

NAME:

POINTS:        /350

**Purpose:** Students will continue their exploration into their likes, interests, skills and values by completing an "About Me" portfolio. They will also demonstrate skills necessary for building a portfolio; such as organization, reflection, and project completion. *We will have limited class time, use it wisely!*

**Directions:** Follow the outline below, including all necessary items and papers. Use your packet and examples for assistance. There will be limited class time to work on this project, use your time wisely and utilize your time management skills to complete this portfolio!

**Descriptions 1 and 2 DUE: Monday, Feb. 9<sup>th</sup>**

**Descriptions 3 and 4 DUE: Monday, Feb. 9<sup>th</sup>**

**Descriptions 5 and 6 DUE: Monday, Feb. 16<sup>th</sup>**

**Descriptions 7 and 8 DUE: Monday, Feb. 23<sup>rd</sup>**

**Descriptions 9 and 10 DUE: Monday, Feb. 23<sup>rd</sup>**

**Dividers and Essay DUE: Monday, March 2<sup>nd</sup>**

**Table of Contents DUE: Monday, March 9<sup>th</sup>**

**FINAL PORTFOLIO DUE: MONDAY, MARCH 9<sup>th</sup>!!!!**

Title of portfolio: \_\_\_\_\_

Turn in your portfolio with this rubric in the front pocket on: MONDAY, MARCH 9<sup>th</sup>!!!! (5 points)

### Organization of Portfolio:

**Please organize your portfolio in the order the rubric lists items. (15 points)**

Organizational method:        Theme

Presentation method:        3-ring Binder

\_\_\_\_\_ Portfolio Method (5 pts): follow the theme method and organize accordingly

**Include the following items: Points included for spelling, grammar and punctuation**

\_\_\_\_\_ **Title Page** (5 pts): your name, title of portfolio, due date, class it's for (Careers I)

\_\_\_\_\_ **Table of Content** (10 pts): list of everything in the portfolio in order, **with page numbers**  
(this will be the last thing you want to do so that you include everything with a page number!)

\_\_\_\_\_ **Page Numbers on ALL pages!** (5 pts)

\_\_\_\_\_ **Final Outline** (10 pts): listing themes/categories and artifacts that go under each

\_\_\_\_\_ **Essay** (30 pts): include the following 3 paragraphs (check packet for more details):

\_\_\_\_\_ **About me:** Answer: who are you, where are you from, what kind of person are you, what are your characteristics and values, how are you involved?

\_\_\_\_\_ **Portfolio highlights:** which artifacts mean the most to you, or did you learn the most from and why, what will the audience learn about you from these artifacts

\_\_\_\_\_ **What I learned from completing the project:** examples- what is most important to you, did you have a change in values, are you are difficult to define in objects, and what does all this mean about you and your future?

\_\_\_\_\_ **Divider pages** (5 pts): divide themes with a page that designates that theme.

\_\_\_\_\_ **Artifacts** (200 pts): need 10 artifacts (actual objects, picture of, or other representation), **each with a title and description** (with the details of the event/item and why it's in there, what it means to you, what you learned from it, the info from the blue sheet!) & **blue reflection sheet**

\_\_\_\_\_ **Artifact 1** \_\_\_\_\_ **Title** \_\_\_\_\_ **Description** \_\_\_\_\_ **Blue sheet**

\_\_\_\_\_ **Artifact 2** \_\_\_\_\_ **Title** \_\_\_\_\_ **Description** \_\_\_\_\_ **Blue sheet**

\_\_\_\_\_ **Artifact 3** \_\_\_\_\_ **Title** \_\_\_\_\_ **Description** \_\_\_\_\_ **Blue sheet**

\_\_\_\_\_ **Artifact 4** \_\_\_\_\_ **Title** \_\_\_\_\_ **Description** \_\_\_\_\_ **Blue sheet**

\_\_\_\_\_ **Artifact 5** \_\_\_\_\_ **Title** \_\_\_\_\_ **Description** \_\_\_\_\_ **Blue sheet**

\_\_\_\_\_ **Artifact 6** \_\_\_\_\_ **Title** \_\_\_\_\_ **Description** \_\_\_\_\_ **Blue sheet**

\_\_\_\_\_ **Artifact 7** \_\_\_\_\_ **Title** \_\_\_\_\_ **Description** \_\_\_\_\_ **Blue sheet**

\_\_\_\_\_ **Artifact 8** \_\_\_\_\_ **Title** \_\_\_\_\_ **Description** \_\_\_\_\_ **Blue sheet**

\_\_\_\_\_ **Artifact 9** \_\_\_\_\_ **Title** \_\_\_\_\_ **Description** \_\_\_\_\_ **Blue sheet**

\_\_\_\_\_ **Artifact 10** \_\_\_\_\_ **Title** \_\_\_\_\_ **Description** \_\_\_\_\_ **Blue sheet**

\_\_\_\_\_ **Blue Sheets** (10 points): Because our blue reflection sheets are back-to-back, you will not be able to put them with the artifacts; you will need to have a section after the artifacts and descriptions for all the blue sheets

**Other papers you NEED TO INCLUDE in your portfolio to save for Careers II: (50 points)**

- Hero Paper
- Job Applications (2, practice and graded)
- Resume
- Cover Letter
- Job Interview Practice Questions
- Career Interviews questions and answers (2)
- Values Inventory packet
- Work Values survey