

GRADE 11

PORTFOLIO

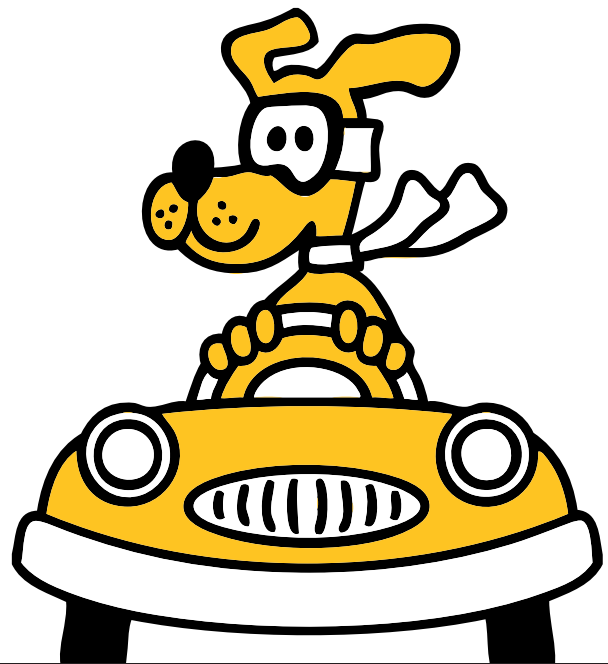
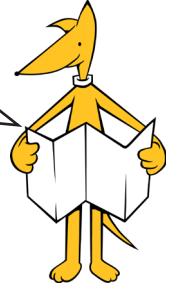


Table of Contents

Interest Profiler Results	1
Evaluating Top Career Choices	2
Career Summaries and Tasks.....	3
Education Requirements	4-5
Plan for Improvement.....	6
Blank Resume Template	7
Personal Skills Checklist	8-9
Reflection	10
Four-Year Plan.....	11
List of Top Ten Schools	12
My Top Ten Schools	13-22
College Comparison Chart	23
Grade 11 Skills Checklist	24-28

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: RUPrepareND.com 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.

Evaluating Top Career Choices

Directions: Answer each question. For “Yes” answers, provide evidence. For “No” answers, use the middle column to explain what obstacle is standing in your way, then describe a possible solution in the last column.

Question	Answer/Evidence	Solution
Skills: Do I practice/enjoy the skills I need for this career in my day-to-day life?		
Career Outlook: Will jobs be available when I graduate?		
Academic preparation: Am I academically prepared for the education I will need after high school?		

Career Summary & Tasks

Directions: Write a brief summary of the job description for your career choice. Then list at least three day-to-day tasks the job requires.

Career Choice:

Job Description Summary:

Tasks:

1.

2.

3.

Education Requirements

Directions: Write a brief summary of the required and recommended level of education for your career choice. Make sure to include the number of years needed for each level. Then list the suggested subjects for each grade. Note that these are only suggestions; courses offered at your high school will vary.

Name of Career:

Education Summary:

Suggested High School Subjects

Grade 9

-
-
-
-
-
-

Grade 10

-
-
-
-
-
-

Grade 11

-
-
-
-
-
-

Grade 12

-
-
-
-
-
-

Plan for Improvement

Part I: Identifying Areas in Need of Improvement

List two courses in which you need to improve your grade. Write the name of the course and your current grade. (If you are not certain of your exact grade, make your best guess.)

- 1.
- 2.

Part II: Creating an Action Plan

Course Name	Reason for low performance	Desired Grade	Action Plan (Strategy to Raise My Grade)

Adapted from the Fulfillment Fund: www.fulfillment.org

Blank Resume Template

Profile Summary

Education

Experience

Interests & Honors

Personal Skills Checklist

Directions: Circle the skills you saw “in action” during your job shadow. Place a check in the column that describes your ability level in each skill you circled.

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 program			
• Use MS Excel or other spreadsheet program			
• Design a web page			
• Troubleshoot computer problems			
• Send and receive professional voicemail messages			
• Send and receive professional e-mails			
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			
•			
•			
•			

PERSONAL SKILLS CHECKLIST (continued)

SKILLS	Good at this	Some skills	Few or no skills
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 on a car or edit a video)			
•			
•			
•			
•			

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

Below, write three skills you identified as requiring further development, and describe a strategy for improving each one. (Use the back of this page if needed.)

Skill	Strategy for Improvement
1.	
2.	
3.	

Four-year Plan

Warm Up: Please fill in the first three columns of the chart below to record your classes in ninth, 10th, and 11th grades. Your teacher will provide instructions for filling in the column for 12th grade.

SUBJECT	Courses Taken/Planned			
	Ninth	10th	11th	12th
1. Language Arts				
2. Math				
3. Science				
4. Social Studies				
5. Foreign Language				
6. Other/ Electives (Arts, Computer Science, etc.)				

List of Top Ten Schools

My Top Ten Schools

Directions: Record your top 10 school choices from your School Finder results page. If there are schools that interest you that were not in your results, feel free to add them to your list. Just make sure that at least five schools are from your School Finder list.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

MY TOP TEN SCHOOLS

Name of College

My Info

My GPA:
My Class Rank:
My ACT score:
My SAT score:

General Info (from RUPrepareND.com)

Location:
Enrollment:
SAT scores (Admissions tab):
ACT scores (Admissions tab):
Average secondary school GPA (Admissions tab):
Tuition (In-State/Out-of-state) (Tuition & Costs):
Website:

Academic Info

GPA:
3.75+
3.5 – 3.74
3.25- 3.49
3.0 – 3.24
2.5 – 2.99
2.0 – 2.49
1.0– 1.99
below 1.0
Class rank: Important?
Top tenth
Top quarter
Top half
Bottom half
Bottom quarter

Academic match?

Safety (I'm likely to get in) Good match A reach?

Academics

- Majors
- Faculty

Sport

- Intercollegiate sports

Campus Life

- Extracurricular Activities/Student Organizations
- Fraternity/Sorority
- Athletics

Is this school for me?

Probably not Maybe Definitely

MY TOP TEN SCHOOLS

Name of College

My Info

My GPA:
My Class Rank:
My ACT score:
My SAT score:

General Info (from RUPrepareND.com)

Location:
Enrollment:
SAT scores (Admissions tab):
ACT scores (Admissions tab):
Average secondary school GPA (Admissions tab):
Tuition (In-State/Out-of-state) (Tuition & Costs):
Website:

Academic Info

GPA:
3.75+
3.5 – 3.74
3.25- 3.49
3.0 – 3.24
2.5 – 2.99
2.0 – 2.49
1.0– 1.99
below 1.0
Class rank: Important?
Top tenth
Top quarter
Top half
Bottom half
Bottom quarter

Academic match?

Safety (I'm likely to get in) Good match A reach?

Academics

- Majors
- Faculty

Sport

- Intercollegiate sports

Campus Life

- Extracurricular Activities/Student Organizations
- Fraternity/Sorority
- Athletics

Is this school for me?

Probably not Maybe Definitely

MY TOP TEN SCHOOLS

Name of College _____

My Info

My GPA:
My Class Rank:
My ACT score:
My SAT score:

General Info (from RUPrepareND.com)

Location:
Enrollment:
SAT scores (Admissions tab):
ACT scores (Admissions tab):
Average secondary school GPA (Admissions tab):
Tuition (In-State/Out-of-state) (Tuition & Costs):
Website:

Academic Info

GPA:
3.75+
3.5 – 3.74
3.25- 3.49
3.0 – 3.24
2.5 – 2.99
2.0 – 2.49
1.0– 1.99
below 1.0
Class rank: Important?
Top tenth
Top quarter
Top half
Bottom half
Bottom quarter

Academic match?

Safety (I'm likely to get in) Good match A reach?

Academics

- Majors
- Faculty

Sport

- Intercollegiate sports

Campus Life

- Extracurricular Activities/Student Organizations
- Fraternity/Sorority
- Athletics

Is this school for me?

Probably not Maybe Definitely

MY TOP TEN SCHOOLS

Name of College

My Info

My GPA:
My Class Rank:
My ACT score:
My SAT score:

General Info (from RUPrepareND.com)

Location:
Enrollment:
SAT scores (Admissions tab):
ACT scores (Admissions tab):
Average secondary school GPA (Admissions tab):
Tuition (In-State/Out-of-state) (Tuition & Costs):
Website:

Academic Info

GPA:
3.75+
3.5 – 3.74
3.25- 3.49
3.0 – 3.24
2.5 – 2.99
2.0 – 2.49
1.0– 1.99
below 1.0
Class rank: Important?
Top tenth
Top quarter
Top half
Bottom half
Bottom quarter

Academic match?

Safety (I'm likely to get in) Good match A reach?

Academics

- Majors
- Faculty

Sport

- Intercollegiate sports

Campus Life

- Extracurricular Activities/Student Organizations
- Fraternity/Sorority
- Athletics

Is this school for me?

Probably not Maybe Definitely

MY TOP TEN SCHOOLS

Name of College

My Info

My GPA:
My Class Rank:
My ACT score:
My SAT score:

General Info (from RUPrepareND.com)

Location:
Enrollment:
SAT scores (Admissions tab):
ACT scores (Admissions tab):
Average secondary school GPA (Admissions tab):
Tuition (In-State/Out-of-state) (Tuition & Costs):
Website:

Academic Info

GPA:
3.75+
3.5 – 3.74
3.25- 3.49
3.0 – 3.24
2.5 – 2.99
2.0 – 2.49
1.0– 1.99
below 1.0
Class rank: Important?
Top tenth
Top quarter
Top half
Bottom half
Bottom quarter

Academic match?

Safety (I'm likely to get in) Good match A reach?

Academics

- Majors
- Faculty

Sport

- Intercollegiate sports

Campus Life

- Extracurricular Activities/Student Organizations
- Fraternity/Sorority
- Athletics

Is this school for me?

Probably not Maybe Definitely

MY TOP TEN SCHOOLS

Name of College

My Info

My GPA:
My Class Rank:
My ACT score:
My SAT score:

General Info (from RUPrepareND.com)

Location:
Enrollment:
SAT scores (Admissions tab):
ACT scores (Admissions tab):
Average secondary school GPA (Admissions tab):
Tuition (In-State/Out-of-state) (Tuition & Costs):
Website:

Academic Info

GPA:
3.75+
3.5 – 3.74
3.25- 3.49
3.0 – 3.24
2.5 – 2.99
2.0 – 2.49
1.0– 1.99
below 1.0
Class rank: Important?
Top tenth
Top quarter
Top half
Bottom half
Bottom quarter

Academic match?

Safety (I'm likely to get in) Good match A reach?

Academics

- Majors
- Faculty

Sport

- Intercollegiate sports

Campus Life

- Extracurricular Activities/Student Organizations
- Fraternity/Sorority
- Athletics

Is this school for me?

Probably not Maybe Definitely

MY TOP TEN SCHOOLS

Name of College

My Info

My GPA:
My Class Rank:
My ACT score:
My SAT score:

General Info (from RUReadyND.com)

Location:
Enrollment:
SAT scores (Admissions tab):
ACT scores (Admissions tab):
Average secondary school GPA (Admissions tab):
Tuition (In-State/Out-of-state) (Tuition & Costs):
Website:

Academic Info

GPA:
3.75+
3.5 – 3.74
3.25- 3.49
3.0 – 3.24
2.5 – 2.99
2.0 – 2.49
1.0– 1.99
below 1.0
Class rank: Important?
Top tenth
Top quarter
Top half
Bottom half
Bottom quarter

Academic match?

Safety (I'm likely to get in) Good match A reach?

Academics

- Majors
- Faculty

Sport

- Intercollegiate sports

Campus Life

- Extracurricular Activities/Student Organizations
- Fraternity/Sorority
- Athletics

Is this school for me?

Probably not Maybe Definitely

MY TOP TEN SCHOOLS

Name of College

My Info

My GPA:
My Class Rank:
My ACT score:
My SAT score:

General Info (from RUPrepareND.com)

Location:
Enrollment:
SAT scores (Admissions tab):
ACT scores (Admissions tab):
Average secondary school GPA (Admissions tab):
Tuition (In-State/Out-of-state) (Tuition & Costs):
Website:

Academic Info

GPA:
3.75+
3.5 – 3.74
3.25- 3.49
3.0 – 3.24
2.5 – 2.99
2.0 – 2.49
1.0– 1.99
below 1.0
Class rank: Important?
Top tenth
Top quarter
Top half
Bottom half
Bottom quarter

Academic match?

Safety (I'm likely to get in) Good match A reach?

Academics

- Majors
- Faculty

Sport

- Intercollegiate sports

Campus Life

- Extracurricular Activities/Student Organizations
- Fraternity/Sorority
- Athletics

Is this school for me?

Probably not Maybe Definitely

MY TOP TEN SCHOOLS

Name of College

My Info

My GPA:
My Class Rank:
My ACT score:
My SAT score:

General Info (from RUPrepareND.com)

Location:
Enrollment:
SAT scores (Admissions tab):
ACT scores (Admissions tab):
Average secondary school GPA (Admissions tab):
Tuition (In-State/Out-of-state) (Tuition & Costs):
Website:

Academic Info

GPA:
3.75+
3.5 – 3.74
3.25- 3.49
3.0 – 3.24
2.5 – 2.99
2.0 – 2.49
1.0– 1.99
below 1.0
Class rank: Important?
Top tenth
Top quarter
Top half
Bottom half
Bottom quarter

Academic match?

Safety (I'm likely to get in) Good match A reach?

Academics

- Majors
- Faculty

Sport

- Intercollegiate sports

Campus Life

- Extracurricular Activities/Student Organizations
- Fraternity/Sorority
- Athletics

Is this school for me?

Probably not Maybe Definitely

MY TOP TEN SCHOOLS

Name of College

My Info

My GPA:
My Class Rank:
My ACT score:
My SAT score:

General Info (from RUReadyND.com)

Location:
Enrollment:
SAT scores (Admissions tab):
ACT scores (Admissions tab):
Average secondary school GPA (Admissions tab):
Tuition (In-State/Out-of-state) (Tuition & Costs):
Website:

Academic Info

GPA:
3.75+
3.5 – 3.74
3.25- 3.49
3.0 – 3.24
2.5 – 2.99
2.0 – 2.49
1.0– 1.99
below 1.0
Class rank: Important?
Top tenth
Top quarter
Top half
Bottom half
Bottom quarter

Academic match?

Safety (I'm likely to get in) Good match A reach?

Academics

- Majors
- Faculty

Sport

- Intercollegiate sports

Campus Life

- Extracurricular Activities/Student Organizations
- Fraternity/Sorority
- Athletics

Is this school for me?

Probably not Maybe Definitely

College Comparison Chart

Directions: Write the names of the colleges you are considering across the top row. For each criterion, mark items you rate positively with a “+”, items you rate negatively with a “-”, and mark items that are neutral with a “0”. Next to “Academic Match,” rate whether the college is a reach, match, or safety school.

Criteria	College 1	College 2	College 3	College 4	College 5	College 6	College 7	College 8	College 9	College 10
Academic Match										
Setting										
Tuition										
Academics										
Student Population										
Campus Facilities										
Campus Life										
Off-Campus Community										

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

Grade 11 Skills Checklist

Check the box that shows your level of skill in each area.
Then answer the questions on page 28.



TAKING TESTS

I can ...

Describe the purpose of the ACT and SAT.	not at all	somewhat	very well
Describe the types of questions found on the ACT/SAT.	not at all	somewhat	very well
Register for the ACT/SAT.	not at all	somewhat	very well
Report my scores to colleges that require them.	not at all	somewhat	very well
Locate resources for further test preparation.	not at all	somewhat	very well
Take care of these test-taking details: admission ticket, when and where the test is held, transportation, and what to bring/not to bring.	not at all	somewhat	very well
Name a standardized test I might be required to take after high school and describe its purpose.	not at all	somewhat	very well

CAREERS

I can ...

Identify careers that match my skills and interests.	not at all	somewhat	very well
Compare my interests and academic skills to a career I'm interested in.	not at all	somewhat	very well
Use career outlook information to decide if I need to consider a back-up plan (a career where more jobs are available).	not at all	somewhat	very well

JOB SHADOW

I can ...

Create a resume that reflects my accomplishments and experience.	not at all	somewhat	very well
Recognize appropriate workplace dress and behavior.	not at all	somewhat	very well
Prepare for an informational interview by doing company research and creating a list of questions.	not at all	somewhat	very well
Write a business-appropriate note thanking someone for their help.	not at all	somewhat	very well

EDUCATION AFTER HIGH SCHOOL

I can ...

Choose courses for senior year based on high school graduation requirements, college recommendations, and suggested courses for a career of interest.	not at all	somewhat	very well
Identify college majors I'm interested in.	not at all	somewhat	very well
Identify and compare several options for education after high school.	not at all	somewhat	very well
Find answers to questions about community college, tech/trade school, apprenticeships, and the military.	not at all	somewhat	very well
Compare my academic record with college requirements.	not at all	somewhat	very well
Find out more about the FAFSA and college scholarships on my own.	not at all	somewhat	very well
Identify steps in the college application process that can be done during the summer between my junior and senior year.	not at all	somewhat	very well
Research and compare colleges that interest me.	not at all	somewhat	very well
Identify at least one reach, match, and safety school that I'd like to attend.	not at all	somewhat	very well
Identify and effectively ask someone to write a recommendation.	not at all	somewhat	very well

MONEY MATTERS

I can ...

List the advantages and disadvantages of credit cards.	not at all	somewhat	very well
Explain why a good credit rating is important.	not at all	somewhat	very well
List things to consider when choosing a credit card.	not at all	somewhat	very well
List questions to ask when buying a car.	not at all	somewhat	very well
Explain the costs of buying, operating, and insuring a car.	not at all	somewhat	very well
List things to consider when renting an apartment.	not at all	somewhat	very well
Understand the terms of a lease.	not at all	somewhat	very well
Describe the steps to take to resolve a problem with a landlord.	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.
4. List three things you can do this summer to get ready to apply to college next fall.