



HIGH SCHOOL & BEYOND PORTFOLIO

SCOPE AND SEQUENCE

	Introduction		Exploration		Application	
Grade	7	8	9	10	11	12
Career Research <i>Explorations designed to identify your interests and abilities in order to help you focus on education and occupations that are right for you.</i>	*Identify personal skills, interests, and abilities and relate them to future career choices. (E.g., WOIS, CIA)	Develop skills to locate and use career information.	Acquire skills such as teamwork, problem solving, and organization. Reexamine personal skills, interests, and abilities related to current career choices.	*Refine career searches to reflect personal skills, interests, and abilities. (E.g., WOIS, CIA)	Apply academic and career readiness skills in work-based learning situations such as internships, shadowing, mentoring, and/or a graduation project.	Apply for post-secondary training or work.
Personal Education Plan <i>An anticipated course of study for successful completion of high school graduation requirements and seamless transition to post-high school plans.</i>	*Introduce concept of long-range planning and goal setting.	*Understand how interests, abilities, and achievement relate to achieving personal, social, education, and career goals. Create initial Personal Education Plan.	*Identify personal preferences, and interests that influence career choices and success. Update and review grad status. Review course selections and make any necessary modifications to Personal Education Plan.	*Update and review grad status. Review course selections and make any necessary modifications to Personal Education Plan. Pursue and develop competency in areas of interest.	*Update and review grad status. Review course selections and make any necessary modifications to Personal Education Plan.	*Update and review post-secondary plans. Finalize Personal Education Plan.
Resume/Cover Letter <i>A summary of your education, skills, accomplishments, and experiences.</i> <i>A cover letter is proper business etiquette to accompany a resume which gives you the opportunity to help promote yourself for the position.</i>				Write initial resume and cover letter.	*Review and revise. Final product must meet minimum standards as judged by CKSD.	

Letter(s) of Recommendation <i>(Recommended but not required) Any letter from a person who knows you and is able to state your strengths to potential employers, colleges or training institutions.</i>			Create/review/complete the <i>Letter of Recommendation</i> student request form.	Revisit <i>Letter of Recommendation</i> form as needed.	Collect letters. Recommended to have at least one letter of recommendation from grades 10-12 time frame.	
Awards/Certificates <i>(Recommended but not required) Documents and artifacts that reflect your significant accomplishments.</i>	*Introduce. Begin collecting and archiving awards. Begin to create an index of awards/certificates.	Inform on available opportunities. Remind and collect.	Inform on available opportunities. Remind and collect.	Inform on available opportunities. Remind and collect; update index.	Inform on available opportunities. Remind and collect; update. Recommended to have at least one certificate or award recorded on the index.	
Best Works <i>A collection of artifacts that best reflects your skills and abilities.</i>	* Introduce in Junior High & Beyond	Update and revise annually.	Update and revise annually.	Update and revise annually.	Update and revise annually.	*Select final pieces to be displayed as Best Works. Must include at least one sample.
Personal Data/ Activities <i>Practical documents (including grades and academic history) and information that will be useful for your current and future job and post-secondary training applications.</i>	*Introduce and begin collection (clubs, athletics, volunteer, self-employment).	Update. (E.g., First Aid/CPR/AED, Food Handler's permits, recommendations.)	Update. Collect job applications/ interview, job shadow, or campus visits.		Update. Collect college and scholarship applications.	
Personal Statement <i>A philosophical statement of your goals/aspirations to prepare you for future academic and occupational applications.</i>	*Introduce. Practice reflective writing skills.			*Introduce concept of personal statement.		*Finalize <i>Personal Statement</i> . Must meet minimum standards as judged by CKSD.

* Indicates a planned activity or lesson needs to occur.
 Blue shaded boxes have a graded or checked off requirement to meet the graduation standards.