

CAREER EXPLORATION OPPORTUNITIES

Criteria	Points Awarded / Available	Comments / Feedback
The updated Career-Readiness Plan includes at least three new resources and/or opportunities discussed during the showcase. (10 points per each new opportunity and/or resource included)	/ 30	
During a conversation or in an essay about the updated Career Readiness Plan, the student can explain: <ul style="list-style-type: none"> • Why he or she selected each new resource and/or opportunity. (10 points) • Where he or she may access that opportunity in the school or community. (10 points) 	/ 20	
Score for the Project	/ 50	

OPPORTUNITIES TRACKING SHEET

Use the following table to capture information about the opportunities discussed during the opportunity showcase.

Name of Opportunity or Resource	Description	Contact Person and Information	Should you include this opportunity or resource in your Career Readiness Plan? (Yes or No)	Other Notes

OPPORTUNITY PASSPORT

<p style="text-align: center;">Opportunity 1</p> <p>Name of Opportunity:</p> <p>Description:</p> <p>Contact Person and Information:</p> <p>Other Notes:</p>	<p style="text-align: center;">Opportunity 2</p> <p>Name of Opportunity:</p> <p>Description:</p> <p>Contact Person and Information:</p> <p>Other Notes:</p>
<p style="text-align: center;">Opportunity 3</p> <p>Name of Opportunity:</p> <p>Description:</p> <p>Contact Person and Information:</p> <p>Other Notes:</p>	<p style="text-align: center;">Opportunity 4</p> <p>Name of Opportunity:</p> <p>Description:</p> <p>Contact Person and Information:</p> <p>Other Notes:</p>
<p style="text-align: center;">Opportunity 5</p> <p>Name of Opportunity:</p> <p>Description:</p> <p>Contact Person and Information:</p> <p>Other Notes:</p>	<p style="text-align: center;">Opportunity 6</p> <p>Name of Opportunity:</p> <p>Description:</p> <p>Contact Person and Information:</p> <p>Other Notes:</p>

OPPORTUNITY PASSPORT

<p style="text-align: center;">Opportunity 7</p> <p>Name of Opportunity:</p> <p>Description:</p> <p>Contact Person and Information:</p> <p>Other Notes:</p>	<p style="text-align: center;">Opportunity 8</p> <p>Name of Opportunity:</p> <p>Description:</p> <p>Contact Person and Information:</p> <p>Other Notes:</p>
<p style="text-align: center;">Opportunity 9</p> <p>Name of Opportunity:</p> <p>Description:</p> <p>Contact Person and Information:</p> <p>Other Notes:</p>	<p style="text-align: center;">Opportunity 10</p> <p>Name of Opportunity:</p> <p>Description:</p> <p>Contact Person and Information:</p> <p>Other Notes:</p>
<p style="text-align: center;">Opportunity 11</p> <p>Name of Opportunity:</p> <p>Description:</p> <p>Contact Person and Information:</p> <p>Other Notes:</p>	<p style="text-align: center;">Opportunity 12</p> <p>Name of Opportunity:</p> <p>Description:</p> <p>Contact Person and Information:</p> <p>Other Notes:</p>



OPPORTUNITY PASSPORT

Summary

Which three opportunities will you include in your updated Career Readiness Plan?

1.

2.

3.

How do these opportunities connect to your future career choice?

TEAM PROJECT RUBRIC

Evaluating the Team Project Artifact		
Criteria	Points Awarded / Available	Comments / Feedback
<p>The journal submitted...</p> <ul style="list-style-type: none"> Contains thoughtful entries for each session. (30 points) Contains a written summary that... <ul style="list-style-type: none"> Summarizes the team project. (5 points) Explains what results were achieved from the project. (5 points) Suggests areas for improvement to the project and personal performance. (5 points) Describes what was learned about careers and career exploration from the project. (5 points) 	/ 50	
<p>The presentation submitted...</p> <ul style="list-style-type: none"> Summarizes the team project. (10 points) Lists the project goals. (5 points) Shows the action plan for the project. (5 points) Summarizes the results achieved. (10 points) Suggests areas for improvement to the project in the future. (10 points) 	/ 40	
<p>The journal and presentation are well-written, complete, and ready to present by the due date.</p>	/ 10	
Total Score for the Artifact	/ 100	



TEAM PROJECT JOURNAL

Name: _____

The project our team decided on is:

Name of Project:

Type the name of the project here.

Description of Project:

Type a brief description of the project here.

Date(s) of Project:

From:

mm/dd/yyyy

To:

mm/dd/yyyy

Time:

Enter a time for the event (if applicable).

Location:

Enter a location for the event (if applicable).



TEAM PROJECT JOURNAL

Setting Goals for the Team Project

In your small group, think about your team project:

What will the project look like when it is completed?

What do we want to accomplish with the project?

How will the project affect other individuals in the school and community?

Which of the Nebraska Career-Readiness Standards do you think we will practice during this project?



TEAM PROJECT JOURNAL

Our Final Project Goals

Once the class has set the final goals for the team project, record them below:



TEAM PROJECT JOURNAL

Brainstorming Steps to Complete the Team Project

Make a list of everything that needs to happen to complete the project.

Create a list of steps, in order, to complete everything that must happen for the project.



TEAM PROJECT JOURNAL

Our Action Plan

Task	Who's Responsible	Resources Needed	Due Date



TEAM PROJECT JOURNAL

Look At What We Accomplished!!

1. What went especially well during the project, for yourself and for the team?

2. What needed improvement, for yourself and for the team?

3. What results did the class achieve during the project?

4. What did you learn from this project about working in the “real world”?

5. What do you know now about career exploration and planning that you did not know before we completed the project?

6. Which three Nebraska Career-Readiness Standards did you practice the most during the project?

CAREER EXPLORATION PORTFOLIO

Your challenge is to create a career exploration portfolio! A career exploration portfolio is a place to store important documents related to your exploration of careers. You can use this portfolio to track and reflect on your career exploration progress.

Your portfolio must:

1. Be stored in an approved format
2. Include six things that show others:
 - a. Your current career interests
 - b. Career-readiness skills you have that will help you be successful in a career.
3. Include a paragraph about each item that summarizes:
 - a. What is the item?
 - b. Why did you select the item for your portfolio?
 - c. How did you improve the item before including it in the portfolio?
4. Be in one of the following approved formats:
 - Three-ring binder with sheet protectors and dividers
 - File folder
 - Electronic file folder on school workspace
 - Web page created to host the files
 - Web-based electronic portfolio (e.g., Evernote)

Sample things to include in your portfolio:

- *Personal Mission Statement (Unit 1)
- *Career Cluster Presentation (Unit 2)
- *Updated Career Readiness Plan (Unit 3)
- Any created items from Learning Expeditions (all units)
- Activity sheets completed during ENGAGE! (all units)
- Career Field Collage (Unit 2)
- The journal kept during the team project with a summary that states at least two ways the group project prepared you for a future career (Unit 4)
- Your portion of the presentation from the team project (Unit 4)

*These items MUST be included in the final portfolio

PORTFOLIO EVALUATION

An important part of creating any portfolio is evaluating the items you select to include. A portfolio should represent your BEST work! After you evaluate an item, you should identify at least three ways you can revise the item before including it in your portfolio. Use the following activity sheet to evaluate each item and identify ways to improve the item before including it in your portfolio.

Quality Rating			
Item Name	Needs Some Work Before I Put it in My Portfolio	Almost Ready to Put in My Portfolio	Ready to Put in My Portfolio
	<p>This item has several grammatical errors that need to be corrected before including it in my portfolio.</p> <p>This item does not have a paragraph to describe what the item is and why I chose to include it in my career exploration portfolio.</p> <p>The item needs some effort applied to make it look professional and neat before I include it in my portfolio.</p>	<p>This item has a few grammatical errors that need to be corrected before including it my portfolio.</p> <p>This item has a first draft of a paragraph that describes what the item is, why I chose to include it in my career exploration portfolio, and a list of what I need to improve.</p> <p>The item looks neat and professional, but there are things I want to change before I put it in my portfolio.</p>	<p>This item has no grammatical errors that need to be corrected before including it my portfolio.</p> <p>This item has a very well-written paragraph that describes what the item is, why I chose to include it and what I improved about the item before including in the portfolio.</p> <p>The item is neat and professional. I think it reflects my best work and it is ready to put in my portfolio.</p>

Three things I will improve about the item before I include it in my portfolio are:

PORTFOLIO PROJECT RUBRIC

Evaluating the Individual Project Portfolio		
Criteria	Points Awarded/Available	Comments/Feedback
<p>The portfolio submitted:</p> <ul style="list-style-type: none"> Contains six artifacts that represent quality work for the student. (30 pts, 5 pts each) Contains six summary paragraphs (one for each artifact) that explain: <ul style="list-style-type: none"> The artifact. Why they selected the artifact for the portfolio. Areas that were improved about the artifact before it was included in the portfolio. <p>(30 pts, 5 points each)</p>	____/60	
<p>The presentation of the portfolio:</p> <ul style="list-style-type: none"> Summarizes current career interests. (5 points) Tells the audience about at least three artifacts included in the portfolio. (15 points) 	____/20	
<p>The portfolio and presentation are well organized, demonstrate personal creativity, contain minimal technical errors, and are ready to present by the due date.</p>	____/20	
Total Score for the Portfolio Project	/100	

END OF COURSE EXAM**Name:** _____

1. Ownership of your future comes with rights and responsibilities. Look at the following list of actions. Correctly label each as a “right” or as a “responsibility.” (4 points)

Example: Choosing a career path	<u>Right</u>
Completing courses needed for career goals	_____
Picking a lifestyle	_____
Accepting the consequences of my choices	_____
Setting the plan for my career path	_____

2. There are three stages to career exploration. They are: Discover! Focus! and Engage! For each of the three stages, list one thing that happens during that stage. (6 points)

Discover!

Focus!

Engage!

3. You learned four steps to take when making a decision. The steps are listed below, but not in the correct order. Write in the missing numbers so that the steps are labeled in the correct order. (4 points)

Step____: Identify the problem.

Step____: Select a solution and defend your choice.

Step____: Brainstorm all potential solutions.

Step____: List negative and positive aspects of each possible solution.

4. True or False? (5 points)

_____ A job is a short-term task.

_____ A career is the first job you will have after school.

_____ Your career may involve many different jobs.

_____ This course introduced 12 Career Clusters.

_____ A Career Cluster can have two or more Career Pathways.

5. List three of the Career Clusters introduced in this course. (3 points)

6. There are seven steps in career path development. Pick two of the seven and list two things that happen during each of the steps you chose in the process. (6 points)
 - Step 1: Exploring my Options
 - Step 2: Setting Career Goals
 - Step 3: Initial Education/Certification
 - Step 4: Job Searching
 - Step 5: Job Specific Training
 - Step 6: Advancement Opportunities
 - Step 7: Advanced Training/Education
 - Step 8: Meeting My Career Goals

7. Name one innovation that will influence the way you conduct work in the future and describe how it might change the way you work. (4 points)

8. Which of the following is an effective strategy for overcoming the roadblock of a “lack of motivation”? (1 point)
- A. Scholarship applications
 - B. Part-time job
 - C. Community college admission
 - D. Rewards for reaching short-term goals
9. Which of the following is an effective strategy for overcoming the roadblock of “lack of resources”? (1 point)
- A. Time management training
 - B. Grants and loans
 - C. Job shadowing program
 - D. Rewards for reaching short-term goals
10. Which of the following is an effective strategy for overcoming the roadblock of “lack of education”? (1 point)
- A. Community college classes
 - B. Money for completing goals
 - C. Time management training
 - D. Part-time job

11. End-of-Course Essay

In six to 10 sentences describe three things:

What you have learned about yourself during this class

What you have learned about career options in this class

Your plan for the future developed during this class