

Student Learning Plan

Unit 3: Foundations for Success

Career Development Portfolio [U3C9L2]



Why this is important:

The better you prepare, the better your chances of achieving success and doing something that you enjoy. A career portfolio is a tool that helps you document evidence of your successes. The portfolio provides information about you and your achievements over time. It is a type of scrapbook that contains evidence of your accomplishments, your educational development, and your career growth.

By maintaining an up-to-date portfolio, you will be able to quickly reference needed information when applying for jobs, colleges, or scholarships. In this learning plan you will gather evidence of your accomplishments to start your own career portfolio.



What you will learn to do:

(Competency)

Assemble a personalized career portfolio

Linked Core Abilities

- C. Communicate using verbal, non-verbal, visual, and written techniques
- D. Take responsibility for your actions and choices



How you will know when you are succeeding:

You will show that you have learned the target knowledge and skills:

- by organizing a career development portfolio and submitting the portfolio after Lesson 4

Your performance will be successful when:

- portfolio includes a cover page and a table of contents
- portfolio includes skills analysis documents, career planning reports, an education plan, and employment documents
- portfolio evidence of accomplishments
- portfolio is neatly arranged and clearly labeled
- portfolio includes a reflection that identifies a plan for developing areas needing improvement



Knowledge and skills you will learn along the way:

(Learning Objectives)

- a. Explain the importance of developing and maintaining a career portfolio
- b. Identify components to include in a career portfolio
- c. Identify what best represents personal achievements and goals
- d. Describe documents to include in a career portfolio
- e. Define key words: employment application, interview, networking, portfolio, resume, success



Learning Activities:

These learning activities are designed to help you learn the target skills and knowledge for this lesson. Your instructor may assign additional or alternative learning activities.

- ____ 1. COMPLETE the Personal Skills Map Survey found on the JROTC Success Profiler™ CD-ROM. REVIEW the printout of your Personal Skills results to note your current skills and your personal profile. COMPLETE Exercise 2: Self-Analysis. LIST your personal achievements and career goals based on your skills profile. SAVE your Personal Skills Map printout and Exercise for your career portfolio. RECORD responses to reflection questions in your Cadet Notebook. [Work independently]
- ____ 2. [SELF-PACED OPTION] CARRY OUT Activity 1 independently.
- ____ 3. LISTEN TO a briefing about career portfolios. EXAMINE a sample portfolio. CREATE Circle Map to describe why developing and maintaining a career development portfolio is important. ADD the Circle Map to your Cadet Notebook. [Work with a team]
- ____ 4. LEARN MORE or REVIEW by reading Section 2: Career Portfolios in Chapter 9 of the student text. ADD notes from the reading and review questions to your Cadet Notebook. [Work independently]
- ____ 5. [SELF-PACED OPTION] CARRY OUT Activities 3 and 4 independently.
- ____ 6. COMPLETE Exercise 3: Employment Application to practice filling about a job application. REFER to information on your Resume and Tree Map completed in Activity 6. ADD your employment application to your career portfolio. [Work independently]
- ____ 7. EXAMINE guidelines for preparing resumes found in the student text. EXAMINE examples of resumes in preparation to create you own resume. CREATE a Tree Map titled “My Resume” to organize your personal information under section headings found on resumes. CREATE your own resume using Exercise 4 as a template. PRINT out your resume to add to your career portfolio. [Work independently]
- ____ 8. [SELF-PACED OPTION] CARRY OUT Activities 6 and 7 independently.
- ____ 9. COMPLETE Exercise 5: School-to-Work to assess your skills. CONSIDER skill areas than need improvement. DEVELOP 2-3 goals that will help you develop skills that need improvement. RECORD these goals in the “Comments” column. CONSIDER skills that meet job criteria. In the “Comments” column LIST what can be added to your career portfolio as evidence of your skills. ADD this exercise document to your career portfolio. [Work independently]
- ____ 10. CREATE a two-column Tree Map or T chart titled “My Portfolio.” LIST what information you have for your portfolio and what needs to be added. [Work independently] SHARE your map with a partner. [Work with a partner]
- ____ 11. [SELF-PACED OPTION] CARRY OUT Activities 9 and 10 independently.



Assessment Activities:

These assessment activities will enable you to show that you have learned the target skills and knowledge for this lesson. Your instructor may assign additional or alternative assessment activities.

- ____ 1. COMPLETE the Career Development Portfolio Assessment Task. SELF-ASSESS your work using the Scoring Guide. SUBMIT your Career Portfolio to your instructor for feedback and a grade after Lesson 4.
- ____ 2. [SELF-PACED OPTION] Same as above.