

I. Overview- Technical Portfolio

What is a College & Career portfolio?

A portfolio is a logically organized collection of records that reflects your accomplishments and attributes by highlighting your work and life experience. Your portfolio showcases your success, reflects your goals, and can clearly show what you have accomplished. It's a demonstration of who you are, what you know, what you have done, and where you might be going after RTCC.

How can a Technical Portfolio benefit you?

- Increases your “marketability” with prospective employers and post-secondary placements in today’s competitive job and academic markets
- Demonstrates your abilities and accomplishments
- The contents will include a collection of significant academic, career, and technical honors, awards, licenses, IRCs, resume, work experience evaluation, work samples, and anything else required by the instructor
- Develops your organizational and time management skills
- Helps you become better organized, self-directed, and able to set goals as you consider your future

The RTCC student Technical Portfolio will work with the interest of the individual student by focusing on their outcomes after high school. As the state and our own shifting educational philosophy has been evolving over the last few years, the portfolio will help summarize what a student has learned throughout the year while trying to provide direction of where a student may land after graduation; career path- employed in industry field, military enlistment, or college/training placement.

What follows is an articulation of the RTCC Technical Portfolio (no longer called a Technical Project), a dynamic system of capturing and presenting the learning our students engage in over the course of their time at RTCC. We believe we have developed a system that preserves the better outcomes of the traditional portfolio (community outreach, individual learning) while enhancing the overall learning experience for our students.

II. Portfolios and Competencies

The newest and most exciting change to the current Technical Portfolio model is our use of digital portfolios. These portfolios will allow our students to better understand the competencies they are learning, and to capture their proficiency in these competency areas in a portfolio they can take with them after completion of their program.

All of our student’s learning and achievements can be collected in these portfolios; I.R.C.’s, job shadows, interviews of people in industry, guest speakers, awards, resumes, these



are just some of the artifacts that can be stored in the LinkedIn, as students will create their own account- using their RTCC email address. We believe access to this technology, the ability for students to take this portfolio with them into their professional lives, will help shape and determine a career interest. In addition, the awareness on the part of students and teachers of an individual student's growth in specific competency areas allows students to take an exciting new ownership over their own learning and their future goals.

Mr. Finley, our Work Based Learning Coordinator, has agreed to take charge of the maintenance of these portfolios. Students will be working with him frequently (This will most likely happen in groups with others from their Program, but there are also weekly and daily opportunities for one-on-one time during Mr. Finley's open-office hours.) on updating their portfolios and using the portfolio system to their ultimate advantage after their completion of an RTCC program.

III. Culminating Projects and Open House

Traditionally, RTCC Open House has been our school's proudest moment of the year. The changes we are making are in no way advocating any change to the current Open House model. If anything, the changes we are making will enhance our annual celebration of student learning.

All students are required to be at the RTCC Open House on May 14th, 2020.

Students will still engage in a culminating hands on- project that they will present to the community. Instead of a seemingly random project, explored with an outside community member, the new expectation is that individual student projects will be driven by the competencies as compiled in the digital portfolio. Students will choose what area of their year's learning to which they would dedicate extra time and effort.

Students will be required to present their portfolio and culminating projects during Open House and in Program Advisory Panel presentations between May and June of 2020.

In summary, students are required to complete two parts in order to meet RTCC Standards.

1. Digital Portfolio and its required contents

2. Present their project at Open House on May 14th, 2020. The presentation is a hands on product that showcases deeper learning from their program.

IV. Teacher to Teacher Mentoring

The RTCC Technical Portfolio Committee understands that this change to the traditional technical project and the shift to proficiency friendly, competency driven learning is going to require some adjustment on the part of all of our students and instructors. In order to better



facilitate these changes, members of the Technical Portfolio Committee have agreed to act as on-site mentors. These mentors can aid teachers and students in everything from matching competencies to activities, lesson and unit planning, portfolio maintenance, planning speakers and industry interviews, and providing consistent assessment.

V. College & Career Readiness Transferable Skills & Badges

Create your Pathway to College and Career

The RTCC student Technical Portfolio includes evidence of the Vermont Graduation Proficiencies, one of which is the “college & career readiness (Transferable)” skills. These are essential and critical in entering the world of work, college and training placement, and becoming lifelong learners. Students will also have access to their specific Program Competencies, and students will be exposed to the competencies through a wide variety of events, activities, and learning opportunities. These are not optional or to be passively dismissed as unnecessary- if a student has enrolled at RTCC then they are to be working towards their Employability/Transferable & Program competencies.

This year, as you build the Technical Portfolio and strengthen your College and Career Readiness Skills you will be recognized with “Badges” for reaching benchmarks along the way. While report cards are a great way to acknowledge academic skills, RTCC’s badges validate your work in planning a career pathway, meeting certain proficiencies, and developing important employability skills.

These badges are indicators that outline the broad set of experiences, knowledge of opportunities, and personal interests/strengths that college professors and employers believe to be critically important for success in planning a pathway to a best fit degree/program or career field.





What the purpose again? Badges are a way to give you benchmarks to work towards in completing your Technical Portfolio, to help students better understand opportunities RTCC offers in college and career readiness preparation, to recognize a student’s personal interests, to help students develop self-awareness of pathways that are best for you, and to give you the opportunity to explore multiple education pathways and career fields.

Talk to Ms. Jolls and Mr. Finley about badges that recognize your exploring opportunities in post-secondary education, participating in work-based learning, taking dual-enrollment courses, participating individualized learning opportunities, and more as you create your Tech Portfolio.



RTCC’s Transferable Skills Badges

Badge	Evidence	Transferable Skill	Icon
Professional Communication: Written	<ul style="list-style-type: none"> • Resume • Professional Email • Job Application • Thank You Letter/Email • LinkedIn Profile (To Professional Standards) 	Clear and Effective Communication	
Professional Communication: Verbal	<ul style="list-style-type: none"> • Job/College Interview Workshop or 1:1 w/ JJ or JF (Introduction, Attire, etc.) • Mock or Real Interview • Professional Phone Use Workshop • 2 Guest Speaker Events (Active Participant) 	Clear and Effective Communication	
Career Pathways: Exploring	<ul style="list-style-type: none"> • Informational Interview or Job Shadow • WBL Placement (JS or Short-Term) • One Career and/or College Fair • 2 Guest Speaker Events (Active Participant) 	Informed Thinking	

<p>Career Pathways: Mapping</p>	<ul style="list-style-type: none"> • 2nd Career Fair or 2nd Info. Interview • Career Research Assignment (High pay, high growth careers and 3 employers related to Program) • Identify 2 Pathways from High School to Education/Training to Career (Specific coursework, programs/majors, schools, job, employer.) • Identify at least One Non-Degree Educational Career Path (VocRehab, Apprenticeships, JobCorp, etc.) 	<p>Self-Direction</p>	
<p>Foundations of Employability Skills (Opportunity Each Quarter)</p>	<ul style="list-style-type: none"> • Quarterly Attendance • Quarterly Punctuality • No DRs • “Shop Grade” or Teacher Recommendation 	<p>Attendance & Performance</p>	
<p>Continuing Education & Training: Exploring</p>	<ul style="list-style-type: none"> • 1:1 w/ Ms. Jolls • College Fair/Visit or Guest Speaker • Continuing Ed. Research Assignment 	<p>College & Career Readiness</p>	

<p>Continuing Education & Training: Preparing</p>	<ul style="list-style-type: none"> • SAT / ACT / Accuplacer • Meet with VSAC • Complete FAFSA 	<p>College & Career Readiness</p>	
<p>Continuing Education & Training: Applying</p>	<ul style="list-style-type: none"> • Common and/or College Application • Scholarship Application(s) • Letter of Recommendation(s) 	<p>College & Career Readiness</p>	
<p>Industry Recognized</p>	<ul style="list-style-type: none"> • Letter of Reference from Instructor or Industry Professional • IRC and/or AOE approved IRC 	<p>Multiple Competencies</p>	
<p>Personally / Professionally Referred</p>	<ul style="list-style-type: none"> • Written references from 2 of the following: <ul style="list-style-type: none"> ◦ Employer ◦ Co-op Mentor ◦ Program Instructor ◦ HS Teacher or College Professor ◦ Volunteer or Community Organization 	<p>Multiple Competencies</p>	

<p>Leadership & Service</p>	<ul style="list-style-type: none"> • CTSO Participation (NOT Competitions) or • Student Forum and • Volunteer Work 	<p>Responsibility</p>	
<p>Informed Self: Pathways</p>	<ul style="list-style-type: none"> • LinkedIn Summary (Goal Statement) • Interest Inventory / Aptitude Test of Choice • Meyers Briggs and Reflection 	<p>Self-Direction & Informed Thinking</p>	
<p>Informed Self: Direction</p>	<ul style="list-style-type: none"> • Personal Learning PATH Presentation or What Color is Your Parachute Flower Exercise 	<p>Self-Direction & Informed Thinking</p>	
<p>College & Career Ready</p>	<ul style="list-style-type: none"> • Successful Completion of : <ul style="list-style-type: none"> ◦ Dual/Concurrent Enrollment ◦ WBL Placement (Long-Term) ◦ Elevator Pitch 	<p>College & Career Readiness</p>	
<p>Academic Excellence</p>	<ul style="list-style-type: none"> • High Honors • Student of the Quarter or Teacher's Choice 	<p>Performance</p>	

<p>Safety & Training (Multiple Opportunities)</p>	<ul style="list-style-type: none"> • Letter from Program Instructor stating Program Safety Training successfully completed • Industry Related Safety Training • (Recognized for Training such as CPR & First Aid, OSHA 10, ServSafe, SP2, Tractor Safety, Game of Logging, etc. 	<p>Safety & Appearance</p>	
<p>Equity, Diversity, Inclusion</p>	<ul style="list-style-type: none"> • Change the Story Vermont Sexual Harassment Card Deck Workshop • Implicit Bias Test and Reflection • Intent and Impact Workshop (Language, Symbols, Actions) 	<p>Responsibility & Interpersonal Relationships</p>	

VI. Expectations and Requirements

The following is a list of examples students will connect to their competencies and be expected to complete and participate in over the course of the school year with support from the program teacher, Work Based Learning Coordinator, Guidance Counselor, and learning in the College Career Lab.

- Participate in Community service activity individual or by entire program optional examples would include- Health Careers (bag project), Automotive Technology (Tire Season), Education Services (Sock Drive), Diesel Technology (Food for Thought), and Construction Management (Habitat for Humanity) with *self-reflection in LinkedIn*
- Resume completion in College & Career Lab uploaded to LinkedIn
- Cover Letter completion in College & Career Lab uploaded to LinkedIn
- Completion of 2 to 3 job shadows in appropriate industry. Evidence will be uploaded to LinkedIn
- Self-reflection(s) from Job Shadow to be uploaded to LinkedIn
- Self-reflections from all extended learning opportunities & activities
- Personal Goal setting about life after high school, the requirements being milestones on the road to the actualization of the goal and various written reflection.
- Research 1 or more colleges, universities, or credentialing center to apply to next Fall - Students will upload a completed college application
- Research 1 or more regional business to apply to after high school and
 - Complete 2 interviews with those businesses- Uploaded to LinkedIn
Students will answer questions when working with Mr. Finley and upload responses
- Attend VSAC college prep nights or College related activities
Students will upload documentation of attendance
SAT, ACT, ACCUPLACER test registration
College Visits
- Attend FAFSA nights
Students will upload documentation of attendance
- Attend VSAC Night -applying to college in the Spring of 2020
Students will upload documentation of attendance
- IRC's and RTCC awards, certificates, etc are uploaded
- Entirety is presented on Open House Night (plus hands on product within program)
- Collection of RTCC Accomplishments; IRC, NTHS, honor roll, job shadows, awards, CTSO- all built into LinkedIn & connected to CTE Competencies & College Career Readiness Skills
- Attend monthly guest speakers within program, events,
Students will upload reflection based on speaker & questions they had answered
- Harassment & Bullying Certification



- Attend September College Fair
Upload evidence of attendance
- Attend Career fairs
Upload evidence of attendance

VII. Assessment

RTCC Technical Portfolio are grades by points and by their program instructors. Each Quarter the instructor will enter a grade as a measure of progress. The final Quarter 4 Technical Portfolio grade will be part of their final grade, which will include the three major components; digital portfolio, hands on project, and presentation at Open House and/or to a panel of industry guests. The final grade is on a 0-100 scale; 70 is passing.



**VIII. RTCC Technical
Portfolio Assessment**

<u>CATEGORY/REQUIREMENT</u>	<u>EXPECTATIONS</u>	<u>TOTAL POINTS AWARDED</u>
<p>Letter of Introduction/Summary/LinkedIn Profile Completed by November 1, 2019 (Total Points Possible 5)</p>	<p>(Check All that apply) Student provides a letter detailing:</p> <ul style="list-style-type: none"> ✓ Education (1 pt.) ✓ Goals (1 pt.) ✓ Work, extra-curricular, or community experiences; and (1 pt.) ✓ Is in appropriate letter format (1 pt.) ✓ No spelling, capitalization, punctuation, or grammatical errors (1 pt.) 	
<p>Resume Completed by January 24, 2020 This is a living document (Total Points Possible 10)</p>	<p>(Check All that apply) Student provides a resume including:</p> <ul style="list-style-type: none"> ✓ Name (1 pts.) ✓ Personal Information (Address, phone#, email, etc.) (1 pts.) ✓ An objective or summary (1 pts.) ✓ Work, extra-curricular, or community experiences (1 pts.) ✓ Education (1 pts.) ✓ Certifications/Credentials (1 pts.) ✓ References; and (1 pts.) ✓ In Chronological order (2 pts.) ✓ No spelling, capitalization, punctuation, or grammatical errors (1 pts.) 	
<p>Letters of Reference Completed by April 10, 2020 (Total Points Possible 4)</p>	<p>(Check All that apply) Student includes letters of recommendation:</p> <ul style="list-style-type: none"> ✓ One from an adult (non-family) (2 pts.) 	



	<ul style="list-style-type: none"> ✓ One from a school employee or classmate (2 pts.) 	
<p>Credentials/Certifications On Going- Up load as you earn At least 1 per quarter of school (Total Points Possible 5)</p>	<p>(Check All that apply) Student provides evidence of:</p> <ul style="list-style-type: none"> ✓ State/National Certification(s)/Credential(s) (5pts.) 	
<p>Attendance Completed by April 10, 2020 (Total Points Possible 20)</p>	<p>(Check ONE)</p> <ul style="list-style-type: none"> ✓ Student provides a signed attendance verification form with an attendance rating of 100% (20 pts.) ✓ Student provides a signed attendance verification form with an attendance rating of 95% (15 pts.) ✓ Student provides a signed attendance verification form with an attendance rating of 94% (10 pts.) ✓ Student provides a signed attendance verification form with an attendance rating of 84%-75% (8 pts.) ✓ Student provides a signed attendance verification form with an attendance rating of 74% or below (0 pts.) 	
<p>Student Evaluation (RTCC College & Career Skills List) On Going- Uploaded by May 1, 2020 (Total Points Possible 5)</p>	<p>Check One</p> <ul style="list-style-type: none"> ✓ Student has 2 or more evaluations completed and signed by their instructor (5 pts.) ✓ Student has 1 evaluation completed and signed by their instructor (3 pts.) ✓ Student has 0 evaluation completed (0 pts.) 	
<p>Other Content: Awards, Projects, Examples: ASVAB, CTSO, Student Forum, Scholarships, SAT, ACT, NTHS,</p>	<p>Check One</p> <ul style="list-style-type: none"> ✓ Student includes 3 or more pieces of evidence, illustrating: awards, projects, 	



<p>Student of Quarter, Community Service, On Going- Up load as you earn (Total Points Possible 10)</p>	<p>exemplars, service learning, etc. (10 pts.)</p> <ul style="list-style-type: none"> ✓ Student includes 2 or more pieces of evidence, illustrating: awards, projects, exemplars, service learning, etc. (7 pts.) ✓ Student includes 1 or more pieces of evidence, illustrating: awards, projects, exemplars, service learning, etc. (4 pts.) ✓ Student includes 0 or more pieces of evidence, illustrating: awards, projects, exemplars, service learning, etc. (0 pts.) 	
<p>Student Attendance at Extended Learning Opportunities On Going- Up load as you earn Total possible Points (6)</p>	<p>(Check ALL that apply)</p> <ul style="list-style-type: none"> ✓ Career Fair (2 pts.) ✓ College Fair (2 pts.) ✓ Dual Enrollment Course (2 pts.) 	
<p>Career & College Planning- Up Load as you complete Total Possible Points (9)</p>	<p>(Check All that apply)</p> <ul style="list-style-type: none"> ✓ Completed College Application (3 pts.) ✓ Completed Job Application (3 pts.) ✓ Completed FAFSA Application (3 pts.) 	
<p>Self-Reflections from learning Opportunities Completed after each experience (Total Possible points 10)</p>	<p>Check One</p> <ul style="list-style-type: none"> ✓ Student includes 10 or more reflections of quality (10 pts.) ✓ Student includes 7-9 reflections of quality (8 pts.) ✓ Student includes 4-6 reflections of quality (5pts.) ✓ Student includes 1-3 reflections of quality (1pts.) 	
<p>Work Based Learning- Completed CROW- Interview, Professional</p>	<p>Student participated in:</p> <ul style="list-style-type: none"> ✓ Job Shadow(s) (2 pts.) ✓ WBL short term (2 pts.) 	



Email, Phone Workshop, etc. Upload as you complete Total Possible Points 6	✓ WBL long term (2 pts.)	
Open House Presentation Must be ready by May 14, 2020 Total Possible Points 10	✓ Presentation (10 pts.) Student presented at Open House or at Program Panel	
Total Possible Points 100		Total Points Awarded:
Evaluator Name:	Signature:	Date:

Frequently Asked Questions (FAQ):

- ★ When should students begin the portfolio process? Students are encouraged to begin collecting portfolio evidence at the beginning of September; after our Digital Portfolio Assembly, Parent information night on 9/26/19, and when introduced as a program in the College Career Lab.(Students should at least begin no later than the beginning of October)
- ★ Can portfolio scores be used as a final exam weighted grade? Yes...portfolio scores can be used as a final exam grade. (i.e., the instructor may say the portfolio is 40% of the fourth course grade, which gives additional incentive for a student to complete the portfolio)
- ★ Can each piece of the portfolio be used as classroom grades? Yes...the instructor would want to review the portfolio content prior to the official evaluation. In doing this, they can use these reviews as grading opportunities. Instructors are encouraged to grade the portfolio quarterly.
- ★ Why do RTCC Students need a portfolio? All students are required to complete a portfolio to meet sending school guidelines, for some graduation requirements, but more importantly, students should leave a program with as many tools in their toolbox as possible. Student portfolios are a way to assist students in an interview, by helping to illustrate their skills and talents.



- ★ What happens if a student does not complete the portfolio? The consequence would be a failing grade, possibly not graduating determined by the partner school, and if the student is a junior not allowed back to RTCC as a senior.

- ★ Can the portfolio be reviewed by evaluators prior to the presentation?
Yes...evaluators may receive the portfolio prior to the actual presentation for a more in-depth review.

- ★ What is the minimum passage score of the portfolio? The minimum score is a 70.

- ★ Do all students have to complete the portfolio? Yes...all students regardless of their concentration must complete and present the portfolio.

- ★ Students are required to complete three parts to be considered a pass;
 - A) The Digital Portfolio and all of its requirements
 - B) The hands on Product to present at Open House on May 14th, 2020
 - C) Present the portfolio and hands on product at Open House and to the program Advisory Panel.

Resources

1. Linked In
<https://www.linkedin.com/>

2. VT DOL Link
[Vermont Department of Labor](#)

3. VSAC
[Vermont Student Assistance Corp.](#)
4. Career Qualifications Worksheet
[Link](#)

5. Finding Employment Opportunities Link
[Link](#)