

## Module 10



Duration: 55 minutes

### Writing Your Personal Logbook

The portfolio has become a well-accepted method of collecting and organizing information about one's self. Portfolios may be print-based or electronic. The purpose of this lesson is to teach students about the content of their portfolios, and how to build and maintain them in Navigator.

### Objectives

At the end of this module, students will be able to:

- List and describe the kinds of information they should place in their portfolios.
- Describe how to use a portfolio to assist in career planning and job seeking.
- Maintain their portfolios.

# Module 10: Overview

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## Components

- **Introduction and Mini-Lecture: Career Portfolios**  
20 minutes
- **Activity 22: Building an e-Profile**  
35 minutes

## Facilitator Preparation

- Read the lesson plan and resource material.
- Become thoroughly knowledgeable of the portfolios in Navigator (including the e-Profile for high school students only) and how to build and edit them.
- Duplicate materials for [Activity 23: Sharing Your Logbook](#) and [Handout 9: How to Update Your Portfolio](#).
- Arrange for use of a computer lab, ideally with one computer per student and access to Navigator.
- Make arrangements to show the PowerPoint presentation. This presentation can be accessed online from the ADMS.

## ASCA Mindsets & Behaviors for Student Success Addressed

- B-LS 5. Apply media and technology skills.
- B-LS 7. Identify long- and short-term academic, career and social/emotional goals.

## Homework Assignment

Students discuss their future career plans with their parents and complete [Activity 23: Sharing Your Logbook](#) during this discussion. Students should show their portfolio to their parents and talk about its content, including occupations selected for research and the kind of education needed to enter them. The activity directs student to discuss the following topics with their parents:

- Looking at the results from the inventories taken, do parents think they provide information helpful for the student's career planning? What information would parents add?
- Looking at the occupations selected by the student for in-depth exploration, what are the parents' reactions? What other occupations might they suggest?
- Looking at these occupational options, are the implied future education plans (i.e., vocational-technical training, two-year college, four-year college, apprenticeship, military training) acceptable to parents and supported by them?

# Module 10: Lesson Plan



SLIDES 10-1 AND 10-2

## Introduction and Mini-Lecture: Career Portfolios

(20 minutes)

We can capture important information and documents related to career planning by keeping a portfolio. Navigator enables you to build and keep a portfolio that you can view and edit for the rest of your life. When you eventually apply for a job or some other activity, you can build a portfolio on a website that you can share with employers or others, called the e-Profile. Portfolios help us remember and organize important information and experiences that relate to career planning.



SLIDES 10-3 AND 10-4

*In what ways do you think a portfolio would be helpful?*

Listen to student feedback and then summarize with the following list. A portfolio helps us to:

- Keep a record of the results of assessments and tests.
- Make plans for high school (or college) courses to be taken and record credits and grades.
- Keep track of choices about favorite pathways, clusters, and occupations and come back to explore or re-prioritize them further.
- Keep a list of schools attended and dates.
- Keep track of part-time and full-time jobs.
- Keep notes about career plans.
- Record in-school and out-of-school activities and dates.
- Develop, update, and store resumes that can be printed or sent electronically to potential employers (available when you enter high school).
- Post parts of your portfolio on a personal website where schools or employers can see it with your permission (called the e-Profile available when you enter high school).
- Keep information important for career planning organized in one place where it is easy to access and edit.

*It is important that you continue to add to and edit your My Portfolio Items so that you save information while you still remember it. You can do this from home, school, or any other place where you can access the Internet. The My Portfolio Items will always remain within your Navigator account and you can always access them by using the same username and password that you created the first time you signed on to Navigator.*

The remainder of the time in this class session can be used to give students time and assistance in updating information in their portfolios and in completing as many sections as possible at this time. If students have completed the Kuder Career Interests Assessment and the Kuder Skills Confidence Assessment (as they would have done in Module 5), the results of these assessments are already stored in the My Portfolio Items, and can be accessed by signing on to Navigator with the same username and password with which they first entered.



HANDOUT 9

Now, help students work through the sections of the My Portfolio Items with the following instructions. Because it will be difficult to keep students together on this activity, you can give each student a copy of the instructions ([Handout 9](#)), leaving yourself free to walk around the room, monitor the activity, and provide assistance to individuals as needed.



ACTIVITY

## **Activity 22: Building a Portfolio**

(35 minutes)

- Sign on to Navigator at <http://navigator.kuder.com> (or other custom URL, if applicable) with your username and password.
- Click on Welcome, [your name] drop-down menu at the top right of your account and click **Account Settings**.
- To **Edit** each section, click the pencil icon to update or complete information in your personal account – e.g., your email address or your parents' email address(es) – that has not been entered or is incorrect. You may also change your password, grade level, or school information. To opt in to receive e-mails or text messages from teachers or counselors make the necessary selection under My Contact Information.
- *Under My Portfolio Items* (some of these items are not available to all grade levels):
  - Click on **My Assessment** to review and/or print results from the Kuder Career Interests Assessment, the Kuder Skills Confidence Assessment, and the Super's Work Values Inventory-revised if taken.
  - Click on **My Job Search Tools** to create and edit resumes, cover letters, and references.
  - Click on **My Favorites** which stores favorite pathways, clusters, occupations, and more items that you have selected as you have used Navigator. From here you can add, delete, or re-prioritize favorites. You can also review and compare the descriptions of some saved favorites. Update this section to reflect your current choices. Using the My Notes feature, add notes about your current career goals.
  - Click on **My Documents** to upload additional documents and files that support your education and career planning and development of your portfolio such as certificates and videos.



SLIDE 10-5

- Click on **My Ed Plans** to view and edit any education plans you have started. From here, you may also add or delete plans. If you have not finished your four-year plan, go ahead and do it now.
- Click on **My e-Profile** to create a public, sharable version of your portfolio. When you release its web address (URL), a prospective employer can see your resume, cover letters, work samples, certifications, and anything else you publish to your e-Profile.

Now that you have made good progress on building your portfolio, think about the following:

1. What information do you need to complete your portfolio for the present? Make a list of those items so that you can remember to find them.
2. How will you get that information?
3. How often will you update your portfolio?
4. How will you use your portfolio?

## Homework Assignment



ACTIVITY 23

Show your portfolio to your parents and ask for their feedback. Complete Activity 23: Sharing Your Logbook while you discuss your career portfolio with them. Parents can view your portfolio items online if they set up a Parent Navigator account. The activity will guide you through the following topics:

- Do your parents think the results of the assessments taken provide information helpful to your career planning? What information would they add?
- What are your parents' reactions to the occupations you added to your My Favorites section, for in-depth exploration? What other occupations might they suggest?
- Looking at these occupational options, in the My Favorite Occupations, are your implied future education plans (i.e., vocational-technical training, two-year college, four-year college, apprenticeship, military training) acceptable to your parents and supported by them?
- How do your parents/guardians react to the education plan that you have placed in the My Ed Plans section? What might they add or change?



SLIDE 10-6

# Module 10: Resource Material

The word **portfolio** (from the Latin words meaning “to carry” and “leaf”) originally referred to a case to carry papers or drawings, but over the years its meaning has expanded to include a collection of similar items (as in a portfolio of stocks and other financial investments) or of best work (as in the portfolio of an artist, photographer, or computer programmer). In this lesson, the term is being used to refer to a way to accumulate self-information on an ongoing basis as a tool for career planning.

As we look for innovative ways to improve schools, educators are embracing the concept of the student portfolio as an authentic, performance-based form of assessment and a new way to look at student achievement and goals. It is a concept that encourages students to reflect on their own experience, performance, and learning. It is a tool for collecting self-information under logical categories for the development of an education plan, career goals, and a resume.

A portfolio is easy to edit and offers not only a summary of self-information, but also a succinct way in which to look at favorite occupations, majors, and schools in order to collect additional information or re-prioritize them. Each section and its components are described in the lesson plan.

Updating your portfolio is a task that may require more time than is available on an ongoing basis during the school day. Therefore, it is important that students feel ownership of their career portfolios so that they will want to continue work on them outside of school in order to maintain them and continue to add to their content on an ongoing basis.

The portfolio accumulates information as students move through each grade level. As the user progresses, additional sections become available, such as favorite majors and scholarships; resumes; cover letters; and a list of references. Starting in the high school years, system users can upload and scan images and documents into the My Job Search tools section. These include photos, scanned documents, Word and PDF files, and short videos. Also starting in the high school years, system users can post an e-Profile to a URL assigned to them. The e-Profile can be comprised My Portfolio Items and additional materials that are either uploaded or entered manually. This public portfolio can be

customized by the topics or content included. The system users may allow others (such as school admission officers or potential employers) to view their e-Profiles by releasing the URL via an e-mail to these viewers.

Kuder has made a commitment to the students and adults who use its career planning systems that they can have access to their portfolios for a lifetime. This fact makes it important for students to build and maintain these over the life span as a single repository of information needed for career planning and job hunting.

Name \_\_\_\_\_

Date \_\_\_\_\_



## Activity 23: Sharing Your Logbook

Show your My Portfolio Items to your parent(s) or guardian(s) and ask for feedback. You can sign on to Navigator for this viewing.

Alternatively, parents can view their student's My Portfolio Items through the parent section of the website. To do so, parents can go to <http://navigator.kuder.com> and register for a parent account. Your parent(s) will need your username.

Do your parents/guardians think that the results of the assessments taken reflect your interests and skills? What information would they change or add?

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What are your parents' or guardians' reactions to the occupations you have placed in your My Favorites section? What other occupations might they suggest?

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Looking at these occupational options, are your implied future education plans (i.e., vocational-technical training, two-year college, four-year college, apprenticeship, military training) acceptable and supported by your parents/guardians? What suggestions might they add?

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How do your parents/guardians react to the education plan that you have placed in your portfolio? What might they add or change?

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## Handout 9: How to Update Your e-Profile

- Sign on to Navigator at <http://navigator.kuder.com> (or other custom URL, if applicable) with your username and password.
- Click on Welcome, [your name] drop-down menu at the top right of your account and click **Account Settings**.
- To **Edit** each section, click the pencil icon to update or complete information in your personal account – e.g., your email address or your parents' email address(es) – that has not been entered or is incorrect. You may also change your password, grade level, or school information. To opt in to receive e-mails or text messages from teachers or counselors make the necessary selection under My Contact Information.
- Under My Portfolio Items (some of these items are not available to all grade levels):
  - Click on **My Assessment** to review and/or print results from the Kuder Career Interests Assessment, the Kuder Skills Confidence Assessment, and the Super's Work Values Inventory-revised if taken.
  - Click on **My Job Search Tools** to create and edit resumes, cover letters, and references.
  - Click on **My Favorites** which stores favorite pathways, clusters, occupations, and more items that you have selected as you have used Navigator. From here you can add, delete, or re-prioritize favorites. You can also review and compare the descriptions of some saved favorites. Update this section to reflect your current choices. Using the My Notes feature, add notes about your current career goals.
  - Click on **My Documents** to upload additional documents and files that support your education and career planning and development of your portfolio such as certificates and videos.
  - Click on **My Ed Plans** to view and edit any education plans you have started. From here, you may also add or delete plans. If you have not finished your four-year plan, go ahead and do it now.
  - Click on **My e-Profile** to create a public, sharable version of your portfolio. When you release its web address (URL), a prospective employer can see your resume, cover letters, work samples, certifications, and anything else you publish to your e-Profile.