill/ability * Must include a minimum of 3 new or improved skills/abilities along with evidence of each skill/ability * Include a description that explains what you included for evidence, what skill it demonstrates, and why/how? If it is for an improved skill, explain how you improved that skill? * Examples of skills/abilities- communication, thinking, technology, organization, time management, responsibility, leadership, cooperation, etc. |
|  | **Contributing Member to Society**   * Provide a list of activities that you have participated in that make you a contributing member to society- include dates involved, positions held (if applicable), any awards/accomplishments (if applicable), and a description of how * Activities may include organizations/clubs, community service, volunteer work, youth groups, working a job, sports, extra-curriculars, service projects, etc. * Include some examples or evidence for your activities in your portfolio |
|  | **Career & Workforce Readiness**   * Must complete a minimum of 4 career/workforce planning activities- see attached list for acceptable career/workforce planning activities * Must include some form of documentation/evidence of the workforce planning activities * Be sure to vary your career/workforce planning activities from year to year * One of your career activities during your junior OR senior year has to be a job shadowing experience that last 1 full work day or 2 half work days. You must get job shadowing experience approved by your adviser and complete the journal log. Job shadowing experience cannot not be completed with family members. |
|  | **End-of-the-Year Reflection Paper**   * Reflect upon and answer the following questions in a one page essay: What skills and abilities have you gained or improved on this year? Explain how you gained and/or improved those skills. What have you additionally learned from self-assessment (work preferences, values, lifestyle desired, learning style, personality, career interests, values, etc.)? What has changed for self-assessment since last year? How have your career planning activities helped you prepare for your future? At this point, what are your post-secondary plans? What plans or goals do you have for yourself in upcoming high school years? What growth have you displayed this year? How have you changed or improved since last year? |

# **Senior Year- Portfolio Components**

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|  | **Self-Assessment**   * Complete required tasks for your senior year on the SDMyLife website and include print out of portfolio results from the SDMyLife self-assessments * Include a copy of your **FINALIZED** SDMyLife Personal Learning Plan (PLP) |
|  | **Skills & Abilities**   * Identify skills and abilities you demonstrate at this point or have developed/improved throughout your senior year and high school career- must provide documentation or evidence to prove demonstration of that skill/ability * Must include a minimum of 3 new or improved skills/abilities along with evidence of each skill/ability * Include a description that explains what you included for evidence, what skill it demonstrates, and why/how? If it is for an improved skill, explain how you improved that skill? * Examples of skills/abilities- communication, thinking, technology, organization, time management, responsibility, leadership, cooperation, etc. |
|  | **Contributing Member to Society**   * Provide a list of activities that you have participated in that make you a contributing member to society- include dates involved, positions held (if applicable), any awards/accomplishments (if applicable), and a description of how * Activities may include organizations/clubs, community service, volunteer work, youth groups, working a job, sports, extra-curriculars, service projects, etc. * Include some examples or evidence for your activities in your portfolio |
|  | **Career & Workforce Readiness**   * Must complete a minimum of 5 career/workforce planning activities- see attached list for acceptable career/workforce planning activities * Must include some form of documentation/evidence of the workforce planning activities * Be sure to vary your career/workforce planning activities from year to year * One of your career activities during your junior OR senior year has to be a job shadowing experience that lasts 1 full work day or 2 half work days. You must get your job shadowing experience approved by your adviser and complete the journal log. Job shadowing experience cannot be completed with family members. |
|  | **Business Communication**   * Must include a copy of your cover letter and resume (be sure to include references with or on resume) |  |
|  | **Post-Secondary Plans**   * Create a timeline for your post-secondary plans- include a minimum of 3 career related goals along with a plan of action and anticipated dates to achieve those goals |
|  | **End-of-the-Year Reflection Paper**   * Reflect upon and answer the following questions in a one page essay: What skills and abilities have you gained or improved on this year and throughout your high school career? Explain how you gained and/or improved those skills. What have you additionally learned from self-assessment (work preferences, values, lifestyle desired, learning style, personality, career interests, values, etc.)? What has changed for self-assessment since last year and throughout your high school career? How have your career planning activities helped you prepare for your future? At this point, what are your post-secondary plans? What plans or goals do you have for your future? What growth have you displayed this year and throughout your high school career? How have you changed or improved since last year and throughout high school?   At the end of your senior year, you will present your portfolio to your classmates and senior advisers. You will be expected to conduct a professional presentation including appropriate attire, speech, mannerisms, and materials. Some form of multimedia must be utilized during your presentation. Your presentation should not exceed 10 minutes and be prepared to answer questions following your presentation. |

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| [http://ts1.mm.bing.net/th?&id=JN.BpAXvWLYKs5k6ASwnZp3Cg&w=300&h=300&c=0&pid=1.9&rs=0&p=0](http://www.bing.com/images/search?q=portfolio&view=detailv2&&&id=7CF072C71442AEA9DCAD6E0787751EDF87DDD650&selectedIndex=464&ccid=56Nt4E5A&simid=608048622411713763&thid=JN.BpAXvWLYKs5k6ASwnZp3Cg) |  | |  | | --- | |  | | Career Planning Activities | |  | |

**The following are suggested career planning activities:**

* Attend a career/job fair or expo
* Attend a college/training fair
* Visit college or technical school visit- must have approval to attend and fill out visitation form
* Attend a skill, career, or tech camp
* Work a job
* Take the SAT or ACT and/or participate in prep courses
* Conduct a career interview- use the career interview form
* Create or update cover letter and resume
* Complete an internship experience
* Participate in a job shadowing experience
* Participate in a mock Interview
* Attend a career-related workshop or speaker
* Complete other forms of self-assessment other than SDMyLife
* Take an online career related course
* Read a career related book
* Take a career related exam or assessment
* Company sponsored trips/experiences

You are not limited to this list. If you come up with your own idea, get it approved by your adviser.