

GRADE 10

PORTFOLIO

PAGES

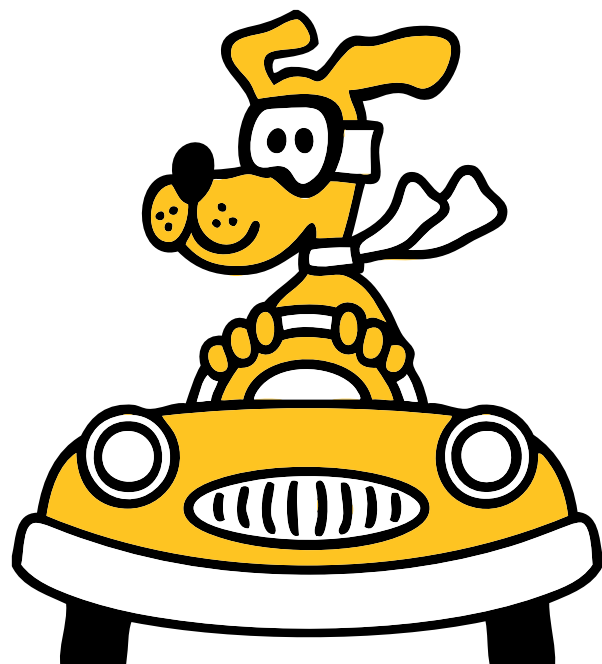
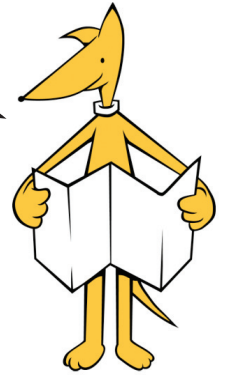


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There are so many careers to choose from. Keep a list of the ones that interest you.



Interest Profiler and Basic Skills Survey Results

Student Name:

Date Interest Profiler Taken:

Part I: Interest Profiler Results: Take the Interest Profiler. Review the list of matching careers, then write four careers that sound most interesting to you below. In the weeks to come, check off each career you investigate.

- 1.
- 2.
- 3.
- 4.

Part II: Basic Skills Survey Results: Take the Basic Skills Survey. Review the list of matching careers, then write four careers that sound most interesting to you below. In the weeks to come, check off each career you investigate.

- 1.
- 2.
- 3.
- 4.

Part III: Career Finder Results: Complete the Career Finder by combining the results of your Interest Profiler and your Basic Skills Survey. Review the list of matching careers, and then write four careers that sound most interesting to you below. In the weeks to come, check off each career you investigate.

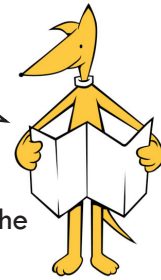
- 1.
- 2.
- 3.
- 4.

Comparing Careers: Career Outlook

List the careers you're considering in the boxes at the top of the chart. For each career, respond to the questions in the column to the left.

| Question | | Career 1: | Career 2: | Career 3: |
|----------|---------------------------------------|--|---|---|
| 1 | Career Outlook | List the annual average openings in this career. | | |
| 2 | See Career Outlook Graph for details. | <p>How does the number of annual openings compare with other careers in my state?</p> <p>Check the box that applies.</p> | <p>Lots of openings in this field.</p> <p>Stable number of openings in this field.</p> <p>Few openings in this field.</p> | <p>Lots of openings in this field.</p> <p>Stable number of openings in this field.</p> <p>Few openings in this field.</p> |
| 3 | My Opinion | Are there enough openings in this field for me to find a job? (If there are few jobs in this field, am I willing to compete for them?) | | |

Use these pages to record the info for the careers you're considering.



COMPARING CAREERS: WHAT THEY DO

List the careers you're considering in the boxes at the top of the chart. For each career, answer the questions in the box on the left.

| Question | | Career 1: | Career 2: | Career 3: |
|----------|--|---|---|---|
| | | _____ | _____ | _____ |
| 4 | What They Do List three things that a person with this career has to do. | <ul style="list-style-type: none"> • • • | <ul style="list-style-type: none"> • • • | <ul style="list-style-type: none"> • • • |
| 5 | My Opinion List at least one like and one dislike about this career. | | | |
| 6 | My Opinion What about this job interests me? | | | |
| 7 | My Opinion What do I do now that uses a skill similar to one needed for this job? | | | |

Comparing Careers: Working Conditions, Earnings & Education

List the careers you're considering in the boxes at the top of the chart. For each career, respond to the questions in the column to the left.

| Question | | Career 1: | Career 2: | Career 3: |
|----------|---|-----------------------|-----------------------|-----------------------|
| | | _____ | _____ | _____ |
| 8 | Working Conditions List three working conditions for each career. | • • • | • • • | • • • |
| 9 | My Opinion Which working conditions would I like? Why? Which would I dislike? Why? | Like: Dislike: | Like: Dislike: | Like: Dislike: |
| 10 | Earnings What are the average wages for an entry-level and experienced worker? | Average: | Average: | Average: |

| | | | | | |
|----|------------|---|--|--|--|
| 11 | My Opinion | Does the earnings info make me more or less likely to pursue the career? Explain. | | | |
| 12 | Education | Check the recommended level of education for this career. | <p>high school</p> <p>apprenticeship</p> <p>tech or trade school</p> <p>two-year college</p> <p>four-year college</p> <p>more than four years of college</p> | <p>high school</p> <p>apprenticeship</p> <p>tech or trade school</p> <p>two-year college</p> <p>four-year college</p> <p>more than four years of college</p> | <p>high school</p> <p>apprenticeship</p> <p>tech or trade school</p> <p>two-year college</p> <p>four-year college</p> <p>more than four years of college</p> |
| 13 | My Opinion | What is one thing I can do this year to better prepare myself for this level of education? Explain. | | | |

Comparing Careers: Values

List the careers you're considering in the boxes at the top of the chart. For each career, respond to the questions in the column to the left.

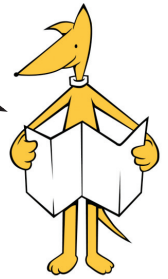
| | | Question | Career 1: | Career 2: | Career 3: |
|----|-------------|---|-----------|-----------|-----------|
| 14 | Work Values | What two values would be most important to someone who has this career? | | | |
| 15 | Work Values | Look back at Student Handbook page 90, My Values. <i>Are these two values a good fit for your own personal values? Explain.</i> | | | |

Career Reflection

Career Selection

Answer the following questions about the career you chose.

Now consider all the research you've done. Which career is the best fit for you?



1. Explain how the day-to-day responsibilities fit your skills and interests.
2. Are there any job responsibilities that are not interesting to you? Explain what they are and why you are still willing to pursue this career.
3. Explain how the working conditions are a good match for your personality.
4. Are there any working conditions that are not a good fit for your personality? If so, explain which ones they are and why you are still willing to pursue this career given those conditions.
5. Explain how the values of this career fit with your own personal values.

PERSONAL SKILLS CHECKLIST

Which skills do you have that employers need?



Below are some important skills that an employer may ask about in an entry-level job interview. Look at each skill and consider your own level of ability. Place a check in the column that describes your ability level in each area.

| SKILLS | Good at this | Some skills | Few or no skills |
|--|--------------|-------------|------------------|
| MATH | | | |
| Use fractions and percentages | | | |
| Budget money | | | |
| Use a calculator | | | |
| Estimate materials needed | | | |
| Use algebra to solve problems | | | |
| READING | | | |
| Understand directions on signs | | | |
| Order supplies from a catalog | | | |
| Understand written directions or memos | | | |
| Do research | | | |
| Interpret maps and graphs | | | |
| WRITING | | | |
| Write instructions | | | |
| Write a letter | | | |
| Take notes | | | |
| Write a report | | | |
| TECHNOLOGY | | | |
| Type accurately without looking at the keys | | | |
| Use MS Word or other word processing programs | | | |
| Use MS Excel or other spreadsheets | | | |
| Design a web page | | | |
| Troubleshoot computer problems | | | |
| Send and receive professional voicemail messages | | | |
| Send and receive professional e-mails | | | |

PERSONAL SKILLS CHECKLIST (continued)

| SKILLS | Good at this | Some skills | Few or no skills |
|---|--------------|-------------|------------------|
| PROFESSIONALISM | | | |
| Come to work on time, return on time from breaks and lunch | | | |
| Use language appropriate for work | | | |
| Wear clothing appropriate for work | | | |
| Treat customers and employees with respect | | | |
| WORK ETHIC | | | |
| Accept responsibility | | | |
| Work hard even when no one is watching | | | |
| Finish what you start | | | |
| PROBLEM SOLVING | | | |
| Know what to do in an emergency | | | |
| Think before acting | | | |
| Resolve a conflict without getting angry | | | |
| Choose between alternatives | | | |
| Find creative ways to solve problems | | | |
| GROUP AND TEAM SKILLS | | | |
| Be friendly | | | |
| Cooperate with others | | | |
| Pitch in where needed | | | |
| Clarify responsibilities | | | |
| Take direction | | | |
| Demonstrate leadership | | | |
| JOB-SPECIFIC SKILLS (for example, change the oil in a car or edit a video) | | | |
| | | | |
| | | | |
| | | | |

ADAPTED FROM: Teens Working Student Guide, pages 19-22, Northwest Regional Educational Laboratory, Portland, OR.

DEMONSTRATING PERSONAL SKILLS

What evidence shows that you have these skills?



Choose five skills from the Personal Skills Checklist that you rated “good at this.” Write each skill in the left-hand column below. On the right, describe a specific situation in which you’ve demonstrated this skill. Two examples have been done for you.

| Skill I'm good at | How have I shown this skill? |
|---|--|
| Example A: Type accurately without looking at the keys | Got an A in my keyboarding class. Can type 60 words a minute without looking |
| Example B: Cooperate with others | Played in a soccer league in Grades 5-8 |
| 1) | |
| 2) | |
| 3) | |
| 4) | |
| 5) | |

Use this form to certify your participation in a school or community activity. Ask an adult sponsor or coach to sign.



Certificate of Participation

Date:

To Whom It May Concern:

I certify that _____ (name of student) has
participated in _____ (name of club or activity) from
_____ (start date) to _____ (end date).

Please don't hesitate to contact me should you have any questions about this student's participation.

Sincerely,

Signature of adult sponsor or coach:

Printed name of adult sponsor or coach

Contact phone number or e-mail:

Comparing Post-secondary Options

Complete the sentences using information about each type of post-secondary education option.

So many choices for education after high school! Describe what each option offers.



Community College

Students who complete two years of community college earn an _____ degree.

One purpose for community college is to train for _____ entry into the job market.

Some students start their education at community college, and then transfer to a _____

Tuition and fees at a community college average less than half of those at a _____

Community colleges offer _____ class sizes.

A community college professor's main job is _____

Career and Technical School

Career/technical schools offer courses that allow a student to start a career in a
[check correct box] specific general field.

Career and technical schools offer licenses or certificates in skilled careers, such as _____

Students who work full time can take _____ and _____ courses.

Four-Year Colleges & Universities

Four-year colleges and universities offer

[check correct box] general education specific skill training.

Some common fields of study at four-year colleges and universities include:

Four-year colleges and universities lay the ground for more advanced studies and
work.

Most high-paying jobs require a
degree.

At four-year colleges and universities, students learn to express themselves clearly in speech
and .

MY FOUR-YEAR PLAN

Warm Up: Please fill in the first two columns of the chart below to record the classes you took in ninth grade along with the classes you're currently taking in 10th grade. Your teacher will provide instructions for filling in the columns for 11th and 12th grade.

| Courses Taken/Planned | | | | |
|-------------------------------------|-------|------|------|------|
| SUBJECT | Ninth | 10th | 11th | 12th |
| 1. Math | | | | |
| 2. Science | | | | |
| 3. English/Language Arts | | | | |
| 4. Social Studies | | | | |
| 5. Foreign Language | | | | |
| 6. Arts | | | | |
| 7. Health and Physical Education | | | | |
| 8. Technology | | | | |
| 9. Electives | | | | |
| 10. Advanced Placement (AP) Courses | | | | |

Setting smaller goals now will help you reach your career goal after high school.



My Education Plan: 10th Grade Performance

CAREER:

LONG-TERM GOAL: What post-secondary education do I need?

- none
- apprenticeship
- tech or trade school
- two-year college
- four-year college
- more than four years of college

HOW AM I DOING? Below, list the courses you're taking and your grade in each.

| COURSE NAME | REQUIREMENT | GRADE |
|--------------------|-------------|-------|
| 1. MATH: | Yes | |
| 2. ENGLISH: | Yes | |
| 3. SOCIAL STUDIES: | Yes | |
| 4. SCIENCE: | Yes | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |

Current Courses I Need To Improve My Grade(s) In

| Course Name | Reason for Low Performance | Desired Grade | Action Plan (Strategy to Raise My Grade) |
|-------------|----------------------------|---------------|---|
| | | | |
| | | | |
| | | | |

Adapted from the Fulfillment Fund: www.fulfillment.org

A college visit can be very revealing. Take notes to keep track of key points.



College Visit Planner

Answer questions in the NOTES column during the college visit.
Add your own questions in the empty spaces at the bottom of the last page.

Name of college:

Date visited:

| QUESTIONS | NOTES |
|--|-------|
| STUDENTS | |
| <p>Take a campus tour.</p> <ul style="list-style-type: none"> • How diverse are the students? • How are they dressed? Are they approachable? | |
| <p>Talk to the students.</p> <ul style="list-style-type: none"> • Why did they choose this school? • What do they like about it? • What's one thing they would change? | |
| CAMPUS FACILITIES | |
| <p>Visit a dorm.</p> <ul style="list-style-type: none"> • How are freshman roommates chosen? • Does the college provide housing for all four years? • Are the dorms quiet enough for studying? • Is it comfortable? Uncomfortable? Explain. • Could you imagine living here? | |
| <p>Eat in the dining facility.</p> <ul style="list-style-type: none"> • What kinds of dining facilities are on campus? • How is the food? • Can they meet your dietary restrictions (e.g., vegetarian, kosher)? | |

| | |
|---|--|
| <p>Visit activity centers, athletic and recreational facilities.</p> <ul style="list-style-type: none"> • What kinds of facilities are on campus? • What recreational activities exist? • Are there studios for art, computers, dance, etc.? | |
| <p>Visit the library.</p> <ul style="list-style-type: none"> • Do students study there, or just use it for research? • Are there computers, copy machines, etc.? | |
| <p>Visit the health center.</p> <ul style="list-style-type: none"> • What health services does the college offer? • Do students find the health services helpful? Why or why not? • Is there a doctor and/or nurse available on campus? | |
| <p>Talk to a career counselor.</p> <ul style="list-style-type: none"> • How does the school assist students in finding work after college? | |
| <p>Find out about accessibility for special needs.</p> <ul style="list-style-type: none"> • What services are there for students with special needs? • Is the campus wheelchair accessible? • What kinds of services are there for the visually and hearing impaired? | |
| <p>Talk to students about safety on campus.</p> <ul style="list-style-type: none"> • Is there security in the dorms? • Are there security measures on campus for students walking around at night? | |

| Academics/Faculty | |
|--|--|
| <p>Sit in on a class.</p> <ul style="list-style-type: none"> • How many students are in a lecture class? • Is the professor/teacher engaging? • Are students actively involved? • What did you like best about the class? Least? | |
| <p>Talk to faculty members (professors or others).</p> <ul style="list-style-type: none"> • Which programs is this school known for? • What is the most popular major? • Do professors teach most courses, or are they taught by teaching assistants? • How hard or easy is it to arrange time to talk to professors? | |
| <p>Visit studios or labs (art studio, computer lab, TV production facilities).</p> <ul style="list-style-type: none"> • Does the lab, studio, etc. have up-to-date equipment? • Are there knowledgeable people to provide assistance? • What are the hours of the lab, studio, etc.? | |
| <p>Talk to someone in the registrar's office.</p> <ul style="list-style-type: none"> • How difficult is it to change your major? • Is there a student advisory program and how does it work? • How does freshman registration work? Will you get the classes you want? | |

| | |
|--|--|
| Social Activities | |
| <p>Talk to the students.</p> <ul style="list-style-type: none"> • What do you do for fun? • What do you do on the weekend? • How important are fraternities and sororities to the social life on campus? • What role do team sports play in the social life here? • What extracurricular activities are there? | |
| <p>Read the school newspaper and check out bulletin boards around campus.</p> <ul style="list-style-type: none"> • What kinds of events are happening (e.g., concerts, shows, etc.)? | |
| Off-Campus Community | |
| <p>Walk around the community, town, or city.</p> <ul style="list-style-type: none"> • What types of cultural centers (i.e., museums, theaters) are there? • How can I get into town from campus? • How can I get around town? | |
| More Questions | |
| | |

ADAPTED FROM: collegeboard.com “Campus Visit Checklist;” [Campus Visits & College Interviews](#) by Zola Dincin Schneider, The College Board, 2002; and [guidancecounselor.com](#) “Questions to Ask.”

College Visit Reflection

Answer the following questions about your college visit.

Name of college:

Date visited:

How did your college visit affect your plans to attend?



1. What was your overall impression, or feeling, about this college?
2. Can you imagine yourself attending this college, or one like it? Why or why not?
3. What did you like best about this college?
4. What did you like least?
5. What would you like to know more about?
6. How will your visit affect your future plans? Will you apply to this college (or one like it)? Why or why not?



What kind of colleges interest you? Use RUReadyND.com to begin your search.



School Finder Results

Use the “School Finder” in RUReadyND.com to find the undergraduate schools (two- and four-year colleges) that meet your needs. On each page, check the kinds of things you prefer — public or private school, big or small. The School Finder will create a list of possible schools.

Print out your list and put it in your portfolio, or copy your top choices here. An example has been done for you.

List **five schools** that were **exact** or **close to exact** matches:

| Name of School | Type of School | City/State |
|------------------------------|----------------|--------------------|
| <i>Bismark State College</i> | <i>2-year</i> | <i>Bismark, ND</i> |

- 1.
- 2.
- 3.
- 4.
- 5.

List additional schools that interest you. You may include schools that were not on your list.
(Do not include any schools listed above.)

- 6.
- 7.
- 8.
- 9.
- 10.

THE SCHOOL I AM RESEARCHING IS:

Your Search Criteria

To help you remember what influenced your choices, review your School Finder search criteria listed above your list of schools. Print out your list by clicking **Print This** in the upper right corner of the page and put it in your portfolio, or copy your criteria below.

1. Location: (If you remember the region you selected, record just that name below.)

2. School Type:

3. Public or Private:

4. Setting:

5. School Size:

6. Entrance Difficulty:

7. Tuition:

8. Special Academic Programs:

9. Extracurricular Activities:

Scholarship Search

Sign in to RUPrepareND.com or go to Fastweb.com and find out what scholarships are available to you. Choose three scholarship options, and fill in the chart using the web information for each. You can also search for scholarships using www.collegeboard.com or www.scholarships.com.

Directions for Using RUPrepareND.com

1. Type RUPrepareND.com in your browser's address space.
2. Sign in to RUPrepareND.com by entering your account name and password.
3. Click on the **Financial Aid Planning** tab, and then on the **Find Scholarships** section.
4. Click on **Scholarship Finder**. Read the instructions and start your scholarship search.
5. Once you have finished adding or changing your criteria, click **View Matching Scholarships** at the bottom of the page and review the list of scholarships that you may apply for. Choose three that seem most interesting to you. If you do not have a large enough scholarship list, you can change or remove some of your answers to broaden the search.
6. Fill out the chart on **Portfolio page 27, Scholarships** based on the three scholarships you've chosen. (An example has been completed for you.) Finally, answer the questions at the bottom of the page.

Directions for Using Fast Web

1. In order to use FastWeb, type www.fastweb.com into your browser's address space. Select **Start Your Search**.
2. This website will ask you for personal information, which is how they will figure out which scholarships match your talents, so make sure that you answer accurately. At the bottom of each page there is an option to check whether or not you want to receive promotional e-mails from Fastweb's sponsors.
3. Once you have finished answering the questions, you will be provided with a large list of scholarships that you may apply for. Choose three that seem most interesting to you.
4. Fill out the chart **on page 27** based on the three scholarships you've chosen. (An example has been completed for you.) Finally, answer the questions at the bottom of the page.

Directions for Using College Board

1. In order to use College Board, type <https://bigfuture.collegeboard.org/scholarship-search> into your browser's address space.
2. Select the start button and begin answering questions.
3. Once you have finished answering the questions, you will be provided with a large list of scholarships that you may apply for. Choose three that seem most interesting to you.
4. Fill out the chart based on the three scholarships you've chosen. (An example has been completed for you.) Finally, answer the questions at the bottom of the page.

Directions for Using Scholarships.com

1. In order to use Scholarships.com, type www.scholarships.com into your browser's address space. You should click on the blue button that says **Get Started Now**.
2. Fill in the requested information. Then enter your e-mail address and create a password for the website. Once you have entered this information, click the **Continue** button.
3. This website will ask you for personal information, which is how they will figure out which scholarships match your talents, so make sure that you answer accurately. At the bottom of each page there is an option to check whether or not you want to receive promotional e-mails from Scholarships.com's sponsors or schools.
3. Once you have finished answering the questions, you will be provided with a large list of scholarships that you may apply for. Choose three that seem most interesting to you.
4. Fill out the chart on **Portfolio page 27, My Scholarships** based on the three scholarships you've chosen. (An example has been completed for you.) Finally, answer the questions at the bottom of the page.

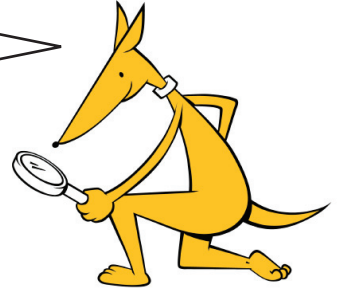
My Scholarships

| Name and amount of scholarship | Who is eligible? | Application process | How many scholarships will be awarded? | How well do I meet the qualifications? |
|---|-----------------------------------|--|--|--|
| Bridgestone Firestone Safety Scholars Video Contest | Full-time students, ages 16 to 21 | create an original video about auto safety, 25 to 55 seconds in length | 3, maximum award will be \$5,000 | |
| | | | | |
| | | | | |
| | | | | |

1. Has reading about your scholarship options made you more or less comfortable paying for college? Why?

2. What could you do to improve your chances of receiving a scholarship or financial aid?

Use these pages to keep track of the skills you're building.



Grade 10 Skills Checklist

Check the box that shows your level of skill in each area.
Then answer the questions below.

TAKING TESTS

I can...

| | | | |
|---|------------|----------|-----------|
| Identify reasons why it's a good idea to take the ACT PLAN. | not at all | somewhat | very well |
| Identify strategies that will help me to maximize my test-taking abilities. | not at all | somewhat | very well |

CAREERS

I can...

| | | | |
|---|------------|----------|-----------|
| Identify careers that match my skills and interests. | not at all | somewhat | very well |
| Research anticipated job openings in my field of interest. | not at all | somewhat | very well |
| Identify pros and cons of careers that match my skills and interests. | not at all | somewhat | very well |
| Understand how working conditions might affect my choice of career. | not at all | somewhat | very well |
| Understand how using career clusters can help me find my dream job. | not at all | somewhat | very well |
| Identify how my values influence my career choice. | not at all | somewhat | very well |

FINDING A JOB

I can...

| | | | |
|--|------------|----------|-----------|
| Identify ways an entry-level job will help me reach my long-term career goals. | not at all | somewhat | very well |
| Identify local businesses that hire teens. | not at all | somewhat | very well |
| Make an informational phone call. | not at all | somewhat | very well |
| Write a thank-you note — and understand why it's important. | not at all | somewhat | very well |
| Identify qualities that employers look for in potential employees. | not at all | somewhat | very well |
| Recognize areas in my life where I demonstrate the skills employers want. | not at all | somewhat | very well |
| Succeed in a job interview. | not at all | somewhat | very well |

EDUCATION AFTER HIGH SCHOOL

I can...

| | | | |
|---|------------|----------|-----------|
| Compare the pros and cons of various postsecondary options. | not at all | somewhat | very well |
| List some of the steps necessary to apply to college. | not at all | somewhat | very well |
| Identify a variety of different places where I can get more information about college. | not at all | somewhat | very well |
| Set short-term goals to improve the chances of getting into college later on down the road. | not at all | somewhat | very well |
| Identify high school courses that fit my college and career goals. | not at all | somewhat | very well |
| See the value of a college visit. | not at all | somewhat | very well |
| Identify the various types of financial aid available for college. | not at all | somewhat | very well |

MONEY MATTERS

I can...

| | | | |
|--|------------|----------|-----------|
| Explain why a budget is important, and name categories to include when creating one. | not at all | somewhat | very well |
| Keep track of the money in a checking account. | not at all | somewhat | very well |
| Describe the pros and cons of using a credit card. | not at all | somewhat | very well |
| Explain what to think about when considering a contract for a cell phone. | not at all | somewhat | very well |

1. What was your biggest accomplishment in Roads to Success this year? Explain.

2. Describe one way in which you were a valuable member of this class.

3. Describe one thing you'd like to learn more about or improve next year.