|  |  |  |  |
| --- | --- | --- | --- |
| Title: Middle School Grade Career Portfolio | | | |
| Teacher Names: Mattalyn Carollo, Allison Fitzpatrick, Stephanie Ralton | | | Duration (in minutes):  10 days (40 min classes) |
| Grade Level(s): 7th and 8th grade | Subject/Course: Family and Consumer Science-Career Exploration | | |
| Resources needed:  On-site people, facilities, tools, technology, materials, community connections | Internet Access  Chromebook  Access to DOL websites related to career exploration  WKSHs | | |
| Learning Standards: | **Career Development and Occupational Studies**  Standard 3b: Career Majors  Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress towards gainful employment, career advancement, and success in postsecondary programs.  **Family and Consumer Science Standard**  Standard 3: Resources Management  They will develop and use their abilities to contribute to society through pursuit of a career and commitment to long-range  planning for their personal, professional, and academic futures. They will know and access community resources.  Students will:   * identify their own abilities and interests as possible guides to career choice.   Evidence:   * set short- and long-term career goals and take some steps toward those goals (e.g., selecting particular courses of study, visiting workplaces with parents or other relatives) * apply decision making, problem solving, and management skills in everyday situations.   **ASCA Standards for Students**  *Behavioral Standard*  B-LS 7: Long- and short- term academic, career and social/emotional goals  Students will:   * Explore different career pathways and create a portfolio that can be used to set career and academic goals. This portfolio can follow students through their secondary education. | | |
| Big Idea & Authentic Purpose:  Why does this matter to your students?  How will this be helpful to your students? | Students creating an early career exploration portfolio offers students the opportunity to participate in early self-discovery. Students begin to explore their interests, strengths, values early on, which helps them make informed decisions about their future educational and career paths. It allows students to also set goals, become aware of opportunities, and gives them the time to know what skills need to be developed for careers that interest them.  Creation of the career exploration portfolio allows for students to become more engaged and make a connection between their current education and future careers. This can lead to becoming more confident in exploring what they would like to accomplish after their high school career. | | |
| Type of Career Content   * Career Development/Awareness * Integrated Learning * Universal Foundational Skills * Career Specific | Career Development/Awareness | | |
| Relevancy:  How does it connect to students' lives? | It will be the first step that students can take in looking at what their future holds. | | |
| Objective(s):   1. To develop self-assessment awareness. To reflect on skills and achievements to understand their impact on future career choices. 2. To research and analyze various career options and industries. 3. For students to set short-term and long-term career goals. 4. To connect career aspirations with academic planning. 5. To develop key skill such as research, organization, critical thinking and communication. 6. To evaluate different career options based on personal interests and market demand. | | Assessment(s):  Completion of the assignment to be assessed using the attached grading rubric. | |
| Knowledge Construction: How are students going to construct content knowledge and practice it?  Beginning of lesson:  Get students signed up with CareerZone profiles. Once set up, introduce what a portfolio is and what it can be used for. Have students begin to take career and interest assessments. Students will use the information from their career assessments to complete a Career Interest Portfolio. | | | |
| Middle of lesson:  Students will complete all the assignments to create a Career Interest Portfolio. Activities for that project involve vocabulary, goals setting and the student's self exploration into their own values, skills and characteristics. | | | |
| End of lesson:  Once the Career Interest Portfolio been completed, the students will complete the form “How this helped me” as a reflective tool for the portfolio and identify what they have learned. | | | |

Career Exploration Portfolio

For this assignment, we are going to be exploring careers you may be interested in. How are we going to be doing that? I'm glad you asked. 😉

First, you are going to be taking a few surveys using the website careerzone.ny.gov. The surveys will ask you about your interests, skills, and abilities you may have. At the end of each survey, the website will match you with careers you may be interested in.

Second, you will be using the information from the careers you are interested in to complete to create a Career Interest Portfolio.

🎯🎯🎯

1. Complete surveys using [careerzone.ny.gov](https://careerzone.labor.ny.gov/jz/views/careerzone/index.jsf)

2. Using the results from Career Zone, create a Career Interest Portfolio using the worksheets below

3. Complete How This Helped Me form

**Career Reflection Circle Activity**

Materials Needed: None

**Instructions:**

* Divide students into groups of 3
* Have group members sit in a circle
* Each participant takes turns sharing their CareerZone career assessment results
* After sharing, each participant should answer the following questions:
  + What was one aspect of your results that you expected?
  + What was one surprise from your results?
  + How do these results align with your dream career?

**Dream Careers**

Many people have dreams about what they want to be when they grow up. Choosing a career can be exciting because it allows you to think about your interests and passions. It is important to consider what you enjoy doing and what you are good at when thinking about a future career.

**Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Open Ended Questions:** Answer the following questions in complete sentences:

**What is your dream career and why do you want to pursue it?**

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**What are some skills or interests you have that match your dream career?**

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**Does your dream career align with the assessment results you received from CareerZone? Explain.**

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**Exploring Your Future Career**

**Objective:** Students will be able to research and gather information about a career they are interested in.

**Instructions:** Use the space provided to write down information about the career you have chosen to research based on your CareerZone Assessment results. Be sure to include details about salary, education, and other important requirements for your career. Fill this form out for each career from your results that is interesting to you.

**Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Career Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of the Career:** Write a brief description of what this career involves.

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**Salary Information:** What is the average salary for this career:

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Educational Requirements:** What education or training is needed for this career? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Degree(s) Required:**

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**Key Responsibilities:** List some of the main tasks or responsibilities of this career.

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**Skills Needed:** What skills are important for this career?

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Celebrity Resume Project

**Instructions:**

In today’s world, resumes are essential for job applications and career advancements. By creating a resume for a celebrity, students will learn the importance of presenting oneself professionally and the key elements of a resume. Students will investigate the lives and careers of the celebrity they choose. This includes researching their achievements, skills, and contributions to their industry and society.

Students will be encouraged to ask questions such as: What skills made this celebrity successful? What challenges did they overcome?

Students will use the template below to create their Celebrity Resume.

**When using the template remember:**

**Use clear, neat handwriting**

**Be honest about experiences**

**Ask a parent or teacher to review the resume**

**Update the resume as you gain new experiences**

**Save this template, you will be using it in the future.**

**My First Resume: Showcasing My Skills and Experiences**

**Personal Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_

Degree(s): \_\_\_\_\_\_\_\_\_\_\_\_

Achievements and Awards:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Extracurricular Activities:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Organization: \_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What I did: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Skills:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Person: \_\_\_\_\_\_\_\_\_

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Person: \_\_\_\_\_\_\_\_\_

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_

Phone or Email: \_\_\_\_\_\_\_\_\_\_

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_

Phone or Email: \_\_\_\_\_\_\_\_\_\_

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_

Phone or Email: \_\_\_\_\_\_\_\_\_\_

**Career Mapping Project**

**College**: Attending college is a common path where you can earn a degree in a specific field. This path often requires more years of education but can lead to jobs with higher salaries and specialized skills.

**Military:** Joining the military is another option. It provides training in various fields, from engineering to healthcare. The military also offers benefits like education assistance and job security.

**Workforce:** Going directly into the workforce means starting a job right after high school. These jobs often require vocational training, but they allow you to earn money right away and gain practical skills.

**Entrepreneurship:** Some people choose to start their own businesses. This path requires creativity and determination.

**Instructions:** Imagine you're on a road trip. Career exploration is like looking at a map before you start driving. You can choose different routes to reach your destination. Some routes may take longer, while others might be more direct. Just as you would consider places you want to go, in career exploration, you think about what jobs you find exciting and what skills you want to develop.

**One a blank piece of paper you will create a road map to a career you have an interested in.**

**Be sure to include:**

**Milestones-**  
Along each path, write down important steps you'll need to take. For example:

* Finish high school
* Go to college or trade school
* Get an internship
* Learn specific skills

**Detours-**  
Life isn't always a straight road. Add some possible detours or alternate routes.

**Pack Your Bags-**  
What "supplies" will you need for this journey? List skills, qualities, or experiences that will help you succeed

**Find Your Guides**  
Who can help you on this journey? Write down people or organizations that can offer advice or support:

**Show What I Know Quiz: Career Exploration**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. What is one major advantage of attending college after high school?**

a. You can immediately start earning money.

b. You can gain specialized knowledge and skills.

c. You avoid taking any tests.

d. You get free accommodation.

**2. Which of the following is a pathway to enter the workforce directly after high school?**

a. Enrolling in a university.

b. Joining a trade school.

c. Taking a gap year.

d. Enlisting in the military.

**3. What is an apprenticeship?**

a. A four-year college program.

b. A temporary job after high school.

c. On-the-job training with a skilled professional.

d. A volunteer program in another country.

**4. Which career pathway involves serving in the armed forces?**

a. College.

b. Workforce.

c. Military.

d. Trade school.

**5. What is a key benefit of joining the military after high school?**

a. Immediate high salary.

b. Free college education while serving.

c. No physical training required.

d. Short working hours.

**6. Which of the following is an example of a trade school program?**

a. Law degree.

b. Carpentry certification.

c. medical residency.

d. Literature major.

**7. What is a common requirement for most college applications?**

a. Physical fitness test.

b. Driving license.

c. High school diploma.

d. Military experience.

**8. Which option allows you to earn money while learning a trade?**

a. Internship.

b. Fellowship.

c. Apprenticeship.

d. Scholarship.

**9. How can volunteering benefit your career exploration?**

a. It guarantees a job.

b. It helps you network and gain experience.

c. It allows you to skip college.

d. It provides a high income.

**10. What is a ROTC program?**

a. A college savings plan.

b. A military training program at universities.

c. A type of student loan.

d. A community service program.

Answer Key:

b. You can gain specialized knowledge and skills.

b. Joining a trade school.

c. On-the-job training with a skilled professional.

c. Military.

b. Free college education while serving.

b. Carpentry certification.

c. High school diploma.

c. Apprenticeship.

b. It helps you network and gain experience.

b. A military training program at universities.

# **My Career Portfolio:**

# Creating a career portfolio is an important step in planning for your future. This portfolio includes a personal resume and explores two careers that interest you. It helps you understand what you want to do and how to achieve it.

Instructions: Students will develop their own Career Portfolio. This Career Portfolio must include:

* The Dream Career WKSH (done in class)
* Exploring Your Future Career WKSH (2) (done in class)
* Celebrity Resume (done in class)
* Career Mapping Project (done in class)
* **A Personal Resume**
* **2-page Paper on 2 careers of interest to the student.** 
  + **Must include information on academic degree needed, salary, the students plan to achieve this career, what skills are needed for the career and why the student wants to pursue this pathway.**
  + **Students can use the information from the other assignments within this Portfolio to help create the paper**
* **Completed “How this Helped Me” form**

**Middle School Career Portfolio Rubric**

Criteria: 1 - Needs Improvement, 2 – Developing ,3 – Satisfactory, 4 – Proficient, 5 - Exemplary

**Personal Resume:**

1- Resume is incomplete or missing key elements

2- Resume includes basic information but lacks detail

3- Resume is complete with most required elements

4- Resume is well-organized and includes all required elements

5- Resume is professionally formatted, comprehensive, and error-free

**Celebrity Resume:**

1- Celebrity resume is missing or incomplete

2- Celebrity resume includes basic information but lacks creativity

3- Celebrity resume is complete and shows some creativity

4- Celebrity resume is well-researched and creatively presented

5- Celebrity resume is exceptional, showcasing thorough research and creative presentation

**Career Map Project:**

1- Career map is incomplete or lacks clear progression

2- Career map shows basic progression but lacks detail

3- Career map is complete with a clear progression of steps

4- Career map is detailed, well-organized, and shows thoughtful planning

5- Career map is comprehensive, visually appealing, and demonstrates exceptional planning

**Lesson Worksheets:**

1- Worksheets aren’t included or are incomplete

2- Some worksheets are included but may be partially complete

3-

4-

5- All worksheets are included and thoroughly completed

**Career Research Paper:**

1- Paper is less than 2 pages or covers only 1 career

2- Paper is 2 pages but lacks depth in career information

3- Paper covers 2 careers with basic information on education and goals

4- Paper thoroughly covers 2 careers with detailed information on education and clear goals

5- Paper exceeds expectations, providing in-depth analysis of careers, education, and detailed action plans

**Overall Presentation:**

1- Portfolio is incomplete

2- Portfolio is somewhat organized but missing some elements

3- Portfolio is organized and includes all required elements

4- Portfolio is well-organized, neat, and professionally presented

5- Portfolio is exceptionally organized, visually appealing, and demonstrates outstanding effort

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How This Helped Me

Please use the prompts below to express how creating a Career Portfolio helped with your personal career exploration.

1. **Name 3 careers you discovered during this project that were interesting to you:**

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1. **Describe what you discovered about yourself during this project:**

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1. **How will you use this project in your future? Include at least one goal in regard to your personal academic or career exploration that you have set for yourself:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_