

CAREER PORTFOLIO

For Middle School Students



Connecting Maine Students to Maine Businesses

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Career Exploration for Middle School Students

One of the roles of middle school educators is to help students understand how their current educational and personal choices will affect their future life roles, in particular their choices for a career.

According to Sandra Kerka, “middle school students need to learn to think about the future; recognize their responsibility for educational planning; broaden their aspirations beyond the stereotypes of gender, ethnicity, and socioeconomic level; develop and maintain self-esteem; develop cognitive complexity (essential for the knowledge work of the future); have parental support for career choices; understand how school relates to future life roles; and recognize the broad scope of work in the 21st century.”*

One step that a student can take in this process is to begin developing a “Career Portfolio.”

Why a Career Portfolio?

- Allows students to showcase their best work and accomplishments
- Offers an opportunity for students to define and record their interests, skills, and experiences.
- Provides a tool for students to reflect on their personal progress academically and personally.

Suggested timeline

7th Grade

Introduction—Goal/Value Sheet
Shield Activity
Activity Sheet
Report Cards
My Commercial/Autobiography
Real Game activities
Samples of Work from classes
Awards & Certificates

8th Grade

Career Futures Profile
Job Shadowing
Samples of Work from classes
Update Activity Sheet
Report Cards
My Commercial (self)

*Source: ED377314, ERIC Clearinghouse on Adult Career and Vocational Education Columbus OH. 1994.

Introduction

Part I

This section will focus on you and provide an introduction to who you are, including your goals, interests, and abilities.

____ Shield Activity

____ Business Card

____ Autobiography (my commercial)

SHIELD ACTIVITY

"Coat of Arms"

Students are to draw pictures (no words) for each block. Once the students complete their shields, have volunteers share their shields. After sharing, discuss how their interests relate to possible career choices.

Box 1

Something about themselves they would like others to know about them (blue eyes, always smiling, great athlete, etc.)

Box 2

Someone that they admire or look up to (i.e. type of person they are or their career)

Box 3

Students WRITE their last names

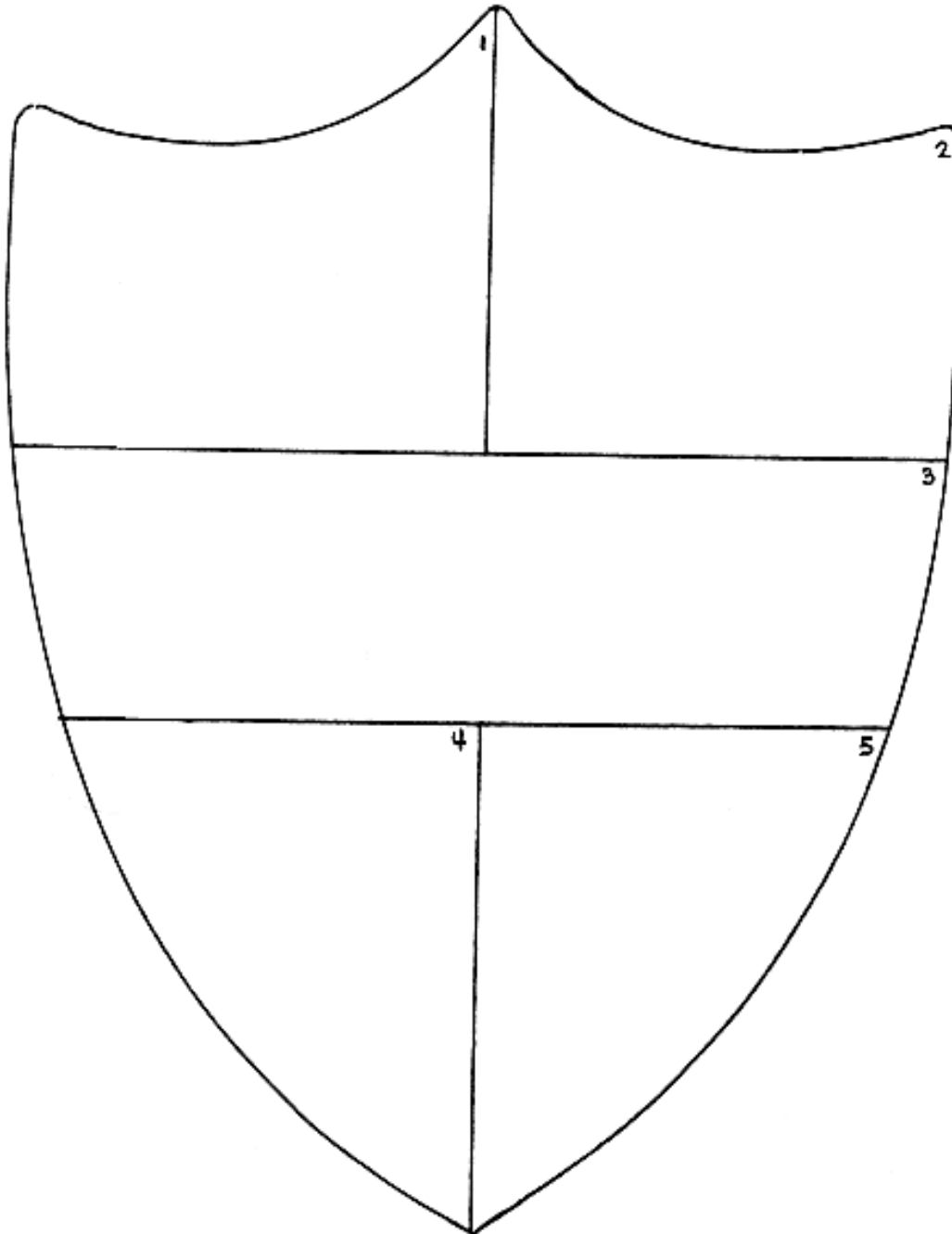
Box 4

Favorite school activity, sport or class

Box 5

Career/work that they wish to pursue after high school

Coat of Arms



BUSINESS CARD

After the students complete the Shield Activity, they are to design their own business card on a 3 x 5 index card. Their card will reflect the work/career they wish to pursue after high school graduation.

AUTOBIOGRAPHY (My Commercial)

Students are to write their autobiography in a commercial format. The commercial can be designed for television or radio. Encourage the students to be creative.

Future Plans

Part II

It is important to think about what you like to do and to explore a variety of career areas. The time you spend now doing career exploration and assessment will help you later to decide which career path is best for you.

There are many tools and activities that you can use to gather information about yourself—your particular strengths, abilities, interests, and learning styles. After gathering this information, you can begin to investigate careers that match your personal characteristics.

- ____ Goal Sheet
- ____ Report Cards/Progress Reports
- ____ Interest Inventory/Career Futures Profile

GOAL SHEET

(Sample included)

Students will identify a personal/social, educational, and co-curricular goal. Also, they will develop a plan for each goal and determine how each goal will be measured.

REPORT CARDS/PROGRESS REPORTS

Students will include their 7th and 8th grade report cards and progress reports in their portfolio.

INTEREST INVENTORY

Students will include the written results of any assessment tools or inventories used at their school to gather information about their own strengths, abilities, interests, or learning styles.

GOAL SHEET

7th Grade

Name: _____

My personal/social goal is:	My plan to achieve my goal is:	My documentation of my goal is:	Date to accomplish and/or review my goal:
My educational goal is:	My plan to achieve my goal is:	My documentation of my goal is:	Date to accomplish and/or review my goal:
My co-curricular goal is:	My plan to achieve my goal is:	My documentation of my goal is:	Date to accomplish and/or review my goal:

GOAL SHEET

8th Grade

Name: _____

My personal/social goal is:	My plan to achieve my goal is:	My documentation of my goal is:	Date to accomplish and/or review my goal:
My educational goal is:	My plan to achieve my goal is:	My documentation of my goal is:	Date to accomplish and/or review my goal:
My co-curricular goal is:	My plan to achieve my goal is:	My documentation of my goal is:	Date to accomplish and/or review my goal:

Achievements

Part III

Your portfolio should include samples of your work. You are responsible for selecting and gathering these samples. Choose samples of which you are proud—work that displays care and planning.

Samples of your work that are three-dimensional (e.g., videotapes, CDs, physical items) and cannot be placed in the binder may accompany the portfolio. However, instead of the sample itself, consider including a photograph and a note explaining the item. Please include notes where necessary to explain a little about when, why, and for whom a project was completed. If you were responsible for only part of the project, explain which part was yours.

If you have awards or certificates, make photocopies for your portfolio binder.

- _____ Middle School Activity Sheet
- _____ Samples of best work from classes
- _____ Samples of best work from co-curricular or other activities
- _____ Awards and certificates received (academic, sports, co-curricular, CPR, First Aid, etc.)

Who I Really Am

Part IV

This section can include pictures, a collage, newspaper articles, descriptions of activities relating to personal interests and hobbies (photography, poetry, cooking, fishing, snowmobiling, woodworking, etc.). Also include descriptions of activities relating to community involvement or volunteer work.

- ____ Personal Interests (4-H, scouts, youth groups, hobbies, dance, etc.)
- ____ Community Involvement/Volunteer Work (newspaper articles, photos, brochures, etc.)

Appendix

Web Resources for Middle School Career Exploration

- **America's Career InfoNet** (<http://www.acinet.org/>) An extensive career exploration website.
- **Career Planning - Grade: 8** (<http://www.integratelearning.org/Lesson%20Bank/JAllen/lp3.pdf>) An integrated lesson plan covering 3 sessions of approximately 1 hour each at. It was developed by Jeanette Allen as part of the Star Schools Project.
<http://www.integratelearning.org/Lesson%20Bank/JAllen/jallen.htm>
- **Career Preparation Curriculum Teacher's Guide and Student Handouts** (<http://ccdme.org/careerprep/>) Developed by the Center for Career Development to accompany statewide train-the-trainer workshops for Maine secondary educators.
- **Learnovation** ® LLC sells career portfolio kits and related tools (<http://learnovation.com/Portfolio%20Extras.htm>), but also has some freely downloadable portfolio worksheets and samples at <http://learnovation.com/Portfolio%20Extras.htm>.
- **Mapping Your Future** (<http://mapping-your-future.org/>) One stop site for students and parents with information of financial strategies, career options, and college planning.
- **MY CAREER PORTFOLIO** Created by the North Carolina Health Careers Access Program and is available at <http://eahec.ecu.edu/telehealth/AHECCareer.PDF>.
- **Vocational Education in the Middle School.** ERIC Digest No. 155 (http://www.ed.gov/databases/ERIC_Digests/ed377314.html)

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