

F37-L2

<b>Student Portfolio</b>	<b>Core Competency:F37</b>	<b>Level 2, Intermediate</b>
Develop healthy self-concept for home, school, and work		
Time to complete: 240 min.		
<b>Objectives</b>	Upon completion of this lesson students will be able to: <ol style="list-style-type: none"> <li>1. Understand what a digital or electronic portfolio is.</li> <li>2. Develop a student portfolio</li> <li>3. Understand how text, photos, diagrams, audio, video and other multimedia elements can be integrated into a portfolio</li> </ol>	
<b>Cross Competencies</b>	C18 Follow directions G41 Apply critical thinking skills G47 Demonstrate techniques for building commitment by others	
<b>Core Standards</b>	Career and Vocational/Technical Education Content Standard 2 Workplace Competencies Content Standard 3	

<b>Materials in Lesson Plan</b>	<b>Other Supplies Required</b>	<b>Supplemental Resources</b>
<ul style="list-style-type: none"> <li>• F37L2ACT1 Student Portfolio</li> </ul>	<ul style="list-style-type: none"> <li>• Blank CDs and CD covers.</li> <li>• Access to computer lab</li> </ul>	<a href="http://electronicportfolios.org/portfolios/howto/index.html">http://electronicportfolios.org/portfolios/howto/index.html</a>

<b>MCA</b>	<b>Portfolio Project</b>	<b>Guest Speakers</b>	<b>Program of Work</b>
		Bring in a college representative to discuss the value of electronic portfolios	
<b>Civic Engagement</b>	<b>Indian Education for All</b>	<b>Career Pathways</b>	<b>Competitive Events</b>
School Service Project			Decision Making Critical Thinking Career Exploratory Notebook

<b>Suggested Instructional Approach</b>	<b>Notes</b>
<p><b>Introduction</b></p> <p>Portfolios are not new. People such as artists and teachers have used portfolios for a long time. Today, people in almost all careers use portfolios. Your portfolio is a marketing tool, and you are what is being marketed. You must understand your strengths and weaknesses, set meaningful goals, and seek out courses, activities, jobs, internships and other opportunities that fit your skills and interests.</p> <p>The documents you include in your portfolio should show:</p> <ol style="list-style-type: none"> <li>1. What you have accomplished.</li> <li>2. What your skills are.</li> <li>3. What experiences you have had.</li> <li>4. What you have done to improve yourself.</li> <li>5. What your goals and values are.</li> <li>6. What you know.</li> <li>7. What your school and career preferences are.</li> </ol> <p>When you are a freshman or sophomore in high school, you will use your portfolio mainly to get to know yourself better. It will be an important learning tool for you.</p> <p>In your junior and senior years, you will actually begin to use your portfolio in interviews. It will help you as you make decisions about your education and career goals.</p> <p>When you finish school, you will use your portfolio as a tool for marketing yourself to potential employers. Or you may use it when you meet with college admissions personnel.</p> <p>A portfolio is not put together randomly. It should be organized in a way that clearly shows the steps you have taken to reach your goals.</p> <p>Imagine that you are showing someone your portfolio. You should be able to tell the person what each piece of information represents. You should be able to describe how you have grown as a person, student, and employee.</p> <p>You do not have to organize your portfolio in date order. You might want to start with a section on education and training. Continue with your accomplishments and future plans... The point is that you can organize your portfolio anyway you want; but be sure you can explain why you organized it a certain way.</p>	
<p><b>Preparation</b></p> <ul style="list-style-type: none"> <li>• Make copies of student handouts.</li> <li>• If you will be doing supplemental activities, make copies or arrange for the resource as needed.</li> </ul>	

<ol style="list-style-type: none"> <li>1. Hand out <u>F37L2ACT1 Student Portfolio</u>. Give the students an overview of what is expected. Once you have done this you will have examples of former students' projects to show them. Have students plan and then develop their own portfolios. When they have finished, you will need to package it and burn to a CD. Then have them use Microsoft Office Publisher or a similar program to create a personalized CD label for their portfolio.</li> <li>2. Have all students present their portfolios to the class.</li> </ol>	<p><b><u>Notes</u></b></p>
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<b>Assessment</b>	Completion of Student Portfolio	
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<b>Supplemental Activities</b>	<ul style="list-style-type: none"> <li>• Electronic portfolio could be created as a web site.</li> </ul>	
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