

# STC Portfolio Guidelines 2024/2025

**Welcome to the Schuylkill Technology Center Portfolio Process.** You will be asked to develop pieces of the portfolio each year you are at STC so that by the completion of your time at STC, you have a product that will help you enter the workforce, college, or military. The information you include will reflect your skills and accomplishments for your future in compliance with the Pennsylvania Career Education and Work Academic Standards and PA Career Readiness Index.

Upon Graduation from STC, you will receive an unofficial copy of your Transcript, your STC Certificate of Completion, your Program of Study Completed Task List and NOCTI/NIMS Results. A portfolio will be uploaded to the SmartFutures Software. You may also want to save your portfolio documents to a personal digital space (flash drive, google drive, iCloud, etc.) so you have the documents available to you after graduation.

Each of the following assignments will be graded and an overall cumulative grade will be calculated for a final portfolio grade.

Included Pennsylvania Standards: The Pennsylvania Career Ready Skills Continuum and Academic Standards for Career Education and Work

| <b>9<sup>th</sup> Grade<br/>Career Portfolio Tasks</b>                                                                            | <b>Points<br/>Available</b> | <b>Advanced</b>                   | <b>Proficient</b> | <b>Basic</b> | <b>Unsatisfactory</b>                  | <b>Total<br/>Points<br/>Earned</b> |
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| <b>SmartFutures Activity:<br/>New Thinking About Career Success Module</b><br><br><b>Standard(s): 13.1.11 (F, H); 13.4.11 (A)</b> | <b>10</b>                   | 10 Points<br>Completed and Passed |                   |              | 0 Points<br>Not Completed or<br>Failed |                                    |
| <b>SmartFutures Activity:<br/>Abilities and Aptitudes Module</b><br><br><b>Standard(s): 13.1.11 (A)</b>                           | <b>10</b>                   | 10 Points<br>Completed and Passed |                   |              | 0 Points<br>Not Completed or<br>Failed |                                    |
| <b>SmartFutures Activity:<br/>Personal Interests Module</b><br><br><b>Standard(s): 13.1.11 (B)</b>                                | <b>10</b>                   | 10 Points<br>Completed and Passed |                   |              | 0 Points<br>Not Completed or<br>Failed |                                    |
| <b>SmartFutures Activity:<br/>Career Clusters and Pathways</b><br><br><b>Standard(s): 13.1.11 (E, G)</b>                          | <b>10</b>                   | 10 Points<br>Completed and Passed |                   |              | 0 Points<br>Not Completed or<br>Failed |                                    |

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| <b>Suite360:</b><br><b>Thoughts, Emotions, and Behaviors</b> <ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Self-Awareness and Self-Management</b> | <b>10</b> | 10 Points Completed and Passed |  |  | 0 Points Not Completed or Failed |  |
| <b>Suite360:</b><br><b>Peer Pressure Pop</b> <ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Establishing and Maintaining Relationships</b>         | <b>10</b> | 10 Points Completed and Passed |  |  | 0 Points Not Completed or Failed |  |
| <b>Suite360:</b><br><b>Motivating Myself</b> <ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Self-Awareness and Self-Management</b>                 | <b>10</b> | 10 Points Completed and Passed |  |  | 0 Points Not Completed or Failed |  |
| <b>Suite360:</b><br><b>Bullying and Safety</b> <ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Establishing and Maintaining Relationships</b>       | <b>10</b> | 10 Points Completed and Passed |  |  | 0 Points Not Completed or Failed |  |
| <b>Suite360:</b><br><b>Taking a Stand Against Sexual Harassment</b> <ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Social Problem-Solving</b>      | <b>10</b> | 10 Points Completed and Passed |  |  | 0 Points Not Completed or Failed |  |

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| <b>SmartFutures My Portfolio:<br/>Work Sample (One)</b> <ul style="list-style-type: none"> <li>• Add Work Sample to the “Add School Work” Section</li> </ul> <b>Standard(s): (13.1.11 A, B, C. D E, F,G,H)</b>                                               | <b>10</b>  | 10 Point<br><br>Completed;<br>professionally<br>presented;<br>No errors | 7 Points<br><br>Completed;<br>adequately<br>presented; some<br>errors | 4 Points<br><br>Inadequately<br>Completed;<br>disorganized;<br>many errors | 0 Points<br><br>None<br>Completed |  |
| <b>SmartFutures My Portfolio:<br/>Industry Recognized Certifications</b> <ul style="list-style-type: none"> <li>• Add Certificates to the “Industry Credentials” Section</li> </ul> <b>Standard(s): (13.3.11 F, G)</b>                                       | <b>NP</b>  | Completed                                                               |                                                                       |                                                                            | Not Completed<br>or Failed        |  |
| <b>SmartFutures My Portfolio:<br/>Honors and Awards<br/>Extracurricular<br/>Community Service<br/>Work Experience</b> <ul style="list-style-type: none"> <li>• Add Information to the Corresponding Title Section</li> </ul> <b>Standard(s): (13.4.11 C)</b> | <b>NP</b>  | Completed                                                               |                                                                       |                                                                            | Not Completed                     |  |
| <b>TOTAL POINTS FOR<br/>PERFORMANCE GRADE</b>                                                                                                                                                                                                                | <b>100</b> |                                                                         |                                                                       |                                                                            |                                   |  |

## STC Portfolio Guidelines 2024/2025

| <b>10<sup>th</sup> Grade<br/>Career Portfolio Tasks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Points<br/>Available</b>                    | <b>Advanced</b>                                          | <b>Proficient</b>                                                    | <b>Basic</b>                                                 | <b>Unsatisfactory</b>                                                                   | <b>Total<br/>Points<br/>Earned</b> |
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| <b>EVERFI Financial Literacy:</b><br><b>Savings</b><br><b>Banking</b><br><b>Payment Types</b><br><b>Credit Scores</b><br><b>Higher Education</b><br><b>Renting vs. Owning</b><br><b>Insurance &amp; Taxes</b><br><b>Consumer Protection, &amp; Investing</b> <ul style="list-style-type: none"> <li>• Access through <a href="http://www.everfi.com">www.everfi.com</a></li> <li>• SmartFutures My Portfolio: Add Certificate to “Industry Credentials” section</li> </ul> <b>Standard(s): (13.3.11.D)</b> | <b>90<br/><br/>(10 Points<br/>Per Section)</b> | 90 Points<br><br>All Sections<br>Completed<br>and Passed | 70-80<br>Points<br><br>7 or 8<br>sections<br>completed and<br>passed | 60-10 Points 1-<br><br>6 sections<br>completed<br>and passed | 0 Points<br><br>No sections<br>completed OR<br>sections<br>completed but<br>not passed. |                                    |
| <b>SmartFutures Activity:</b><br><b>Preparation for Career</b><br><br><b>Standard(s): 13.1.11 (F)</b>                                                                                                                                                                                                                                                                                                                                                                                                      | <b>10</b>                                      | 10 Points<br>Completed and<br>Passed                     |                                                                      |                                                              | 0 Points<br>Not Completed or<br>Failed                                                  |                                    |
| <b>SmartFutures Activity:</b><br><b>Selecting Your Career Goal Module</b><br><br><b>Standard(s): 13.1.11 (E); 13.2.11 (B)</b>                                                                                                                                                                                                                                                                                                                                                                              | <b>10</b>                                      | 10 Points<br>Completed and<br>Passed                     |                                                                      |                                                              | 0 Points<br>Not Completed or<br>Failed                                                  |                                    |
| <b>SmartFutures Activity:</b><br><b>My Programs or Majors Module</b><br><br><b>Standard(s): 13.1.11 (F)</b>                                                                                                                                                                                                                                                                                                                                                                                                | <b>10</b>                                      | 10 Points<br>Completed and<br>Passed                     |                                                                      |                                                              | 0 Points<br>Not Completed or<br>Failed                                                  |                                    |

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| <b>SmartFutures Activity:<br/>Active Listening Module</b><br><br><b>Standard(s): 13.2.11 (A, B); 13.3.11 (B)</b>                                                                                                                                             | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed or<br>Failed |  |
| <b>Suite360:<br/>Conflict and Anger</b> <ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures:<br/>My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Self-Awareness and Self-<br/>Management</b>                        | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed or<br>Failed |  |
| <b>Suite360:<br/>Sexting</b><br><br><b>Standard(s):</b> <ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures:<br/>My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Establishing and Maintaining<br/>Relationships</b> | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed or<br>Failed |  |
| <b>Suite360:<br/>Dealing With Injustice</b> <ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures:<br/>My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Social Problem-Solving Skills</b>                              | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed or<br>Failed |  |
| <b>Suite360:<br/>Hack Your Stress</b> <ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures:<br/>My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Self-Awareness and Self-<br/>Management</b>                          | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed or<br>Failed |  |

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| <b>Suite360:</b><br><b>Substance Misuse and Your Health</b> <ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Establishing and Maintaining Relationships</b>                                                                 | <b>10</b>  | 10 Points Completed and Passed                                 |                                                              |                                                                   | 0 Points Not Completed or Failed            |  |
| <b>Career Objective Form:</b><br><b>Student and parent complete document supplied by Guidance Department.</b> <ul style="list-style-type: none"> <li>• SmartFutures My Portfolio: Add to “Upload Artifacts: Career Awareness and Preparation; Career Plan Components” Section</li> </ul> <b>Standard(s): (13.3.11.D)</b> | <b>10</b>  | 10 Points Completed with Both Signatures                       |                                                              |                                                                   | 0 Points Not Completed and/or no signatures |  |
| <b>SmartFutures My Portfolio:</b><br><b>Work Sample (One)</b> <ul style="list-style-type: none"> <li>• Add Work Sample to the “Add School Work” Section</li> </ul> <b>Standard(s): (13.1.11 A, B, C. D E, F,G,H)</b>                                                                                                     | <b>10</b>  | 10 Point<br><br>Completed; professionally presented; No errors | 7 Points<br><br>Completed; adequately presented; some errors | 4 Points<br><br>Inadequately Completed; disorganized; many errors | 0 Points<br><br>None Completed              |  |
| <b>SmartFutures My Portfolio:</b><br><b>Industry Recognized Certifications</b> <ul style="list-style-type: none"> <li>• Add Certificates to the “Industry Credentials” Section</li> </ul> <b>Standard(s): (13.3.11 F, G)</b>                                                                                             | <b>NP</b>  | Completed                                                      |                                                              |                                                                   | Not Completed or Failed                     |  |
| <b>SmartFutures My Portfolio:</b><br><b>Honors and Awards</b><br><b>Extracurricular</b><br><b>Community Service</b><br><b>Work Experience</b> <ul style="list-style-type: none"> <li>• Add Information to the Corresponding Title Section</li> </ul> <b>Standard(s): (13.4.11 C)</b>                                     | <b>NP</b>  | Completed                                                      |                                                              |                                                                   | Not Completed                               |  |
| <b>TOTAL POINTS FOR PERFORMANCE GRADE</b>                                                                                                                                                                                                                                                                                | <b>200</b> |                                                                |                                                              |                                                                   |                                             |  |

## STC Portfolio Guidelines 2024/2025

| <b>11th Grade<br/>Career Portfolio Tasks</b>                                                                                            | <b>Points<br/>Available</b> | <b>Advanced</b>                                                                                               | <b>Proficient</b>                                                                                                            | <b>Basic</b>                                                                                                                    | <b>Unsatisfactory</b>                                                                                                                        | <b>Total<br/>Earned<br/>Points</b> |
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| <b>SmartFutures Activity:<br/>My Resume</b><br><br><b>Standard(s): (13.2.11C)</b>                                                       | <b>20</b>                   | 20 Points<br><br>Professional Appearance;<br>Accurate and very detailed<br><br>No spelling/<br>grammar errors | 15 Points<br><br>Professional appearance; Accurate and adequately detailed<br><br>No more than 2 spelling/<br>grammar errors | 10 Points<br><br>Unprofessional Appearance;<br>Disorganized with inaccuracies<br><br>No more than 3 spelling/<br>grammar errors | 0 Points<br><br>Not Completed OR;<br>Unprofessional appearance;<br>Inadequate/<br>Inaccurate<br><br>More than 3 spelling /<br>grammar errors |                                    |
| <b>SmartFutures Activity:<br/>Job Application Module</b><br><br><b>Standard(s): 13.2.11 (A)</b>                                         | <b>10</b>                   | 10 Points<br>Completed and Passed                                                                             |                                                                                                                              |                                                                                                                                 | 0 Points<br>Not Completed or Failed                                                                                                          |                                    |
| <b>SmartFutures Activity:<br/>Experiencing Careers While Still in School Module</b><br><br><b>Standard(s): 13.1.11 (D); 13.2.11 (B)</b> | <b>10</b>                   | 10 Points<br>Completed and Passed                                                                             |                                                                                                                              |                                                                                                                                 | 0 Points<br>Not Completed or Failed                                                                                                          |                                    |
| <b>SmartFutures Activity:<br/>My School and College Survey Module</b><br><br><b>Standard(s): 13.1.11 (F)</b>                            | <b>10</b>                   | 10 Points<br>Completed and Passed                                                                             |                                                                                                                              |                                                                                                                                 | 0 Points<br>Not Completed or Failed                                                                                                          |                                    |

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| <b>SmartFutures Activity:<br/>Job Interview Module</b><br><br><b>Standard(s): 13.2.11 (A, B)</b>                                                                                                                                                    | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed or<br>Failed |  |
| <b>Suite360:<br/>Mental Health and You</b><br><br><ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Self-Awareness and Self-Management</b>              | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed or<br>Failed |  |
| <b>Suite360:<br/>C&amp;C: Choices and Consequences</b><br><br><ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Social Problem-Solving Skills</b>       | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed or<br>Failed |  |
| <b>Suite360:<br/>Being Sensitive To Others</b><br><br><ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Establishing and Maintaining Relationships</b>  | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed or<br>Failed |  |
| <b>Suite360:<br/>Teamwork and Collaboration</b><br><br><ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Establishing and Maintaining Relationships</b> | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed or<br>Failed |  |

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| <b>Suite360:<br/>Dealing With Disappointment and<br/>Setbacks</b> <ul style="list-style-type: none"> <li>Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Self-Awareness and Self-Management</b>       | <b>10</b>  | 10 Points<br>Completed and<br>Passed                                    |                                                                       |                                                                            | 0 Points<br>Not Completed or<br>Failed |  |
| <b>SmartFutures My Portfolio:<br/>Work Sample (One)</b> <ul style="list-style-type: none"> <li>Add Work Sample to the “Add School Work” Section</li> </ul> <b>Standard(s): (13.1.11 A, B, C. D E, F,G,H)</b>                                               | <b>10</b>  | 10 Point<br><br>Completed;<br>professionally<br>presented;<br>No errors | 7 Points<br><br>Completed;<br>adequately<br>presented; some<br>errors | 4 Points<br><br>Inadequately<br>Completed;<br>disorganized;<br>many errors | 0 Points<br><br>None<br>Completed      |  |
| <b>SmartFutures My Portfolio:<br/>Industry Recognized Certifications</b> <ul style="list-style-type: none"> <li>Add Certificates to the “Industry Credentials” Section</li> </ul> <b>Standard(s): (13.3.11 F, G)</b>                                       | <b>NP</b>  | Completed                                                               |                                                                       |                                                                            | Not Completed<br>or Failed             |  |
| <b>SmartFutures My Portfolio:<br/>Honors and Awards<br/>Extracurricular<br/>Community Service<br/>Work Experience</b> <ul style="list-style-type: none"> <li>Add Information to the Corresponding Title Section</li> </ul> <b>Standard(s): (13.4.11 C)</b> | <b>NP</b>  | Completed                                                               |                                                                       |                                                                            | Not Completed                          |  |
| <b>TOTAL POINTS FOR<br/>PERFORMANCE<br/>GRADE</b>                                                                                                                                                                                                          | <b>120</b> |                                                                         |                                                                       |                                                                            |                                        |  |

## STC Portfolio Guidelines 2024/2025

| <b>12th Grade<br/>Career Portfolio Tasks</b>                                                                                                                                                                                                                | <b>Points<br/>Available</b> | <b>Advanced</b>                                                                                               | <b>Proficient</b>                                                                                                            | <b>Basic</b>                                                                                                                    | <b>Unsatisfactory</b>                                                                                                                        | <b>Total<br/>Earned<br/>Points</b> |
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| <b>SmartFutures Activity:<br/>My Resume</b><br><br><b>Standard(s): (13.2.11C)</b>                                                                                                                                                                           | <b>20</b>                   | 20 Points<br><br>Professional Appearance;<br>Accurate and very detailed<br><br>No spelling/<br>grammar errors | 15 Points<br><br>Professional appearance; Accurate and adequately detailed<br><br>No more than 2 spelling/<br>grammar errors | 10 Points<br><br>Unprofessional Appearance;<br>Disorganized with inaccuracies<br><br>No more than 3 spelling/<br>grammar errors | 0 Points<br><br>Not Completed OR;<br>Unprofessional appearance;<br>Inadequate/<br>Inaccurate<br><br>More than 3 spelling /<br>grammar errors |                                    |
| <b>Cover Letter:<br/>Use Attached Cover Letter Template</b><br><br><ul style="list-style-type: none"> <li><b>SmartFutures My Portfolio: Add to “Career Acquisition Documents: Cover Letter-Resume” Section</b></li> </ul><br><b>Standard(s): (13.2.11C)</b> | <b>10</b>                   | 10 Points<br><br>Professional Appearance;<br>Accurate and very detailed<br><br>No spelling/<br>grammar errors | 7 Points<br><br>Professional appearance; Accurate and adequately detailed<br><br>No more than 2 spelling/<br>grammar errors  | 4 Points<br><br>Unprofessional Appearance;<br>Disorganized with inaccuracies<br><br>No more than 3 spelling/<br>grammar errors  | 0 Points<br><br>Not Completed OR;<br>Unprofessional appearance;<br>Inadequate/<br>Inaccurate<br><br>More than 3 spelling /<br>grammar errors |                                    |
| <b>SmartFutures Activity:<br/>My Personality Type Module</b><br><br><b>Standard(s): 13.1.11 (A, B); 13.3.11 (A)</b>                                                                                                                                         | <b>10</b>                   | 10 Points<br>Completed and Passed                                                                             |                                                                                                                              |                                                                                                                                 | 0 Points<br>Not Completed or Failed                                                                                                          |                                    |

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| <b>SmartFutures Activity:<br/>The Entrepreneur Within Module</b><br><br><b>Standard(s): 13.4.11 (A, B)</b>                                                                                                                                                       | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed<br>or Failed |  |
| <b>SmartFutures Activity:<br/>Personal Budget Module</b><br><br><b>Standard(s): 13.3.11 (D)</b>                                                                                                                                                                  | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed<br>or Failed |  |
| <b>SmartFutures Activity:<br/>Multiple Intelligences Module</b><br><br><b>Standard(s): 13.1.11 (A, B)</b>                                                                                                                                                        | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed<br>or Failed |  |
| <b>Suite360:<br/>Healthy vs. Unhealthy Dating Boundaries</b><br><br><ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Establishing and Maintaining Relationships</b> | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed<br>or Failed |  |
| <b>Suite360:<br/>Advanced Self-Regulation Techniques</b><br><br><ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Self-Awareness and Self-Management</b>             | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed<br>or Failed |  |
| <b>Suite360:<br/>Workplace Bullying</b><br><br><ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Social Problem-Solving Skills</b>                                   | <b>10</b> | 10 Points<br>Completed and<br>Passed |  |  | 0 Points<br>Not Completed<br>or Failed |  |

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| <b>Suite360:<br/>Developing Integrity</b> <ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Self-Awareness and Self-Management</b>      | <b>10</b> | 10 Points<br>Completed and<br>Passed                                    |                                                                       |                                                                            | 0 Points<br>Not Completed<br>or Failed |  |
| <b>Suite360:<br/>Leadership Skills</b> <ul style="list-style-type: none"> <li>• Add Certificates to the Smart Futures: My Portfolio “School Work” Section</li> </ul> <b>Standard(s): Self-Awareness and Self-Management</b>         | <b>10</b> | 10 Points<br>Completed and<br>Passed                                    |                                                                       |                                                                            | 0 Points<br>Not Completed<br>or Failed |  |
| <b>Cooperative Education Evaluation (If<br/>Applicable):</b> <ul style="list-style-type: none"> <li>• SmartFutures My Portfolio: Add to “Career Pathways Experiences: Job Shadow” Section</li> </ul> <b>Standard(s) (13.2.11.E)</b> | <b>NP</b> | Completed                                                               |                                                                       |                                                                            | Not Completed                          |  |
| <b>Letter(s) of Recommendation:</b> <ul style="list-style-type: none"> <li>• SmartFutures My Portfolio: Add to “Career Acquisition Documents: Letters of Recommendation” Section</li> </ul> <b>Standard(s): (13.2.11 C)</b>         | <b>NP</b> | Completed                                                               |                                                                       |                                                                            | Not Completed                          |  |
| <b>SmartFutures: My Portfolio:<br/>Work Sample (One)</b> <ul style="list-style-type: none"> <li>• Add Work Sample to the “Add School Work” Section</li> </ul> <b>Standard(s): (13.1.11 A, B, C, D E, F,G,H)</b>                     | <b>10</b> | 10 Point<br><br>Completed;<br>professionally<br>presented;<br>No errors | 7 Points<br><br>Completed;<br>adequately<br>presented; some<br>errors | 4 Points<br><br>Inadequately<br>Completed;<br>disorganized;<br>many errors | 0 Points<br><br>None<br>Completed      |  |
| <b>SmartFutures My Portfolio:<br/>Industry Recognized Certifications</b> <ul style="list-style-type: none"> <li>• Add Certificate to the “Industry Credentials” Section</li> </ul> <b>Standard(s): (13.3.11 F, G)</b>               | <b>NP</b> | Completed                                                               |                                                                       |                                                                            | Not Completed or<br>Failed             |  |

|                                                                                                                                                                                                                                                              |            |           |  |  |               |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|--|--|---------------|--|
| <b>SmartFutures My Portfolio:<br/>Honors and Awards<br/>Extracurricular<br/>Community Service<br/>Work Experience</b> <ul style="list-style-type: none"> <li>• Add Information to the Corresponding Title Section</li> </ul> <b>Standard(s): (13.4.11 C)</b> | <b>NP</b>  | Completed |  |  | Not Completed |  |
| <b>Graduate Exit Interview:</b> <ul style="list-style-type: none"> <li>• SmartFutures My Portfolio: Add to “Upload Artifacts: Career Acquisition; Resources” Section</li> </ul> <b>Standard(s): (13.3.11 A, F, G )</b>                                       | <b>5</b>   | Completed |  |  | Not Completed |  |
| <b>Head Shot Photo:</b> <ul style="list-style-type: none"> <li>• SmartFutures My Portfolio: Add to “Upload Artifacts: Career Acquisition; Resources” Section</li> </ul> <b>Standard(s): (13.3.11 A, F, G )</b>                                               | <b>5</b>   | Completed |  |  | Not Completed |  |
| <b>TOTAL POINTS FOR PERFORMANCE GRADE</b>                                                                                                                                                                                                                    | <b>140</b> |           |  |  |               |  |

