

UHS Career & College Readiness Portfolio



“Empower each student to succeed in life and contribute to society.”

WHAT DOES THIS MEAN TO YOU?

- High school is about learning and growing in ALL AREAS.
- Opportunities exist everywhere, which means learning happens in many different ways.
- Use these opportunities to develop your mind and your sense of self.



Skills & Qualities Employees Want and Need

Boston University Center for Career Development

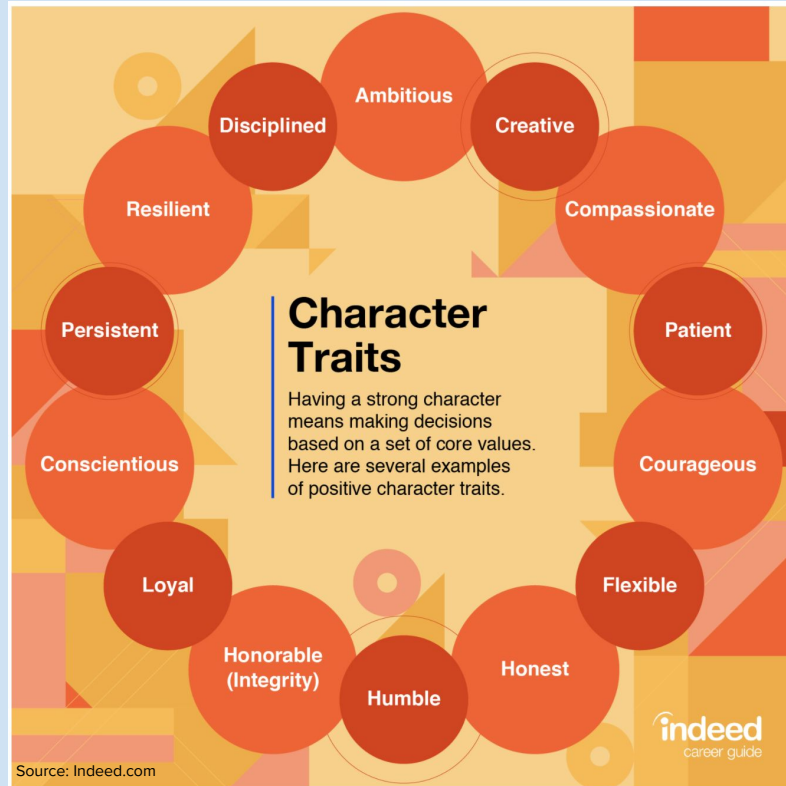
The skills listed below are necessary to help you be competitive when applying for internship and job opportunities, as well as graduate school. Evaluate your skills and qualities, identify your strengths and areas of growth, and establish a plan to continue to further develop these critical assets.

Top 10 Skills/Qualities Employers Seek:

- Ability to verbally communicate with persons inside and outside the organization.
- Ability to work in a team structure.
- Ability to make decisions and solve problems.
- Ability to plan, organize, and prioritize work.
- Ability to obtain and process information.
- Ability to analyze quantitative data.
- Technical knowledge related to the job.
- Proficiency with computer software programs.
- Ability to create and/or edit written reports.
- Ability to sell or influence others.

Source: <https://www.bu.edu/careers/internships-and-jobs/skills-qualities-employers-look-for/>

Indeed.com: 14 Common Qualities Employers are Looking For



Skills & Qualities Employees Want and Need

8 TED Talks to Strengthen Your Soft Skills

<https://enterprisersproject.com/soft-skills-TED-Talks>

The gift and power of emotional courage

Rigid denial of our feelings is not sustainable, she argues. Instead, we all need greater levels of emotional agility to thrive and succeed in our endeavors. Quotable quote: “Discomfort is the price of admission to a meaningful life.” Susan David

How to train employees to have difficult conversations

“...then all employees are able to communicate effectively with compassion and respect – a skill that serves them and their organizations well during difficult conversations.”

Why I have coffee with people who send me hate mail

“Özlem Cekic shares this powerful lesson on remaining open in the face of adversity, breaking down barriers, and finding common ground, even when you initially think there is none.”

Want to change the world? Start by being brave enough to care

“Start by being a better listener. See people. Ask how they are doing and listen to what they say. You may not win an argument, you may not change a mind, but if you choose to, you can always achieve the triumph of radical empathy,” Cleo Wade

How to disagree productively and find common ground

“She explains that many people are afraid to get into an argument, so they don’t get involved in conversations at all. Opting out completely kills collaboration.”

Career & College Readiness

THERE A GROWING MISALIGNMENT BETWEEN EDUCATION AND THE WORKFORCE

- “The emphasis on post-secondary education without identifying necessary skill sets is incomplete.”
- “The question “Do you want to go to college?” is no longer sufficient. More relevant question is “What knowledge and skills do you need to be employable and to contribute to your community?”
- “COLLEGE DEGREE does not guarantee one has the necessary JOB SKILLS. Employers want to see evidence of skill sets.”
- “Rising costs of postsecondary education, a changing job market, and an oversaturation of certain degrees in the job market should be important considerations when considering one’s future plans.”

Kevin J. Fleming, Ph.D. (2018, November 12). *Success in the New Economy*. Retrieved from <https://futurebuilt.org/>

- PA’s economics future depends on having a well-educated and skilled workforce that is prepared to meet the current and projected demands of a global, knowledge-based 21st century economy.
- Students from grades K-12 have access to high-quality academic and technical education, as well as opportunities to assess interests, build skills, and identify and explore careers aligned to those interests and skills.
- An essential purpose of education is to help students develop the knowledge and skills needed to search for and obtain employment. Meaningful postsecondary engagement and success is impacted by students’ career exploration, preparation, and readiness.

PA's Plan to Increase Career & College Readiness

UHS CAREER & COLLEGE READINESS PORTFOLIO

- Collection of 8 career and college planning activities that a student completes between 9th - 11th grade
- Student must have 8 artifacts on file with the school
- There are 4 Career Categories
 - Each CAREER CATEGORY must have at least 1 artifact
 1. **CAREER AWARENESS & PREPAREDNESS**
 2. **CAREER ACQUISITION**
 3. **CAREER RETENTION & ADVANCEMENT**
 4. **ENTREPRENEURSHIP**

★ The remaining 4 artifacts can come from any of the 4 CAREER CATEGORIES

UHS CAREER & COLLEGE READINESS PORTFOLIO REQUIREMENTS

- Students will upload artifacts into Naviance
- Students will complete activities in 9th, 10th, & 11th grade
- All 8 artifacts will be uploaded in Naviance by the end of semester 1 in 11th grade
- Multiple options available to complete artifacts
 - Class assignments or projects
 - Naviance Lessons
 - Reflections
 - Prompts that all students can use regardless of future goals, interests, or activities

Career & College Readiness Portfolio Artifact Checklist

DIRECTIONS

- Students need 8 artifacts uploaded in Naviance by the end of fall semester in 11th grade. Students should upload at least 2-3 artifacts a year.
- Students must have at least one artifact from each of the 4 Career Categories. The remaining 4 artifacts can be from any of the Career Categories.
- Choose an artifact from the list below and upload your response as a document to complete 1 assigned artifact credit. Google docs must be downloaded into a PDF or Word document. To convert a Google doc into a PDF or Word doc: Open the document, click on File, select download as PDF or Word document. Locate the new version of the file in your Drive.

ASSIGNMENTS & PROJECTS

ENGLISH	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
English 9 (First Level, Acad., Hon.)	9th Grade Time Management Reflection		X	X	
English 10 (First Level, Acad., Hon.)	10th Grade Project Reflection: Speaking and Listening		X	X	
English 11 (First Level, Acad., Hon.)	11th Grade Project Reflection: Working in a Group		X	X	
SOCIAL STUDIES	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Western Civ	Renaissance Art Project			X	
Western Civ	Greek and Roman Festival			X	
Western Civ	Cartoonist Poster Project			X	
Western Civ	French Rev. Simulation			X	
World History	Discussion Board on Neolithic Revolution	X			
US Cultures	Lifestyles of 1950s Project	X		X	
US Cultures	Growing Minds Project	X		X	
US Cultures	Modern Issues Project	X		X	
AP Psychology	Internal vs External Locus of Control Assignment	X			X
AP Psychology	Myers Briggs Project	X			
AP US History	Lifestyles of the 1950s Magazine	X			
MATH	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Algebra I Accelerated	Career Reflection/Course Connection	X			
Algebra II Accelerated	Career Reflection/Course Connection	X			
Algebra II Academic	Exponential Growth & Decay-Real World Applications	X			
Geometry Academic	Career Reflection/Course Connection	X			
Honors Geometry	College and Career Readiness Project	X			
Algebra III and Trig	Career Reflection/Course Connection	X			
Algebra III and Trig	Mathematics of Finance Powerpoint Project	X	X	X	X
Trig and Analysis	Suicidality in the Real World			X	
Honors Advanced Math	Stock Market Project	X			
Statistics Academic	Statistics in Marketing	X			
Statistics Accelerated	Statistics in Marketing	X			
AP Statistics	Career in Statistics Reflection	X			
Calculus Accelerated	Optimization	X			
AP Calculus	Optimization	X			
SCIENCE	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Science 9, 10, 11 Academic & First Level	Lab Reflection				
BUSINESS APPLICATIONS	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Business Personal Law	Employee Handbook		X		
Career & College Readiness	Career Research Presentation	X			
Career & College Readiness	Job Analysis Project		X		
Career & College Readiness	Application, Resume, Thank You Letter, and Follow-up		X		
Entrepreneurship	Business Plan Assignment				X
Introduction to Personal Finance	Wants/Needs Project		X	X	
Introduction to Personal Finance	Savings Case Study			X	
TECH	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Air and Water Transportation	Project Reflection	X			
Architectural CAD Drafting	Group Project Reflection			X	
Civil Engineering and Architecture Hon.	Your Career Assignment	X			
Civil Engineering and Architecture Hon.	Affordable Housing Design Assignment	X			
Construction and Home Renovation	Project Reflection	X			
Electronics	Project Reflection	X			
Engineering CAD Drafting	Group Project Reflection			X	
Engineering Survey	Project Reflection	X			
Intro Engineering Honors	Discover Engineering Assignment				
Intro Engineering Honors	Product Improvement Plan			X	
Intro Engineering Honors	Group Project Reflection			X	
Principles of Engineering Honors	Career Field Description Assignment	X			
Principles of Engineering Honors	Professional Interview Summary		X		
Wood and Metal Technology	Project Reflection	X			
ART	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
All Art Classes (All Levels)	Essential Workplace Skills/Time Management			X	
Art II, III, and IV	Group Critique Reflection (Verbal/written rubric)		X		
Art III	Portfolio Exploration Reflection	X			
Art III and Art IV	College Visit Reflection	X			
FCS	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Food I, II, III	Home Cooking Assignment Reflection			X	
Food II and Regional & Global Cuisine	Halloween Wares Reflection		X		
Interactive Decision	Plan Your Own Business				X

NAVIANCE LESSONS

The Naviance College & Career Readiness Curriculum uses interactive lessons, some with video, as a way to learn about critical skills and gain knowledge about college in order to persevere and reach your long-term college and/or career goals.

GRADE 9	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
My Career Clusters	X			
My Foundation- High School	X			
My High School Plan	X	X		
My Life's Work	X			
My Strengths Explorer		X	X	
Setting Goals		X		
Teamwork			X	X
Working With My Teachers				X
GRADE 10	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Enhancing My Resume	X	X		
My Success Habits		X		
Participating in My Life	X			
What Debt Looks Like			X	
What's Your Road	X			
Working Hard			X	
GRADE 11 & 12	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Being Career Ready	X	X		
Building Self Confidence		X	X	
Challenging Myself		X	X	
My Career Goals	X			
My Personal Brand				X
What Makes Me Unique	X			
REFLECTION ACTIVITIES	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
IN THE DOCUMENTS RESOURCES FOLDER				
10th Grade Academic & Career Plan Reflection	X			
9th Grade Academic & Career Plan Reflection	X			
Do What You Are Inventory and Self-Reflection	X			
Junior Planning Conference Post-Conference Student	X			
Junior Planning Pre-Conference Questionnaire	X			
RoadTrip Nation Reflection		X		
PROMPTS	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Career Awareness & Preparation				
Complete two or more interest, aptitude, personality or values assessments in Naviance or from another source. Create a list of five career options based on the results of the assessments. Choose your two favorite career options and explain in 3-5 sentences each why you chose them and what factors influenced your choices.				
Interview two adults in nontraditional or entrepreneurial careers. In 1-2 paragraphs, explain how each person learned about their job responsibilities and opportunity for advancing in their career.				
Explain in 1-2 paragraphs how an extracurricular experience(s) has impacted your future career choice (community service, internships, employment, clubs, courses, job shadowing, etc.)				
Think about how you would like your remaining high school years to look in terms of course selection and potential career path. Create a tentative course schedule for each remaining grade you have in high school. Write 1-2 sentences explaining your course selection choices in connection with your potential career path.				
List 3-5 training or educational opportunities you could do after high school to meet your career goals. How will continuing your education or training at this potential opportunity enable you to be more employable? Does this opportunity provide you with classes or guidance if you want to start your own business?				
Gather items for your finalized career plan and portfolio this could include: course selection, report cards, Naviance college/career assessments, personal reflections, resume, a list of careers, etc.). Prepare an outline of these items to discuss in an exit/graduation interview with teachers, principals, employers, counselors, etc.				
Career Acquisition	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Participate in a mock interview with a community member and collect feedback on your interviewing skills. In 1-2 paragraphs, summarize the feedback and reflect on how you could improve future interviews.				
After attending a presentation by local employer(s), describe the best part of the experience. What did you learn about the presenter's career? Are you more likely to pursue this career after this experience?				
Create an "application" packet of materials that includes the following: cover letter, resume, template thank you letter, and a letter of recommendation request.				
If you have a job, volunteer regularly, have an internship or a job shadowing opportunity, reflect in 1-2 paragraphs about your experiences with communication, scheduling, team building, and use of technology. Describe how these skills can support you in obtaining a career.				
Career Retention & Advancement	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
After attending a career presentation, what character traits did you notice were important to successfully grow a career or start a business? Describe in 3-5 sentences.				
Reflect on a group project you've done. Answer each question in 1-2 sentences. Did your group work together well to complete the project? Did conflicts arise? If so, how did you handle them? Did using active listening skills make working together easier? How can working well in a group be a useful skill in the workplace?				
After attending a career presentation or having the opportunity to do a job shadow, internship, or standard job, write in 3-5 sentences about how the presenter, supervisor, or boss achieves success in his or her career. What attitudes or habits do you think would be useful for you to adopt?				
Talk with someone who can help you develop a personal budget that would be based on a possible career choice for you. Define, in 1-2 sentences for each, how gross pay, net pay, additional income, charitable contributions, taxes, and fixed vs. variable expenses impact your financial state.				
Reflect on how you manage your time. Note three areas in which you could improve and why they would be helpful in leading to more success personally and in employment.				
Choose three professionals to interview, one who has been working for less than five years, one who has been working for 5-20 years, and one who has been working for over 20 years. Then, write 3-5 sentences about each of these three people and how they believe lifelong learning has impacted their careers thus far.				
Entrepreneurship	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Interview 1 corporate employee and 1 business owner. Based on this experience, what did you learn about fulfilling your personal career goals? Would you be more likely to work for yourself as an entrepreneur or pursue corporate opportunities?				
Research 1 character traits that have been found to be important in being a successful entrepreneur. How could each of those traits help you if you were starting a business? Write 3-5 sentences for each trait.				

[Linked Here](#)

Login to NAVIANCE from UHS School Counseling link



About Academics Athletics For Students For Parents Library Performing Arts PTO **School Counseling**

Counseling Center



Click me

Find My Counselor

New Student Information 2022-2023

Academic Planning and Resources

College Planning & Resources

Career Planning Resources

Social Emotional Well Being

UHS Alumni Resources

Volunteer, Leadership & Enrichment, & Career Opportunities

Previous CC Newsletters

Career & College Readiness Portfolio

School Counseling

Welcome to the UHS Counseling Department! We are here to support students with academic planning, personal and social development needs, and career exploration and planning.

To schedule an appointment with a school counselor during the regular school year, please contact Ms. Jackson (ext 3073) or Ms. Smith (ext 3108). You can also use the calendly links posted below to schedule an appointment.

UHS Main Phone: (610) 347-1600 | Counseling Center Fax: (610) 347-1677

Follow us on Instagram @uhsschoolcounseling or on Twitter @UHSCounseling!

Counselor	9th	10th	11th	12th	Emails	Calendly Links
C.Miller	A-Ch	A-C	A-Ch	A-C	cmiller@ucfsd.net	calendly.com/cmiller-26
R.Findora	Cl-G	D-G	Cl-Har	D-Har	rfindora@ucfsd.net	calendly.com/rfindora
A.Hessenauer	H-K	H-J	Has-Kd	Has-J	ahessenauer@ucfsd.net	calendly.com/ahessenauer
M.Albrand	L-N	K-N	Ke-O	K-N	malbrand@ucfsd.net	calendly.com/malbrand
L.Elfrith	O-S	O-Sl	P-Sr	O-Sm	lelfrith@ucfsd.net	calendly.com/lelfrith
C.Spiegel	T-Z	Sm-Z	St-Z	Sn-Z	cspiegel@ucfsd.net	calendly.com/cspiegel



COURSE SELECTION GUIDE

ACCESS NAVIANCE



Welcome to Naviance Student.



Please choose your user type.

This allows Naviance to help you log in the way your school and district prefers.



Student



Parent or Guardian



Alumni

Which school would you like to login to?

We need more information

In order to log you into Naviance we need you to identify your school.

Enter your school name, city, or zipcode

Type to search

GO

If there are multiple schools in your district make sure you select the right one.




Search for Unionville High School in the search box.

Login to NAVIANCE

Sign-in by selecting the the "Continue with Clever" button. Enter your UCF Google Account to login and access all the great career and college related features in Naviance.

Welcome Student!



Login to Naviance

CONTINUE WITH Clever

OR

Email or username

Password

☐ Remember me [Forgot your password?](#)

CONTINUE

Select PLANNER to see list of TASKS

NAVIANCE
BY POWERED BY

Home Self-Discovery Careers College **Planner**

Welcome, Maribeth!

Search for Colleges

Type a college name

SEARCH

Planner Home
Goals
To-Do
Tasks

Hover over the PLANNER link and select TASKS

Information for SENIORS

Schedule a meeting with your school counselor using the links below:

12th Grade by Alpha	Counselor	Calendly Links
A-C	Miller	https://calendly.com/cmiller-26
D-H	Findora	https://calendly.com/ffindora
L-M	Johnson	https://calendly.com/fjohnson

Read more

Important To-Dos and Tasks

TASK

Artifact 8 of 8- Student's Choice
No Due Date
Assigned by Maribeth Lyles

TASK

Artifact 7 of 8- Student's Choice
No Due Date
Assigned by Maribeth Lyles

TASK

Artifact 5 of 8- Student's Choice
No Due Date
Assigned by Maribeth Lyles

See All in My Planner

Resources to get ready

Naviance College, Career and Life Readiness Curriculum

My Favorites

COLLEGES

I'm thinking about

COLLEGES

I'm applying to

CAREERS AND CLUSTERS

I'm thinking about

What's New

Thaddeus Stevens College of Technology will be visiting your school on Tuesday, October 12th, 2021 at 12:00 pm [more info](#)

University of Richmond will be visiting your school on Tuesday, October 12th, 2021 at 1:00 pm [more info](#)

East Carolina University will be visiting your school on Tuesday, October 12th, 2021 at 2:00 pm [more info](#)

Show more

Document Resources

Tasks Assigned to Me

Overview Goals To-Do List **Tasks Assigned to Me**

My Tasks

Tasks are assigned to you by your school. They can be pretty important, some of them are even required to graduate! So, make sure to go through them to be sure you're on track.








Filters

All

Graduation

Required

Tasks you Need to Work On

 TASK	Artifact 2 of 8- Career Acquisition Assigned by Maribeth Lyles	REQUIRED
 TASK	Artifact 1 of 8- Career Awareness & Preparation Assigned by Maribeth Lyles	REQUIRED
 TASK	Artifact 3 of 8- Career Retention and Advancement Assigned by Maribeth Lyles	REQUIRED
 TASK	Artifact 4 of 8- Entrepreneurship Assigned by Maribeth Lyles	REQUIRED
 TASK	Artifact 6 of 8- Student's Choice Assigned by Maribeth Lyles	REQUIRED
 TASK	Artifact 5 of 8- Student's Choice Assigned by Maribeth Lyles	REQUIRED
 TASK	Artifact 7 of 8- Student's Choice Assigned by Maribeth Lyles	REQUIRED
 TASK	Artifact 8 of 8- Student's Choice Assigned by Maribeth Lyles	REQUIRED

Completed Tasks

You have not completed any tasks yet.

Select Task and Upload Document

Document needs to be a Word doc or PDF. Google docs will not upload.

NAVIANCE
BY POWERSCHOOL

Home Self-Discovery Careers Collages Planner

My Planner

Overview Goals To-Do List Tasks Assigned to Me

← Back Raise Hand

Artifact 4 of 8- Entrepreneurship Status: Not started

Task information
Requirement: REQUIRED
Description: DIRECTIONS: Choose one of the approved artifact assignments from a class or complete one of the Reflection Prompts and upload your response as a pdf or word document for Entrepreneurship artifact credit.

Add a comment
My comment
Start typing
Add Comment

To-Dos
+ Define your next to-do
No to-dos to show
Recent Updates
No Updates

Drop files or click to Browse...

1. Click Browse
2. Locate the file
3. Upload the artifact

“Marked as Complete” = Successfully Uploaded

[← Back](#)

Artifact 2 of 8- Career Acquisition

Status: ✓ This task is marked as complete

Task information

Requirement:

REQUIRED

Description:


DIRECTIONS: Choose one of the approved artifact assignments from a class or complete one of the Reflection Prompts and upload your response as a pdf or word document for Career Acquisition artifact credit.

Add a comment

My comment

Start typing

 Add Comment

 Drop files or click to [Browse...](#)

✓ Word Art (1).jpeg (150.63 KB) ✕


To-Dos

No to-dos to show

Recent Updates

 Steve Silva completed task

Oct 15, 2019 4:47 PM


 Steve Silva uploaded a document
[Word Art \(1\).jpeg](#)

Oct 15, 2019 4:47 PM





 Steve Silva started task

Oct 15, 2019 4:47 PM

Accessing Artifact Activities in Naviance

 NAVIANCE
BY POWERED EDUCATION

[Home](#) [Self-Discovery](#) [Careers](#) [Colleges](#) [Planner](#)

Welcome, Maribeth!

Search for Colleges

SEARCH

Information for SENIORS

English


GO

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See All in My Planner


Resources to get ready


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Show more

Document Resources



ADDITIONAL QUESTIONS?

Grade Level Administrators

Ms. Hunt: 10th & 12th

Mr. Clark: 9th & 11th

School Counselors

COUNSELOR 2022-2023	9th Grade Class of 2026	10th Grade Class of 2025	11th Grade Class of 2024	12th Grade Class of 2023
C.Miller	A-Ch	A-C	A-Ch	A-C
R.Findora	Ci-G	D-G	Ci-Har	D-Har
A.Hessenauer	H-K	H-J	Has-Kd	Has-J
M.Albrand	L-N	K-N	Ke-O	K-N
L.Elfreth	O-S	O-Sl	P-Sr	O-Sm
C.Spiegel	T-Z	Sm-Z	St-Z	Sn-Z

TIMELINE FOR UHS CLASS OF 2023

- **DEADLINE IS MONDAY, JANUARY 23, 2023**
- STUDENTS WHO DO NOT HAVE 8 COMPLETED ARTIFACTS UPLOADED IN NAVIANCE BY JANUARY 23, 2023 WILL BE ASSIGNED TO A DAILY CAREER & COLLEGE READINESS COMPLETION SESSION DURING LUNCH & LEARN UNTIL PORTFOLIO REQUIREMENTS ARE COMPLETED.