



Career & College Readiness Portfolio Artifact Checklist

DIRECTIONS

1. 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.
2. 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.
3. 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., AP)	11th Grade Project Reflection: Working in a Group		X	X	
SOCIAL STUDIES	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Western Civ First Level	Invention Creation and Reflection				X
Western Civ Academic	Renaissance Artist Project			X	
Western Civ Academic & Honors	Greek and Roman Festival			X	
Western Civ Academic & Honors	Industrial Revolution Project				X
World History Academic & Honors	Discussion Board on Neolithic Revolution	X			
US History Academic & Honors	New Deal Poster Project	X			
US History Academic & Honors	Great Depression/New Deal Assignment	X			
AP US History	Constitutional Convention Project			X	
AP Psychology	Myers Briggs Project	X			
MATH	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Algebra IA First Level	Moving Up Moving Out	X			
Algebra IB First Level	Math and Movies	X	X		
Algebra I Academic	Scatter Plots & Line of Best Fit	X			
Algebra I Accelerated	Career Reflection/Course Connection	X			
Geometry First Level	Math and Movies	X	X		
Geometry Academic	Career Reflection/Course Connection	X			
Geometry Accelerated	Careers in Geometry Reflection	X			
Honors Geometry	Math and the Movies	X	X		
Algebra II Academic	Linear Functions	X			
Algebra II Accelerated	Linear Programming & Optimization	X	X		
Algebra II Honors	Linear Programming	X	X	X	X
Algebra III and Trig	Jobs That Use Geometry/Career Options	X			
Algebra III and Trig	Mathematics of Finances Powerpoint Project	X	X	X	X
Trig and Analysis	Sinusoidal Functions as Mathematical Models	X			
Trig and Analysis	Sinusoidal 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	Related Rates	X			
AP Calculus AB	Optimization Reflection	X			
AP Calculus BC	Jobs That Use Calculus/Career Options	X			
SCIENCE	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Science 9, 10, 11- Academic & First Level	Lab Reflection	X		X	
Biology Academic & Honors	Time Management/Goal Setting Reflection			X	
Physics (All Levels)	Student Cooperation and Teamwork Reflection			X	
BUSINESS APPLICATIONS	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Personal Finance	Budgeting Case Study #1: How Do I Budget?			X	
Accounting I	Chapter 3 Mastery Problem		X		
Criminal Justice	EyeWitness Testimony Analysis Slideshow			X	
Intro to Python	Real application of Python in Computer Science	X	X	X	
AP Computer Sci Principles	1.5 Exercise Scratch 12 Tutorial		X		
AP Computer Sci Principles	Unit 2- Programming Application Reflection	X	X	X	
AP Computer Sci A	Unit 1 Writing Assignment Reflection	X			
TECH ED	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
Air and Water Transportation	Time Management Prompt			X	
Architectural CAD Drafting	Career Interest Activity	X			
Civil Engineering and Architecture Hon.	This is Your Career	X			
Construction and Home Renovation	Time Management Prompt			X	
Construction and Home Renovation	Time Management Prompt			X	
Electronics I & II	Time Management Prompt			X	
Engineering CAD Drafting	Career Interest Activity	X			
Engineering Survey I & II	Time Management Prompt			X	
Engineering Design and Dev Honors	Mini Design Project - Teamwork Activity			X	
Graphic Communications	Career Interest Activity	X			
Intro Engineering Honors	Concept Sketching Career Connections	X			

Computer Integrated Manufacturing	Career Presentations		X			
Photography	Career Interest Activity		X			
Principles of Engineering Honors	Professional Interview		X			
TV/Video Production	Career Interest Activity		X			
Wood Technology I, II, III, IV	Time Management Prompt				X	
Art	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship	
Art I	Portrait Faces		X			
Art II	Portfolio of all work from Art II and Art I		X			
Art III	Midway Reflection on Client Project					X
Art 3D Survey	Cardboard Sculpture				X	
Art 2D Survey	Brief research on career options in the arts	X				
Art 3D I & II	End of year portfolio		X			
Art 3D III	Mid Year Reflection				X	
AP Art History	Historical Research Project				X	
FCS	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship	
Foods I, II, Regional & Global Cuisine	Lab Reflections	X	X	X		
Foods I, II, Regional & Global Cuisine	Food Truck Project	X	X	X		X
Housing and Interior Design	Dream House Design	X	X	X		X
Housing and Interior Design	Small Business Design	X	X	X		X
Child Development	Real Care Babies	X	X	X		
HEALTH/PE	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship	
PE 9	Low Ropes Activity Reflection			X		
Wellness I	Mindfulness App Review			X		
Lifelong Fitness	Sportmanship Assignment			X		
WORLD LANGUAGE	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship	
Spanish I Academic	Unit 1, ASD 1, Activity E: Prequantas Para ti	X				
Spanish I Academic	Why study Spanish reflection activity	X				
Spanish II Academic	Food Truck Project			X		
Spanish II Honors	Design Your Own Virtual Application		X	X		
Spanish III Academic and Honors	Celebraciones Comunitarias		X	X		
Spanish IV Academic	Impact of Digital Footprint/Citizenship on Job Search	X	X	X		X
Spanish IV Honors	Design Your Own Virtual Application		X	X		
Spanish V Academic	Jobs of the Future	X	X	X		
AP Spanish	Correo Electrónico		X			
German I Academic/Honors	Why Study German?	X				
German II Academic/Honors	Shopping Skit Project			X		
German III Academic/Honors	Future Life Presentation	X				
German IV Academic/Honors	Job Search/Application and Interview Tips		X			
AP German	Email Reply to Internship Position		X			
French I Academic	Why Learn French?	X				
French II Honors/Academic	Redesigning the Cafeteria Program			X		
French III Honors/Academic	Choisir l'offre bénévole idéale		X			
French IV Academic	Career Aptitude Online Quiz	X				
French IV Honors	Job Interview Project		X			
MUSIC	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship	
Orchestra	Ensemble Performance	X	X	X		X
Music Theory I	Concepts Music Theory/Application to Music Career	X				
Concert Choir/Music	Winter Concert Reflection			X		
Academically Talented	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship	
AT Program	College Visit Prompt	X				
AT Program	Career/College Guest Speaker/Conference Attendance					X
Higher Order Thinking Skills	HOTS Genius Hour Interview Reflection		X			
Higher Order Thinking Skills	HOTS Genius Hour Project Reflection			X		
Higher Order Thinking Skills	Myers Briggs Personality Assessment Reflection	X				
Special Education	PROJECT/ASSIGNMENT	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship	
Special Education	Transition Reflection	X				
Speech & Language	Interview/Fluency Reflection		X			
Special Education	Individual Interest with Career Choices Questionnaire	X				
Special Education	Dream Job Project	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

IN THE DOCUMENTS RESOURCES FOLDER	Awareness & Preparation	Career Acquisition	Retention & Advancement	Entrepreneurship
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	X		

PROMPTS

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

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

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

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 3 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.

In a 1-page document, develop a business plan for a business concept based on your personal interests, skills and goals. Your document should include a budget and marketing strategy.