



Occupational Course of Study Instructions for Completing a Career Portfolio

The Career Portfolio is the exit document for every student pursuing a North Carolina high school diploma by following the *Occupational Course of Study*. The Career Portfolio should be viewed as a “work in progress” because the students begin using and entering information into it during their ninth grade year and continue adding/editing information throughout the high school years.

GENERAL INSTRUCTIONS

- All parts of the Portfolio are to be completed by the students. Some students will require more assistance than others.
- The teacher’s role is to provide supervision, support, and classroom opportunities for the students to work on their portfolios. **Adults should not make entries for students.**
- Students may personalize the portfolio by pasting the school system’s name and logo on the outside and inside cover sheets.
- The Portfolio sheets should be kept in a three ring binder with a clear plastic overlay, or in a special portfolio binder.
- Each student should type his/her name and the name of the high school on the outside cover sheet, then, if using a three ring binder, slide the cover sheet between the plastic overlay and the front cover of the notebook.
- Section tabs should be placed in front of each section (e.g. PERSONAL, *Doc. 1-3*, HIGH SCHOOL, *Doc. 4-8* and CAREER PREPARATION, *Doc. 9-21*)
- It is recommended that the individual pages be put in plastic sleeves so that the pages do not become ragged, curled, and dirty during the four-year process of completing them.
- In the MEDICAL and PERSONAL INFORMATION sections do not include personal numbers such as social security or bank account numbers. The FINANCIAL INFORMATION PAGE MAY BE OMITTED. Information about emergency contact and doctor’s name may be included. Information pertaining to specific illnesses and treatments should also be omitted.

PERSONAL INFORMATION SECTION: Documents 1-3

- All information should be typed.
- Do not include any information that would compromise the student. Keep contents relevant to what is required on a job application, as well as, name of contacts for emergencies, preferred hospital and doctor.

HIGH SCHOOL INFORMATION SECTION: Documents 4-8

- All information should be typed.
- If the student has attended any specialized training either during the school year or in the summer, have them complete the second section.
- *Doc. 5* - Students should include the Career Technical Education courses taken to meet the requirement of four CTE credits. Course descriptions are available in most class registration booklets or from the CTE teacher for a specific course. Descriptions are in paragraph form.
- *Doc. 6* - A copy of the student's high school transcript is included. (State Board of Education policy requires all students be given an updated transcript at least once a year.)
- *Doc. 7* - Students are to record, by school year, the extracurricular and/or community events in which they participate. If the student has no extracurricular activities, each year a description of personal and career goals are written instead. No section is left blank and N/A is not acceptable as a description.
- *Doc. 8* - Vocational Assessments include a list of the assessments given each year and the information learned from the inventory. The protocols of the inventories may be included after *Doc. 8*.

CAREER PREPARATION SECTION: Documents 9-21

- All information should be typed.
- *Doc. 9* - Career Exploration shows the work students have done researching careers of interest. This will relate back to the Career Interest Inventories and Vocational Assessments from *Doc. 8*.
- *Doc. 10* - Students should include a record of their on-campus training experiences.
- These experiences include all training they received as a result of school based factories, and other on campus work. It also includes field trips in job exploration and time with speakers brought in to introduce careers.
- All blanks should be filled in.
- "Name of Supervisor" refers to the name of the person who was responsible for completing the student's evaluation forms.
- DO NOT INCLUDE ANY PAID EXPERIENCES IN THIS SECTION.
- *Doc. 11* - Work Evaluation Summaries is the section that shows how the student was evaluated during school based work
- *Doc. 12* - Career Preparation Record is a record of the Community Based Training
- *Doc. 13* - Evaluation of Community Based Training
- *Doc. 14* - Completed Job Application must be in ink and will not receive credit unless it is signed.

- *Doc. 15-17* - Students should record all Competitive Employment Experiences (PAID JOBS).
 - All information should be filled out for each place of employment
 - Evaluations are to be completed by supervisor and total hours recorded.
 - A copy of a pay stub may be included after this section
- *Doc. 18* - Reference Information
 - Information should be accurate and **not** include friends or family members
 - There needs to be a minimum of 3 references with 4 being optional.
- *Doc. 19-21* - Letters of Recommendation should be professional so that the student may use them when obtaining employment.
 - Verification of Hours is completed by the job coach or teacher that keeps the hours. It is official and signed by this person.
 - The resume is completed using one of the official resume programs.
- In the final months prior to graduation, all personal information should be reviewed to assure that all information is current and accurate. Include any honors and/or recognitions the student has received.

COMPLETED PORTFOLIO

Once all of the pages of a student's portfolio have been completed (and updated if necessary), an evaluation method should be developed by the teacher(s) responsible for overseeing the portfolio development process. The "checklist" is helpful for both the student and teacher to monitor progress. A review process that requires each student to do a short presentation before a review committee is required. The rubric for the presentation and the portfolio is included after these directions. A completed portfolio should be a document that any student would be proud to take on an interview and any potential employer would be grateful to receive.