

# Grade 11 Career Portfolio 2023-2024

**DUE MARCH 29, 2024**

## **Parent Notification Form**

Enclosed in this packet are a description, the procedures, and assessment guidelines for the Career Portfolio your child must complete in order to graduate. All necessary forms are included at the back of this booklet in the “Required Forms” section.

This is an ongoing, 3 part project beginning in grade nine and continuing until March of the junior year. It is important for you and your child to carefully examine the information in this booklet so that you are aware of your child’s responsibilities.

### **GRADE 11**

- Career interest survey
- 1 career questionnaire
- Resume
- 10 hours of community service, if not completed in previous years
- 1 Visit to college, trade school, military branch recruiter OR job shadow (with a thank-you letter or virtual question sheet); journal for visit

It is the responsibility of your son/daughter to successfully complete all parts of the Career Portfolio in order to graduate. If all of the requirements for the Career Portfolio are not completed by the due date assigned, he/she will receive an incomplete (I) on his/her transcript, will not receive credit for the requirement and may forfeit his/her graduation ceremony participation or ability to receive a New Brighton Diploma. Every student is responsible for completing all assignments given in class and any independent activities required of the Career Portfolio by the due dates assigned. Any questions regarding Career Portfolio assignments should be directed to the teacher who assigned the task or your child’s school counselor.

## 3 Year Career Portfolio 2023-2024

New Brighton Area School District implements a 3 Year Career Portfolio broken into 3 parts as the final exit activity. The 3 Year Career Portfolio needs to be satisfactorily completed according to the standards set in order to graduate. The requirements of the project will be completed both during class as assigned activities and outside of school as independent activities. The student is responsible for completing all requirements of the project. If a student is absent on a day an activity is completed, he/she is still responsible for the assignment. Students should talk with the teacher who facilitated the activity for completion requirements. Students can also speak to their counselor if they have questions or need help.

The timeline for this project provides ample time for all parts of the project to be completed successfully. If all of the requirements for the Career Portfolio are not completed on time, students will not receive credit for the requirement and may forfeit their graduation ceremony participation or ability to receive a New Brighton High School Diploma. Students will earn .25 credit on their transcript upon successful completion of part 1 (grade 9), .25 for successful completion of part 2 (grade 10), and .5 credit for successful completion of part 3 (grade 11) for a total of 1 full credit required for graduation.

The Career Portfolio encourages a student to focus on post-secondary options and consists of 3 parts to be completed over 3 years (grades 9, 10, 11). Below are the requirements students are to complete at each grade level.

### GRADE 9

- Personality survey
- Completion of a job application (will not be submitted for employment)
- 1 Visit to a college, trade school, military branch recruiter with a journal OR job shadow with a thank-you letter
- Community service hours (10 hours must be completed by the end of junior year and are NOT mandatory in grade 9)

### GRADE 10

- Career interest survey
- 1 career questionnaire
- Financial Experience
- Entrepreneurship Assignment
- 1 Visit to a college, trade school, military branch recruiter with a journal OR job shadow with a thank-you letter
- Community service hours (10 hours must be completed by the end of junior year and are NOT mandatory in grade 10)

### GRADE 11

- Career interest survey
- 1 career questionnaire
- Resume
- 1 Visit to a college, trade school, military branch recruiter with a journal OR job shadow with a thank-you letter
- Community service hours (10 hours must be completed by the end of junior year)

## WELCOME TO GRADE 11

During your Junior year, you will participate in activities that will help you continue the process of career exploration. You will complete assignments and activities both in and out of the classroom. You are responsible for completing all requirements and asking for help if needed.

In order to be successful follow a few tips:

- Choose a visit/job shadow and community service projects that you will enjoy
- Meet your deadlines.
- Seek help if needed.
- DON'T PROCRASTINATE!
- Be responsible and organized.

Below is a checklist of the activities you will complete by the end of 11<sup>th</sup> grade.

### GRADE 11

- Career interest survey (completed in class)
- 1 Career questionnaire (found on page 11, completed on your own)
  - Answer all questions on the questionnaire in a Word/Google Document.
- Resume (completed in school)
- 10 hours of community service (completed on your own if not yet completed in prior years)
  - The activity can be designed around community service or a community/school project.
  - Community service is about helping others. It is not just giving of free labor or time. You will be working with the people you are helping. (soup kitchen, teaching Sunday/Bible School, Habitat for Humanity).
  - Community projects are about helping others through an outside source or organization. (clothing drive, food drive, 5K run benefit, town clean-up) See list of projects.
  - The community service log and Mentor verification form is required and can be found on page 15.
  - What will **NOT** be accepted for community service?
    - This is not a comprehensive list:
    - Shoveling snow for neighbors- this is just being neighborly and you should do this anyway when it's needed
    - Helping a friend/neighbor with a personal project- this doesn't benefit the community
    - Working at your place of employment and "not getting paid"

**\*\*\*Ask if you are unsure of your service idea**

**\*\*Requirements continue on next page**

## **CHOOSE ONE ACTIVITY BELOW (JOB SHADOW OR VISIT)**

- Job shadow & thank you letter (Form found on pages 12) (completed on your own)
  - Cannot be a member of your immediate family (parent or sibling)
  - Job shadowing requires that the student shadow the person on site for a minimum of 4 hours and must take place in one day.
  - Students are responsible for following all rules of the workplace.
  - Dress according to the guidelines of the workplace
  - Thank you letter must be mailed to whom you shadowed
  - Sample thank you letter info is found on pages 8-9

### **OR**

- 1 Visit to a college, trade school , military branch recruiter); journal for visit (**completed on your own- students MUST attend an in-person visit**)
  - You **MUST** take a visit outside of school, your visit is to be a minimum of **three hours** in duration in order for you to gain valuable information about the campus or opportunities.
  - Signature forms are required for all visits and found on pages 13-14
  - Field trips to an institution held by school personnel are acceptable and require a signature form as well
  - Journal entries must be typed and consist of 1-2 paragraphs (5-7 sentences per paragraph) for each of the that answers the 5 W's (who, what (did you do, see, like, dislike), where, when, why). Tips for writing a journal entry are found on page 7.

## ADDITIONAL INFORMATION

- ◆ ALL work/activities that are completed on your own (not as an assignment from a teacher) MUST be turned in to your counselor for grading.
- ◆ Students may be excused **two days** from school for their Career Portfolio. An excuse must be provided to verify your absence. Signature forms may be photocopied and 1 copy turned in as an excuse to your homeroom teacher. Students will be responsible for making up any missed work.
- ◆ If any part of the Career Portfolio is not completed, students may be required to complete an alternative assignment to meet the requirement of the project.
- ◆ Failure to complete the requirements of this project will forfeit participation in the graduation ceremony and ability to earn a New Brighton High School diploma.
- ◆ Ultimately, it is up to the discretion of the Career Portfolio Coordinators to determine if you have satisfactorily completed all the requirements of this project. The Career Portfolio Coordinators will be assigning the grades for this credit. It is a requirement for graduation. If you have any questions or concerns, please see the Career Portfolio Coordinators.

All documents, instructions, and this guide are available on the high school's guidance webpage under the 'files' link.

# Community Service Ideas (not a comprehensive list)

(Community service verification form can be found in the 'Required Forms' section of this packet)

- Work with local clubs/organizations for community service projects. (Lion's, Rotary, NB Parks and Recreation, youth baseball association, ReStore in Beaver Falls, We're At YOUR Service in New Brighton, etc.)
- Recycling Program in high school or in community.
- Coaching- Must start and finish the season & be at practices and games
- Raise money for a charity through an event you plan
- Butterfly Garden Elementary
- Talk with church leaders of New Brighton churches for service projects
- Beautify an area of the school grounds- Talk with school officials about this idea.**
- Summer Reading Program at Public Library
- Help with the Car Cruise or the Halloween Parade
- Organize a clean-up day for New Brighton or your community
- Paint murals in the town or school
- Help with an after school program
- Help with the triathlon
- Organize a used book sale for the public library
- Decorate the display case on the third floor
- Help with PTO events
- Town Christmas Project

## Places to Volunteer

Elementary/Middle school  
Soup Kitchens  
Ambassador Program  
Cambridge Village  
Brighton Wellness & Rehab  
Animal Friends  
Heritage Valley

Big Brothers Big Sisters  
Festival of Trees  
Habitat for Humanity/ Habitat Restore  
Beaver County Humane Society  
PTO-Market Day  
Salvation Army  
Meals on Wheels

Rochester Manor  
Grove Cemetery  
Providence  
Chamber of Commerce  
Franciscan Manor  
Individual Churches  
Ready Yourself Youth Ranch

## **Tips for Writing Journal Entries/Reflections**

- A journal entry/reflection is needed for the following experiences:
  - Post-Secondary visits (2 visits)
  - Community Service (10 hours)
    - 1 journal entry can be written for all 10 hours even if they are not done at the same place. Include all of your experiences in the same journal entry. Use proper writing technique to separate your paragraphs/experiences.
- During your experience, pay close attention to details; names of people helping you, where you are, what you are doing specifically etc.
- As soon as you are done and have a minute, take out your phone and jot down notes in your phone of those things you paid close attention to (from above).
- Think about the 3 What's
  - WHAT- recall your event
  - So WHAT now- reflect on the details of your event
  - WHAT's next- what have you learned and what can you take away from the experience?

Good questions to ask yourself as you write your reflection.

- 1) What actually happened? What was your experience?
- 2) What have you learned about the experience?
- 3) How has the experience impacted you?
- 4) Was your experience interesting? What did you like, dislike, why?

# Letter of Appreciation

(Thank You letter to those you job shadowed)

Thanking someone for taking time from his/her busy schedule is very important. You should send a letter within two weeks after you job shadow, showing your appreciation for their time. This will be a graded Career Portfolio item. Make sure you keep a copy of your letter for your portfolio. Please do not send the letter until it has been approved by a parent, teacher or the Career Portfolio Coordinator. Proof-reading is very important when sending a letter to another person.

## Remember to do the following when writing your letter:

1. Follow the correct format. (See Example next page)
2. Watch your spelling and grammar.
3. Paragraph one should thank the person you shadowed.
4. Paragraph two should state something you learned or enjoyed.
5. Paragraph three is a short thank you again.
6. Remember to sign your name between “Sincerely” and your typed name.
7. Sign your name in black ink exactly how you typed it.
8. Before sending show someone the letter and see if it follows the steps above
9. **This letter is a reflection of you. Misspelled words, incorrect format, bad grammar, no signature shows the person you are careless and you don’t care.**



## Use proper Letter Format for Letter of Appreciation:

Your Street Address  
Your City, Your State Your Zip code  
Date you are typing Letter

Job Shadow Person's Name  
JSP Street Address  
JSP City, JSP State JSP Zip code

Dear Mr. Mrs. Ms Dr. JSP Name:

Thank you for taking time from your busy schedule to provide me the job shadowing experience on (Fill in Date).

I found the ... Paragraph two should state something you learned or enjoyed. It should be at least four sentences.

I thank you again for your generosity and patience in helping me complete my Career Portfolio.

Sincerely,

Your Name

# REQUIRED FORMS

Forms in the packet can be photocopied if needed.

For example: if you are doing more than 1 job shadow or complete community service at 2 different locations, please make additional copies.

All assignments completed outside of school must be submitted to your counselor for grading. This includes all journal entries and verification forms.

**Please use the checklist below to be sure you have completed ALL required items for your portfolio.**

- Career Interest Survey
- Career Questionnaire
- Resume
- Community Service Verification Form/Log of hours if not completed in prior years
- Community Service Journal Entry

**Choose Either a Job Shadow OR Visit**

- Job Shadow Verification Form
- Letter of Appreciation (thank you letter to the person you shadowed)

**OR**

- Visit Verification Form
- Visit Journal Entry

Name: \_\_\_\_\_

## Career Research Questionnaire

**Hand-written answers will NOT be accepted for the final project:  
Questionnaires MUST BE TYPED**

1. **Name of Occupation:** (choose one base on your career survey results)
2. **Nature of the Work:** (Brief job description of this occupation)
3. **Working Conditions:** (Where do people work in this occupation? Are there physical demands for this job?)
4. **Training and Education Requirements:** (Do you need a license? College Degree? Advanced Education—describe the qualifications you will need for this occupation.)
5. **Job Outlook:** (What will be the demand for this occupation in the next five years? Include the date of your source)
6. **Earning Potential:** (How much can you expect to be paid in this occupation? Explain)
7. **Related Occupations:** (Describe two other occupations that are similar to this one that you could also pursue.)

# Job Shadow Experience Verification Form

**\*\*If a school day is missed for this job shadow, make a copy of this form and turn it in as your excuse for absence.\*\***

New Brighton Area School District implements a Career Portfolio as the final exit activity. The Career Portfolio needs to be satisfactorily completed according to the standards set in order to graduate. Portions of the project are to be completed independently by students outside of school.

Students who complete a job shadowing experience must complete all 4 shadowing hours in a single day.

### **For the Employee being shadowed**

To understand what the career is all about, the student should participate as much as possible in job duties. Please review and select activities for the student to perform or observe within your place of work. It's important to have the student participate in your job in ways that will not inadvertently disrupt or damage your work. We hope they will have a first-hand experience of your work.

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*If the student has completed four (4) hours of job shadowing with you please complete the following information for the purpose of verifying their experience.*

**Student Name** \_\_\_\_\_

**Name of Person Job Shadowed** \_\_\_\_\_

**Date** \_\_\_\_\_

**I agree that the above named student completed four (4) hours of job shadowing. The above student completed an interview with me and acted in a professional manner.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(email address)

\_\_\_\_\_  
(Place of Employment)

\_\_\_\_\_  
(Telephone)

# COLLEGE/TRADE SCHOOL/MILLITARY VISITS

**\*\*\*It is the student's responsibility to get a verification form/letter from the person with whom you met on your visit.\*\*\***

**A verification is provided in this packet; however, if you forget to take a form with you on your visit, a letter from a representative from the institution may be provided.**

**This letter must:**

- be on official letter-head paper from the institution that verifies your visit
- include the date of your visit
- include the name and signature of the person with whom you met and their title within the institution

If a letter is not available, please have the institution representative complete the Additional Visit Verification Form (page 13 of this packet). I will also accept a printout of an email sent directly to the student from the institution representative verifying a visit date.

**This email must:**

- be sent to the student from the professional email address of the institution representative
- include the date of your visit
- include the name of the person with whom you met on your visit and their title within that institution
- be printed out by the student and included in the paperwork to be turned in to a Career Portfolio Coordinator.

**STUDENTS WHO ATTEND A COLLEGE VISIT SET UP BY THE COUNSELING DEPT:**

- Please complete the Visit Verification Form and have it signed by your School Counselor or Counseling Department Secretary.

What will not be accepted as verification of a visit:

- brochures, booklets, flyers etc. from an institution
- hand-written letters

# Post-Secondary Visit Verification Form

**\*\*If a school day is missed for this visit, make a copy of this form and turn it in as your excuse for absence.\*\***

New Brighton Area School District implements a Career Portfolio as the final exit activity. The Career Portfolio needs to be satisfactorily completed according to the standards set in order to graduate. Portions of the project are to be completed independently by students outside of school.

To understand what your institution offers, the student should participate in a tour of the campus (walking or virtual) and also receive information regarding admission, student/campus life and financial aid.

*Please complete the following information for the purpose of verifying the student's visit at your institution.*

**Student Name** \_\_\_\_\_

**Name of Institution** \_\_\_\_\_

**Name of Institution Representative** \_\_\_\_\_

**Signature of Institution Representative** \_\_\_\_\_

**Date of visit** \_\_\_\_\_

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## MENTOR VERIFICATION OF COMMUNITY SERVICE

Student Name \_\_\_\_\_

You have been chosen to verify this student's efforts on his/her Career Portfolio. Since most of the time spent on the project phase of the assignment has been out of the classroom, verification of the student's efforts is necessary. Please answer the following questions to help us evaluate his/her volunteer time.

1. Please complete the table to verify your service hours. A mentor signature is **required**.

Location/Site	Date of service	Hours completed	Mentor Name	Signature	Email/Phone

TOTAL HOURS: \_\_\_\_\_

Mentor comments regarding student performance:

Thank you for allowing this student to complete his/her community service hours with you. We appreciate your help in introducing our students to community service. You are a valuable member of this process. Please feel free to contact a Career Portfolio Coordinator if you have any questions or concerns.

*Career Portfolio Coordinator: 3202 43<sup>rd</sup> St, New Brighton, PA 15066 724-846-1050*