

Skills for Success Career Portfolio

OVERVIEW

- Award Certificates, Letters of Recognition/Commendation
- Resume
- Transcript
- Letters of Reference
- Diploma, Certificate of Completions
- Portfolio Introduction (Reflection summary statement which identifies/describes how artifacts demonstrate mastery of MSDE Skills for Success! (matched with artifacts contained in notebook)
- Examples of completed job application(s)

LEARNING SKILLS

- Vision/Mission Statement - goals for next 3-5 years ("whole person": career, independent living, lifelong learning, community participation)
- Transcripts
- Personality Inventories
- Interest Inventories
- Learning Styles Inventories
- Career Plans
- Aptitude Tests
- Vocational Evaluations
- Job Experiences - work evaluation forms, etc.
- Volunteer/Community Service Documentation
- Mentorships
- Research Projects
- Awards, Certificates of Completion of training programs - competency profiles
- Attendance at trainings, lectures, other courses, workshops (i.e. CPR training, junior firefighting training, ROTC, baby sitting training)
- Reflection statements
- Evidence of participation in IEP for transition services
- Evidence of core learning goal mastery; i.e., MFTs, State Assessments, etc., PSAT, SAT scores, IMAP
- Artifacts (i.e., research project, video of performance, art/writing portfolios)

THINKING SKILLS

- Artifacts that target a specific way to solve a problem
- Participation as peer mediators
- Participation on debate teams, etc.
- Reflection on process used to come to resolution of a problem - social situation, teacher/student/counselor/employer observations/evaluations and problem solving skills across a variety of settings
- Artifacts which demonstrate creativity as an artist, author, mathematician, musician, scientist, historian, athlete, or in extra-curricular activities
- Evidence of effective decision making
- Evidence of making adjustments to program, plan, or strategy based on experiences, information, or issues (i.e., interview video-adjusted according to personnel, dress rehearsal edited/revised)
- Award Certificates, Letter of Recognition/Commendation
- Reflection statements

COMMUNICATION SKILLS

- Proficiency in use of assistive technology devices
- Debate teams
- Student mentors/tutors
- Oral presentations: video, audio, transcripts, data CD
- Samples of writing: letters to... a senator, an editorial demonstrating point of view - persuasive writing

- Proficiency in a foreign language and/or sign language
- College essays
- Cover letters/Thank You letters
- Marketing experiences
- Teacher Assistants/Aides
- Evidence of work as a Peer Facilitator
- Group presentations
- Club, student government, morning announcements/school news
- Newspaper/yearbook editor
- Use of technology as a resource and vehicle for communication
- Functional communication skills: ordering, telephone, social skills, letters, notes
- Interviewing skills (to include appropriate voice, intonation, intelligibility) - use of professional formal language structures - video checklist, audio - nonverbal signals such as body language, handshake, eye contact
- Interviewer evaluation
- Example of completed job application(s)
- Examples of note taking, daily schedules, other ways of managing information
 - (1) SQ3R
 - (2) Franklin Planner, Day Timer
 - (3) Note cards/outlining
 - (4) Picture Schedules
 - (5) Task sequences -written or pictorial
- Award Certificates, Letters of Recognition/Commendation
- Reflection statements

TECHNOLOGY SKILLS

- Projects which demonstrate use of technologies
 - resume saved electronically
 - research projects using software programs
 - graphics for charts, presentations, etc
 - use of internet; e-mail
- Proficiency Checklists
 - computer skills (keyboarding competencies, word processing, etc.
 - high tech (i.e. laser technology)
 - low tech (i.e. calculators, copiers, scanner)
 - audio presentations, including sound mixing
 - video presentations
 - assistive technology
- Technologies used to perform work in a variety of settings (i.e., carpentry tools, electrician tools, mechanics tools)
- Award Certificates, Letters of Recognition/Commendation
- Reflection Statements

INTERPERSONAL SKILLS

- Student community service experience(s)
- Mentor/tutor experiences
- Teams, clubs, band, chorus, performing arts, other hobbies/interests
- Peer mediation experiences
- Student Government
- Group projects in a variety of settings
- Evidence of leadership skills: team captain, club/class/SGA officers, representative in-school and outside activities/presentations
- Community based experiences (shopping, banking, public transportation, leisure, recreation)
- Award Certificates, Letters of Recognition/Commendation
- Reflection Statements

POSSIBLE ARTIFACTS LIST FOR OVERVIEW SECTION AND FIVE SKILLS FOR SUCCESS SECTIONS OF THE CAREER PORTFOLIO

OVERVIEW

- Resumes
- Transcripts
- Letters of Reference
- Diplomas or Certificate of Completion
- Award Certificates
- Letters of Recommendation or Commendation
- Examples of Completed Job Application
- Portfolio Introductions
- Portfolio Highlights Summaries

LEARNING SKILLS

- Mission/Vision statement - goals for the next 3-5 years
- Transcripts
- Self-Assessments
- Personality Inventories
- Interest Inventories
- Learning Style Inventories
- Career Plans
- Aptitude Tests
- Vocational Evaluations
- Brief and/or Extended Constructed Responses
- Laboratory Reports
- Work Evaluation Forms
- Volunteer/Service Learning Documentation
- Mentorship Documentation
- Research Project Abstracts
- Training/In-Service/Workshop Documentation
- Reflection Statements
- Evidence of participation in IEP meetings for transition services
- Evidence of Core Learning Goals Mastery - H.S.A. scores, PSAT/SAT/ACT scores, IMAP scores
- Performance Videos
- Art/Writing Portfolio Artifacts

THINKING SKILLS

- Defined series of steps required to solve a math problem
- Graphic organizers
- Student-generated rubrics
- Evidence of participation in peer mediation
- Evidence of participation on debate team
- Reflections on student/teacher/counselor/peer meetings
- Proofs in *Geometry*
- Artifacts that demonstrate creativity as an author, artist, mathematician, scientist, historian, athlete, musician, etc.
- Evidence of effective decision-making
- Evidence of making adjustments to a program
- Award certificates
- Letters of Commendation

COMMUNICATION SKILLS

- Evidence of proficiency in assistive technology devices
- Evidence of participation on debate team
- Documentation of student mentoring or peer tutoring
- Oral presentation - videos, audio tapes, CDs, etc.
- Samples of writing - letters to senators, editorials, persuasive essays
- Evidence of proficiency in foreign language(s) and/or sign language
- College essays
- Abstracts from student-generated manuals
- Finished written estimates
- Peer comments/assessments
- Cover letters
- Thank You letters
- Evidence of marketing experience
- Documentation of working as a teacher assistant
- Evidence of participation in peer mediation
- Group presentation videos
- Documentation of work in clubs, student government, school newspaper, etc.
- Articles from yearbook or newspaper
- Evidence of functional communication skills - ordering, answering telephones, proficiency in social skills, writing letters, etc.
- Evidence of interview skills - appropriate voice intonation and clarity, body language, hand shakes, eye contact, etc.
- Interview evaluations
- Examples of completed job applications
- Examples of note taking, daily schedules, and other ways of managing information

TECHNOLOGY SKILLS

- Projects that demonstrate use of technology
- Resumes on CD or online
- Online projects
- Research projects using computer software
- Presentation projects using software programs such as Power Point
- Newsletters with clip art
- Digital photography
- Print-outs from personal web pages
- Evidence of computer skills - keyboarding competencies, word processing programs, etc
- Documentation of experience with audio presentations; sound mixing
- Evidence of proficiency with calculators, copy machines, fax machines, scanners, LCDs, etc
- Video presentations
- Evidence of proficiency with carpentry tools, electrician tools, mechanics tools

INTERPERSONAL SKILLS

- Documentation of student service learning experiences
- Evidence of mentoring, mediation, and tutoring experiences
- Artifacts from participation in teams, clubs, bands, chorus, performing arts, and other hobbies or interests
- Evidence of work in student government
- Group projects in a variety of settings
- Recording of dialogue performed in a foreign language
- Evidence of leadership skills - team captains, club officers, school representatives, and community organization leadership roles
- Evidence of proficiency in community-based experiences; shopping, banking, accessing transportation, leisure/recreational activities

POSSIBLE PORTFOLIO ARTIFACTS

VISUAL AND PERFORMING ARTS

- Art letter
- Letter of work on exhibit
- Photos of art exhibit
- 2D artwork
- Letters of recommendation
- Outside lessons documentation
- NAHS membership
- Drama script
- CD/Video of musical presentation
- CD/Video of performance presentation

PHYSICAL EDUCATION

- Certificate of achievement (specific sport)
- Video of aerobics/dance routine
- Letter of commendation for Aide

SCIENCE

- Informational brochure (Earth/Space, Ecology, Planet, Biomed)
- Laboratory report
- Video of student presentations
- Writing prompts
- Informational coloring book
- Bulletin boards, posters for independent research
- Chemistry (lab reports, presentations, research, projects, writing prompts, videos, posters, etc.)

TECHNOLOGY EDUCATION

- Photographs, illustrations, projects
- Label designs
- Advertising campaigns
- Design principle examples
- Self-portrait promotion campaigns
- Package designs
- Posters
- Drafting
- House construction
- Projects (robots, graphics design, animation, video editing, bird house, etc.)

HEALTH

- Addiction project
- Coat of Arms
- Quiz/Test with high score
- Self-esteem activity

BUSINESS

- Projects
- Essays
- "Self-teaching"
- Chapter outline
- Business simulation
- Videos
- Spreadsheets

SOCIAL STUDIES

- Essay
- Projects
- Tests with high scores
- Note cards for oral reports
- Secure Project Artifacts

FACS

- Menu planned - own recipe
- Final Flower Design project or original design
- Tests with high scores
- Projects and oral presentation
- Lesson plans/photos from Child Development
- Brochures/posters

ENGLISH/MODERN & CLASSICAL LANGUAGES

- Essay
- Narrative story
- Assessments
- Videos/Projects
- Recorded speeches

MATHEMATICS

- Projects
- Tests with high scores
- Problems

POSSIBLE ARTIFACTS FOR THE PORTFOLIO

Philosophy
Newspaper/Magazine Articles
Ribbons
SAT/ACT Scores
Photographs
Overview or Preface
Observations
Evaluations
Certificates/Awards
Self-Evaluations
Writing Samples
Final Unit Assessments
Project Samples
Videos
Letter of Application
Letter of Inquiry
Letter of Recommendation
Career Plan
Extra-curricular Activities
Field Trips
Multi-Cultural Ideas
Speech Needs Adaptations