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IDENTIFIERS Seattle Public Schools WA

ABSTRACT

Designed for use in the BRIDGE program of Seattle Public Schools, this career development portfolio is a 4-page blank form designed to encourage students to take responsibility for their decisions and development to enhance career opportunities and options. It is a tool to help students connect their learning to their success in the workplace. The career development portfolio is a component of a comprehensive guidance program that provides sequential career development activities for students in grades 9-12. Each part of the portfolio illustrates an important facet of career development, leading students through the process of analyzing and synthesizing information that will assist with more purposeful and directed career decisions. The first section provides a place to record student and school information, describes the purpose of the portfolio, and gives a checklist of items that may be included in the folder. The second section provides a place for students to indicate identified career areas of interest and a checklist of recommended activities at each grade level that will assist students in their career development process. This checklist has been cross referenced with Seattle Public Schools' career guidance goals and objectives. The third section provides space for students to record self-assessment information. The last section is designed for high school course planning; it includes space for 9th- to 12th-grade courses, graduation requirements checklist, college entrance requirements, high school options, and high school plan. (YLB)

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Name: _____

Address: _____

Phone No.: _____

Social Security No.: _____

Student ID No.: _____

School Name

Transfer Date

- | | | | |
|------------|----------------|------------------|-----------------|
| *Ballard | *Hale | *Sealth | *Marshall Alt. |
| *Cleveland | *Ingraham | *West Seattle | *Sharples Alt. |
| *Franklin | *Rainier Beach | *Indian Heritage | *Middle College |
| *Garfield | *Roosevelt | *Summit K-12 | *Nova |

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CAREER DEVELOPMENT PORTFOLIO SEATTLE PUBLIC SCHOOLS

This is your Career Development Portfolio. When you graduate or transfer to another school, you will take this folder with you. What you record in this folder will help you make informed decisions about your present and future educational and career goals and plans. It will also assist you in completing job applications and resumes.

Contents: Some items will be added as you progress through high school.

- Career and Educational Goals
- Career Planning Checklist
- Four Year and Beyond Plan
- Transcript or Course History
- Competency Checklist
- Social Security Card (Copy)
- Proof of Citizenship (Green Card Copy)
- Test Scores
- Certificates or Awards
- Picture Identification
- Resume
- Letters of Recommendations
- Completed Job Application
- List of School/Community Activities
- Work/Volunteer History

CE 069 106

CAREER INTEREST AREA

(Choose from Worker Trait Groups, Kuder Career Clusters or Career Path / Focus Below)

- 9th _____
- 10th _____
- 11th _____
- 12th _____
- 13th _____

Worker Trait Groups

- Artistic
- Scientific
- Plants & Animals
- Protective
- Mechanical
- Industrial
- Business Detail
- Selling
- Accommodating
- Humanitarian
- Leading & Influencing
- Physical Performing

Kuder Career Clusters

- Artistic/Musical
- Literary
- Computational/Clerical
- Social Sciences
- Mechanical
- Persuasive
- Outdoor
- Scientific

Career Path/Focus: _____

- Arts/Communications
- Health/Human Services/Environment
- Business/Marketing/Economics
- Industrial Technology & Engineering

EDUCATION/TRAINING OPTIONS

(Choose from Post High School Education / Training Options below)

- 9th _____
- 10th _____
- 11th _____
- 12th _____
- 13th _____

Post High School Education/Training Option

- On-the-Job Training
- Apprenticeship
- Military
- Technical College
- 4 Year College/University
- Community College
- Transfer Program
- Tech Prep

CAREER PLANNING CHECK LIST

(Do the following to help build a strong background for making positive career decisions.)

- | | | |
|---|---|--|
| 9th 10th 11th 12th | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Review high school policies/procedures |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Visit the Career Center |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Take an interest survey |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Develop a four year plan |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Identify career interest area |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Review post-high school options |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Discuss plans with parents/teachers/counselors |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Use computerized information system |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Identify priorities and skills |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Investigate post-high school options |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Research a career in-depth |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Update four year plan |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Acquire job-finding skills |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Take Kuder Interest Survey |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Identify a career /develop a five year plan |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Research/visit post-high school option |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Review Financial Aid |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Take college admission tests |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Attend career/college conference |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Prepare a resume |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Double check graduation progress with counselor |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Update job search skills: resume, application, interview |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Apply to school/college |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Finalize post-high school plans |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Meet with counselor for senior interview |
| | | Explore a career: |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Shadowing |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Internship |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Career Day |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Career Seminars |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Volunteer Activity |

SELF -ASSESSMENT

Interests *What I Like To Do....*

9th _____
 10th _____
 11th _____
 12th _____
 13th _____

Skills *What I Do Well....*

9th _____
 10th _____
 11th _____
 12th _____
 13th _____

Priorities *What Is Most Important To Me.....*

9th _____
 10th _____
 11th _____
 12th _____
 13th _____

References: *(Teacher, Adult Friend, Counselor, Employer)*

1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Extra Curricular Activities
 Year _____
 Activity _____

Community Service/Volunteer Activities
 Year _____
 Activity _____

Work Experience/Career Exploration
 Year _____
 Employer _____

Awards/Certificates
 Year _____
 Name of Award _____

Testing *(Add test results to Portfolio)*

PSAT PLAN ACT KUDER SAT ASVAB
 Other: _____

