

STUDENT _____

Graduating Class of: _____

CAREER DEVELOPMENT PORTFOLIO

Address: _____

Date of Birth _____

City & Zip _____

Student School I.D. # _____

Parents/Guardians _____

Phone Number _____ Cell _____ E-mail Address _____

School District _____ High School _____

Kuder Navigator User Name: _____ Password _____
(Student ID)

This portfolio is to be used for organizing personal, educational, and work documents that may affect your career choices.

Portfolio Checklist & Date of Review

Date	Documents (Junior High)	Date	Documents (High School)
	Navigator Interest, Skills & Values		Navigator Interest, Skills & Values
	ACT Explore Results		ACT Plan
	Education and Career Goals		ACT, PSAT, SAT, ASVAB
	High School Education Plans		Financial Aid Forms
	Postsecondary Education/Training Plans		Transcript
	Career Decision-Making Process		Scholarship Application
	Learning Styles Assessments		Career Readiness Certificate
	Aptitude Assessments		Industry Certifications
	Career Research		Arkansas Challenge Scholarship
	9 th Grade Schedule, Core Curriculum, Report Cards/Benchmark Exams,		Portfolio w/Resume, letters of Recommendation, Education and Career Goals, Honors/Awards/Achievements, Postsecondary Education/Training Plans
	Advisor Review		Community Service (Volunteerism)
	Honors/Awards/Achievements		Student Organizations Involvement
	Portfolio		Articulated Coursework/Concurrent Credit

Record of Extra Curricular/Extended Learning Activities

9 th Grade	10 th Grade	11 th Grade	12 th Grade

CTE Student Organizations

FBLA
 FCCLA
 FFA
 DECA
 SKILLS USA
 HOSA
 TSA

Student Clubs

Honor Society
 Beta
 Key
 Student Council
 FCA

 Athletes in Action
 JUST
 Chess
 Other _____

Athletics

Basketball
 Football
 Baseball
 Track & Field
 Cheerleading

 Golf
 Bowling
 Volley Ball
 Tennis
 Swimming
 Soccer
 Other _____

Arts

Band
 Choir
 Art
 Jazz Band
 Drama

 Theater
 Dance
 Drill Team
 Other _____

Civic/Community

4-H
 Boy Scouts
 Girls Scouts
 Other _____

Personal Characteristics:

Preferred Learning Style	Preferred Expression	Multiple Intelligence	Preferred Interest Area	Personality Type
Auditory	Written	Visual/Spatial	Social - People	Intellectual / Investigative
Visual	Verbal	Verbal/Linguistic	Intellectual - Facts	Creative / Artistic
Kinesthetic/Tactile		Logical/Mathematical	Physical - Things	Structured / Doers
		Bodily/ Kinesthetic		Physical / Realistic
Environment Preference	Perceptual Preference	Musical/Rhythmic		Enterprising / Persuasive
Group	Concrete	Interpersonal/Social		Social / Humanitarian
Individual	Abstract	Intrapersonal/Self		

Career Cluster	Program of Study	Skill	HIGH Wage	Demand
Agriculture, Food and Natural Resources	Agribusiness Systems	Y		
Agriculture, Food and Natural Resources	Animal Systems	Y	Y	Y
Agriculture, Food and Natural Resources	Natural Resource/Environmental Svc Systems	Y		
Agriculture, Food and Natural Resources	Biological or Horticulture	Y	Y	Y
Agriculture, Food and Natural Resources	Agri Power, Structural & Technical Systems	Y		
Architecture and Construction	Construction Technology	Y	Y	Y
Architecture and Construction	Drafting & Design - Architectural or Geospatial Tech	Y	Y	
Architecture and Construction	HVACR	Y		
Arts, A/V Technology and Communications	Career Communications	Y		
Arts, A/V Technology and Communications	Radio Broadcasting or TV Production	Y		
Arts, A/V Technology and Communications	Dance Technique, Theatre, Tech Design	Y		
Arts, A/V Technology and Communications	Graphic Communication	Y		
Arts, A/V Technology and Communications	Advertising and Graphic Design	Y		
Arts, A/V Technology and Communications	Photography	Y		
Business, Management and Administration Services	Office Administration	Y		
Business, Management and Administration Services	Management	Y	Y	Y
Education and Training	Education & Training	Y	Y	Y
Finance	Accounting, Finance or Banking	Y	Y	Y
Finance	Insurance and Risk Management	Y	Y	Y
Finance	Securities and Investments	Y	Y	Y
Government and Public Administration	JROTC	Y		
Health Science	Health Informatics	Y	Y	
Health Science	Medical Professions Education	Y	Y	
Hospitality and Tourism	Lodging Management (Bus) or (FACS)	Y		Y
Hospitality and Tourism	Culinary Arts or Food Production, Management	Y		Y
Hospitality and Tourism	Hospitality	Y		
Human Services	Consumer Services	Y	Y	Y
Human Services	Child Care Guidance, Management & Services	Y	Y	Y
Human Services	Family & Consumer Sciences Education	Y	Y	
Human Services	Cosmetology	Y		
Information Technology	Computer Engineering	Y	Y	Y
Information Technology	Oracle Academy or Programming	Y	Y	Y
Information Technology	Web Design or Digital Communications	Y	Y	Y
Law, Public Safety, Corrections and Security	Criminal Justice	Y	Y	
Manufacturing	Industrial Equipment Maintenance or Major Appliance	Y		
Manufacturing	Advanced Manufacturing	Y	Y	Y
Marketing, Sales and Service	Entrepreneurship	Y	Y	Y
Marketing, Sales and Service	Marketing Technology	Y	Y	Y
Science, Technology, Engineering and Mathematics	Drafting/ Design Engineering, Pre-Engineering	Y	Y	
Transportation, Distribution and Logistics	Auto Technology	Y		
Transportation, Distribution and Logistics	Warehousing & Distribution Center Op	Y		Y

A Career Development Portfolio

- Is a collection of information and data which begins in the seventh or eighth grade and continues throughout the work life
- Is a career planning tool for students to track and record learning experiences
- Offers a process for career development, research, self-discovery, and self-evaluation
- Demonstrates concrete proof of skills and learning
- Can be a collection of work by entrepreneurs to showcase for prospective clients
- Prepares workers in transition and job seekers in identifying transferable skills
- Creates an education and training plan of action
- Is reviewed and updated at least once annually
- Provides an opportunity for creative self-expression

The Career Development Portfolio Should Include:

- Table of Contents
- Name, address, graduation date, student ID #
- Personal and professional goals
- Self-assessment records
- Work history
- Resume
- Letter of Application
- Transcript
- Extracurricular activities
- Examples of work or skills
- Letters of recommendation
- Career networking contacts
- Honors, awards, letters of recognition & appreciation
- Community service records
- Professional memberships
- Diplomas
- Degrees
- Certifications
- Philosophy
- Education and training plans
- Testing and assessment records
- Record of organization and club participation
- List of personal traits, skills, and aptitudes
- Applications for postsecondary education

Activities to Accomplish Career Goals

- Discussed career plans with parents
- Participated in extracurricular activities
- Participated in organizations/clubs
- Researched career information
- Held leadership positions or offices
- Took career related field trip(s)
- Listened to career related speakers
- Interviewed worker(s) in career field
- Job shadowed in career field
- Completed job applications
- Completed a letter of application
- Completed a resume
- Participated in job application interview(s)
- Listed references
- Completed articulated coursework
- Earned concurrent college credit
- Participated in a college fair
- Participated in a career fair
- Completed financial aid applications
- Completed scholarship applications
- Visited postsecondary educational institution(s)
- Reviewed military options
- Volunteered for community service

Academic Graduation Requirements

Smart Core Curriculum (22 units)

(Required after 2009/2010 except with a parent waiver letter for Core)

English - 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics - 4 units

- Algebra I
or Algebra A & B (Grades 7-8 or 8-9)
- Geometry
or Invest. Geo or Geo A & B
- Algebra II
- Elective: Transition to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement Mathematics

Science - 3 units with lab experience chosen from

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Electives:
Physics or Principles of Technology I & II or PIC Physics

Social Studies - 3 units

- Civics or Civics/American Government
- World History
- U.S. History

Requirements

- Oral Communications – ½ unit
- Physical Education – ½ unit
- Health and Safety – ½ unit
- Fine Arts – ½ unit
- Economics—1/2 unit
- Career Focus – 6 units

Arkansas Challenge

- Foreign Language – 2 units

Core Curriculum (22 units)

(Waiver letter required after 2009/2010)

English - 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics - 4 units

- Algebra or its equivalent (1 unit)
- Geometry or its equivalent (1 unit)

All math units must build on the base of algebra and geometry knowledge and skills. Comparable concurrent credit college courses may be substituted where applicable. A two-year algebra and/or geometry equivalent may substituted.

Science – 3 units

- Biology
- Physical Science

Social Studies – 3 Units

- Civics or Government (1/2 unit)
- World History
- U.S. History

Requirements

- Oral Communications – ½ unit
- Physical Education – ½ unit
- Health and Safety – ½ unit
- Fine Arts – ½ unit
- Economics—1/2 unit
- Career Focus - 6 units

Arkansas Challenge Requirement

- Foreign Language – 2 units

Setting Goals

Goals should be:

1. Specific--Written down in clear and understandable language
2. Realistic--Practical and Obtainable
3. Framed—Set with a timeline or deadline
4. Measurable—Observable
5. Discussed—Tell others for help and feedback
6. Completed--Worked on until complete

Short-Term Goals—Accomplishments within the next two (2) years

1. _____
2. _____
3. _____
4. _____
5. _____

Categories:

- Personal
- Educational
- Recreational
- Financial
- Employment

Medium-Term Goals—Accomplishments within the next ten (10) years

1. _____
2. _____
3. _____
4. _____
5. _____

Long-Term Goals—Lifetime Accomplishments after you complete your Education/Training

1. _____
2. _____
3. _____
4. _____
5. _____

Are your goals specific? ____

Are your goals reasonable and obtainable? ____

Are your goals measurable and observable? ____

Will you discuss these with others for feedback and help? ____

Will you work on these goals until they are realized? ____

Have you taken into consideration how your goals will affect others? ____

Have considered how you will balance your goals with your values? ____

7-Step Decision-Making Process

Step 1: Goals that I Value in Life

1. _____
2. _____
3. _____
4. _____
5. _____

Step 2: Resources that are available to help me reach my Goals

1. _____
2. _____
3. _____
4. _____
5. _____

Step 3: Career Choices that will help me reach my Goals

- A. _____
- B. _____
- C. _____

Step 4: Career Information by Researching, Job Shadowing & Interviewing

Step 5: Career Evaluation

A. _____

(Choice A)

Advantages

Disadvantages

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

B. _____

(Choice B)

Advantages

Disadvantages

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |

C. _____

(Choice C)

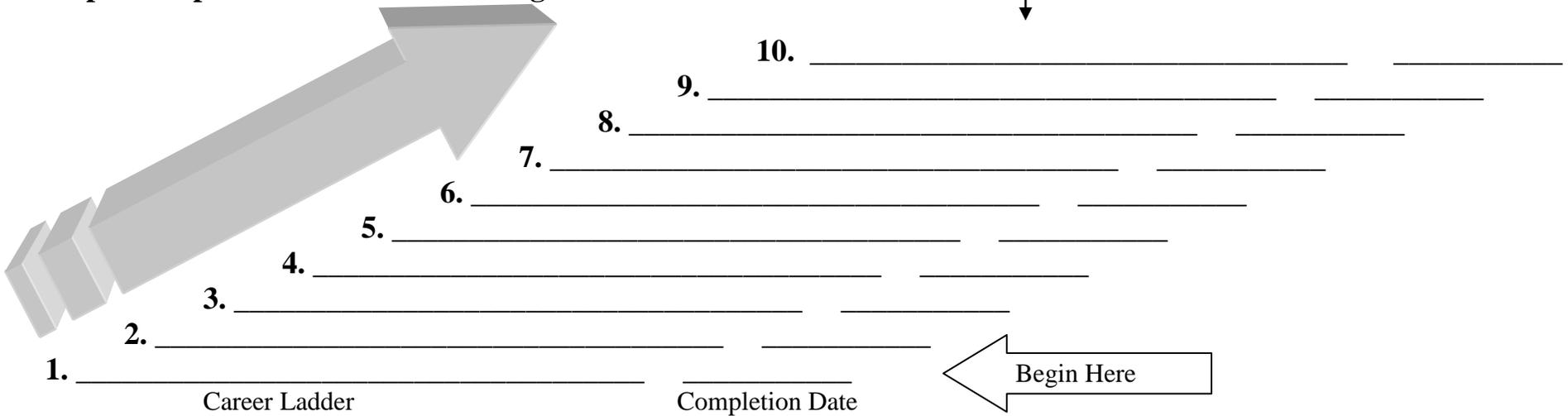
Advantages

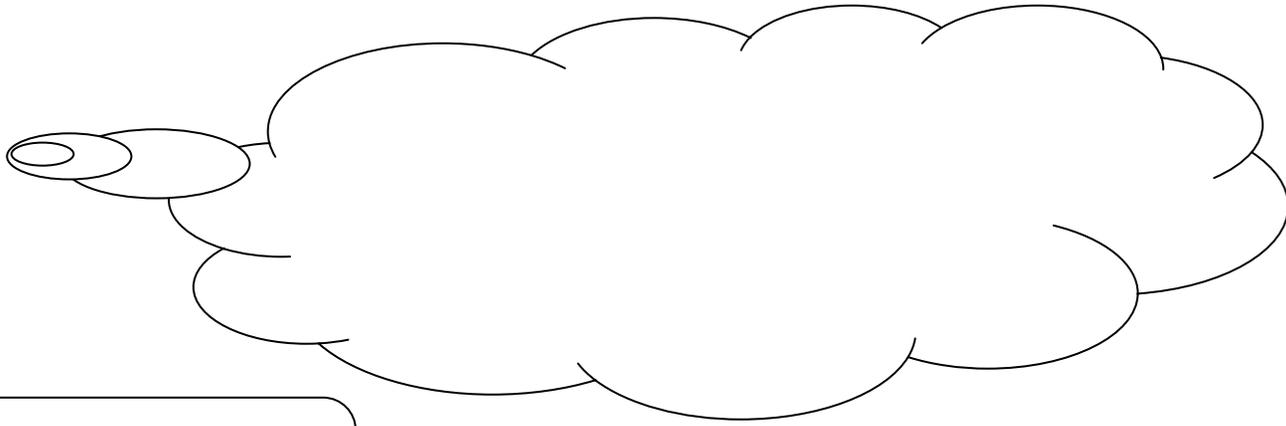
Disadvantages

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |

Step 6: Make a Tentative Decision _____

Step 7: Steps in an education/training Plan





Most Important Values



Characteristics I like about myself

Hobbies

Physical Self-Assessment

	<u>Excellent</u>	<u>Average</u>	<u>Needs Improvement</u>
Appearance	_____	_____	_____
Eye Hand Coordination	_____	_____	_____
Eyesight	_____	_____	_____
Finger Dexterity	_____	_____	_____
Fitness	_____	_____	_____
Hearing	_____	_____	_____
Motor Coordination	_____	_____	_____
Stamina	_____	_____	_____
Strength	_____	_____	_____
Verbal Communication	_____	_____	_____

Personality Self-Assessment

	<u>Excellent</u>	<u>Average</u>	<u>Needs Improvement</u>
Attitude	_____	_____	_____
Consideration	_____	_____	_____
Courteousness	_____	_____	_____
Creativity	_____	_____	_____
Decisiveness	_____	_____	_____
Dependability	_____	_____	_____
Emotional Stability	_____	_____	_____
Enthusiasm	_____	_____	_____
Flexibility	_____	_____	_____
Friendliness	_____	_____	_____
Goal Oriented	_____	_____	_____
Helpfulness	_____	_____	_____
Honesty	_____	_____	_____
Independence	_____	_____	_____
Initiative	_____	_____	_____
Inquisitive	_____	_____	_____
Self-motivated	_____	_____	_____
Open Minded	_____	_____	_____
Organized	_____	_____	_____
Persevering	_____	_____	_____
Problem Solving	_____	_____	_____
Punctuality	_____	_____	_____
Adventuresome	_____	_____	_____

Work Needs

	<u>Very Important</u>	<u>Important</u>	<u>Not Important</u>
Full-time	_____	_____	_____
Part-time	_____	_____	_____
Seasonal	_____	_____	_____
Entrepreneurial	_____	_____	_____
Volunteer	_____	_____	_____
Home Based	_____	_____	_____
Outdoor Based	_____	_____	_____
Office Based	_____	_____	_____
Mixed Based	_____	_____	_____
Transferring	_____	_____	_____
Routine	_____	_____	_____
Non-Routine	_____	_____	_____
Technical	_____	_____	_____
Vocational	_____	_____	_____
Professional	_____	_____	_____
Military	_____	_____	_____
Social	_____	_____	_____
Physical	_____	_____	_____
Intellectual	_____	_____	_____
Supervised	_____	_____	_____
Independent	_____	_____	_____
Leading	_____	_____	_____
Team Oriented	_____	_____	_____
Hourly Wages	_____	_____	_____
Commission	_____	_____	_____
Salary	_____	_____	_____
Retirement	_____	_____	_____
Stock Options	_____	_____	_____
Health Benefits	_____	_____	_____
Safety	_____	_____	_____
Time off	_____	_____	_____
Clean Environment	_____	_____	_____
Quiet Environment	_____	_____	_____
Organized/Orderly	_____	_____	_____
Accomplishment	_____	_____	_____
Helpful/Caring	_____	_____	_____
Artistic/Creative	_____	_____	_____
Entertain/Perform	_____	_____	_____
Building/Repairing	_____	_____	_____
Designing/Planning	_____	_____	_____
Enforcing/Protecting	_____	_____	_____
Inventing/Testing	_____	_____	_____
Teaching/Coaching	_____	_____	_____
Selling/Promoting	_____	_____	_____

8th Grade Education & Training Plan for _____ Class of _____

Career Goal or Focus Area _____ Career Cluster & Pathway _____

High School Plan _____ Postsecondary Education Goal _____

High School Training Plan _____ Post H.S. Career Training Plan _____

Student Signature _____ Date _____ Parent Signature _____ Date _____ School Advisor _____ Date _____

GRADE _____ 9TH _____ 10TH _____ 11TH _____ 12TH _____

ENGLISH

English Pre-AP English	English Pre-AP English	English AP English	English AP Literature & Comp AP Language & Comp
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MATH

Algebra I Pre-AP Geometry	Geometry Pre-AP Alg. II	Algebra II Trig/Pre-Calculus	Algebra III, Transition Math AP Calculus
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SCIENCE

Physical Science	Biology Pre-AP Biology	Chemistry or Pre-AP Anatomy/Physiology	AP Biology, Physics AP Chemistry Earth & Space Science
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SOCIAL STUDIES

Civics Pre-AP Civics	World History Pre-AP World History	American History AP American History AP U. S. History	AP American Gov & Politics AP European History American Government
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ELECTIVES:

Health	1 st Sem _____	_____	_____	_____
Physical Ed	2 nd Sem _____	_____	_____	_____
Oral Com.	_____	_____	_____	_____
Fine Arts	1 st Sem _____	_____	_____	_____
Foreign Lang.	_____	_____	_____	_____
Career Focus	2 nd Sem _____	_____	_____	_____
Athletics	_____	_____	_____	_____
	1 st Sem _____	_____	_____	_____
	2 nd Sem _____	_____	_____	_____
	1 st Sem _____	_____	_____	_____
	2 nd Sem _____	_____	_____	_____

High School Plan

Smart Core
Core Curriculum
Program of Study
College Prep
GED

High School Training Plan

Internship
Jobs for Ark Grads (JAG)
Youth Apprenticeship
Workplace Readiness
On The Job Training

Postsecondary Goal

Technical Certificate/License
Associate's Degree
Bachelor's Degree
Doctorate's Degree
Professional Degree

Career Training Plan

Internship
Apprenticeship
Military
On the Job Training
Undecided

9th Grade Education & Training Plan for _____ Class of _____

Career Goal or Focus Area _____

High School Plan/Program of Study _____ Postsecondary Education Goal _____

High School Career Training Plan _____ Post H.S. Career Training Plan _____

Student Signature

Date

Parent Signature

Date

School Advisor

Date

GRADE 10TH 11TH 12TH _____

ENGLISH

English
Pre-AP English

English
AP English

English
AP Literature & Comp, AP Language & Comp

MATH

Geometry
Pre-AP Alg. II

Algebra II
Trig/Pre-Calculus

Algebra III, Transition Math
AP Calculus, College Alg/Statistics, College Prep Math

SCIENCE

Biology
Pre-AP Biology

Chemistry or Pre-AP
Anatomy/Physiology

AP Biology, Physics
AP Chemistry
Earth & Space Science

Students enrolled in Advanced Placement courses will be awarded an additional quality point for each AP course passed. College courses are not eligible.

SOCIAL STUDIES

World History
Pre-AP World History

American History
AP American History

AP American Gov & Politics,
AP European History, AP U. S. History
Adv. Cont. Am. History, American Government

ELECTIVES:

Health
Physical Ed
Oral Com.
Fine Arts
Foreign Lang.
Career Focus

1st Sem _____
2nd Sem _____
1st Sem _____
2nd Sem _____
1st Sem _____
2nd Sem _____
1st Sem _____
2nd Sem _____

A maximum of one credit may be given for Physical Education.
Athletics or Gymnastics may be substituted for the P.E. requirement.

Band, Choir, or Drama may be substituted for the Fine Arts requirement.
All students must be enrolled in at least six credit courses each semester.

10th Grade Education & Training Plan for _____ Class of _____

Career Goal or Focus Area _____ Postsecondary Education Goal _____

High School Plan/Program of Study _____ Postsecondary Financial Plan _____

High School Career Training Plan _____ Postsecondary School Goal _____

Post H.S. Career Training Plan _____ Postsecondary Program/Major _____

Student Signature

Date

Parent Signature

Date

School Advisor

Date

GRADE _____ 11th _____ 12th _____

ENGLISH

English
AP English

English
AP Literature & Comp, AP Language & Comp

MATH

Geometry
Pre-AP Alg. II

Algebra II , Algebra III, Transition Math
Trig/Pre-Calculus, AP Calculus, College Alg/Statistics, College Prep Math

SCIENCE

Chemistry
Pre-AP Biology

AP Biology, Physics
Anatomy/Physiology, Chemistry Pre-AP
Earth & Space Science, AP Chemistry

SOCIAL STUDIES

American History
AP American History

AP American Gov & Politics, AP U. S. History
AP European History, Adv. Cont. Am. History, American Gov't

ELECTIVES:

Health	1 st Sem _____	_____
Physical Ed	2 nd Sem _____	_____
Oral Com.		
Fine Arts	1 st Sem _____	_____
Foreign Lang.	2 nd Sem _____	_____
Career Focus		
	1 st Sem _____	_____
	2 nd Sem _____	_____
	1 st Sem _____	_____
	2 nd Sem _____	_____

Postsecondary Financial Plan

Academic Challenge
Academic Scholarship
Athletic Scholarship
Pell Grants
Student Loans

Postsecondary School

Private University
Community College
4-Year State University
Technical School
Military Academy

CAREER AND TECHNICAL FOCUS AREAS

All units in the career focus requirement shall be established through guidance and counseling at the local school district based on the student's contemplated work aspirations. Career focus courses shall conform to local district policy and reflect state frameworks through course sequencing, and career course concentrations where appropriate. (Standards & Assurances)

The following definitions should be reviewed when developing career plans for students, especially those who are contemplating a career focus in one of the established career and technical programs of study.

Career Cluster – A grouping of occupations and broad industries based on commonalities. The sixteen career clusters provide an organizing tool for school, small learning communities, academies and magnet schools

Career Cluster Pathway – A grouping of occupations within a cluster with common knowledge and skills. They provide instruction as a basis for success in an array of careers and educational pursuits

Career Focus/Programs of study – A planned coherent sequence of courses within a cluster pathway as defined by the Arkansas Department of Workforce Education (ADWE).

Completer – A student who has completed *three Carnegie units* of credit in grades 9-12 including all the required core courses in a career focus/program of study and graduated from high school.

If core classes are taught below ninth grade level, they may fulfill the course requirement for completer status, however three units must be taken during grade 9-12 to be considered a completer.

	Career Cluster Area:	Pathway:	Program of Study	College Major
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1 st Choice	_____			
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2 nd Choice	_____			
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3 rd Choice	_____			
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