

Handout 1.2a: Career Portfolio Evaluation Task

Student Name: _____

Your Career Studies portfolio is a system to develop self-management and organizational skills. You will use a binder to store all relevant materials relating to your educational and career planning throughout high school. Your portfolio will be checked during this program and evaluated at the end of the course. Bring it to class every day. **All** handouts, notes, printouts, and evaluation tasks that are accumulated throughout the course must be filed in each divider section according to the criteria noted below and in order, using the checklist on the back of this page (see Handout 1.2b). A mark will be deducted for missing, misplaced, or out-of-order pages.

Prepare a main cover page to include all the information noted below. On the cover page, include several design elements (fonts, text art, page border, graphics, slogans, lines, etc.) that reflect Career Studies themes. This cover page can be prepared on the computer or by hand. To achieve full marks, the cover page must be designed to be high-quality and to make a notable impression in the eyes and mind of the viewer. **Note: "I" = Incomplete.**

D i v i d e r s		Main Cover Page	Divider Sections	Total
		Main Cover Page: Include the following information: Name of School Student Services Department GLC20 – CAREER STUDIES PORTFOLIO Your Name Teacher's Name School Year	I 1 2 3 4 5 (include all info at left on cover page)	I 1 2 3 4 5 (five dividers labelled, in order)
1	Career Planning/Culminating Activity Application form, resumé worksheets, resumé, covering letter, interview process and job-search documents, etc. All information and handouts relating to the culminating activity: evaluation task, research materials, final project, etc.		I 1 2 3 4 5 6 7 8 9 10	
2	Miscellaneous Student information sheet, career portfolio evaluation task, community involvement passport, term mark printout, curriculum expectations reviews, and any documents or papers that do not belong in any other section		I 1 2 3 4 5 6 7 8 9 10	
3	Notes/Coursework Include the evaluation task and grading chart, and class handouts pertaining to Skills for the World of Work group presentations; class notes and homework from course content relating to skills		I 1 2 3 4 5 6 7 8 9 10	
4	Personal Profile/Achievements Any information about your personal profile, interests, personal inventories, Personality Dimensions®, <i>Who Am I?</i> , the Career Wheel, the Interview Project, etc.; and photocopies of special achievements, certificates, and awards you have earned, if available		I 1 2 3 4 5 6 7 8 9 10	
5	Reflections/Responses The reflections on your learning experiences throughout the units of study and any of the three responses (Personal Achievements, Reading, Job Posting evaluation tasks and charts) that were done		I 1 2 3 4 5 6 7 8 9 10	
Portfolio Presentation <input type="checkbox"/> Preparing individual cover pages for each section <input type="checkbox"/> Including extra information and printouts relating to course materials <input type="checkbox"/> Including evidence of your personal and/or school accomplishments <input type="checkbox"/> Using clear protector sheets to help preserve original and important documents, such as the resumé, covering letter, and certificates			I 1 2 3 4 5 6 7 8 9 10	
TOTAL			/ 70 marks	