

STC Portfolio Guidelines 2026/2027

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

9th Grade Career Portfolio Tasks	Points Available	Advanced	Proficient	Basic	Unsatisfactory	Total Points Earned
SmartFutures Activity: D1: Redefine Your Career Success Standard(s): 13.1.9-12-A	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D10: Identify Skills and Abilities Standard(s): 13.4.9-12-B	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D3: Discover Your Interests Standard(s): 13.4.9-12-B	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D4: Dive Into Career Clusters Standard(s): 13.4.9-12-C	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

SmartFutures Activity: D7: Discover Your Personality Type Standard(s): 13.4.9-12-C	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Thoughts, Emotions, and Behaviors • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.2.9-12-A Self-Awareness and Self-Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Peer Pressure Pop • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.2.9-12-A, B Establishing and Maintaining Relationships	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Motivating Myself • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.2.9-12-D Self-Awareness and Self-Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Bullying and Safety • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.2.9-12-C Establishing and Maintaining Relationships	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

Compass/Navigate360: Taking a Stand Against Sexual Harassment • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.2.9-12-C Social Problem-Solving	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures My Portfolio: Work Sample (One) • Add Work Sample to the “School Work” Section Standard(s): 13.4.9-12-D	10	10 Point Completed; professionally presented; No errors	7 Points Completed; adequately presented; some errors	4 Points Inadequately Completed; disorganized; many errors	0 Points None Completed	
SmartFutures Portfolio: Industry Recognized Certifications • Add Certificates to the “Industry Credentials” Section Standard(s): 13.3.9-12-B	NP	Completed			Not Completed or Failed	
SmartFutures Portfolio: Honors and Awards Extracurricular Community Service Work Experience • Add Information to the Corresponding Title Section Standard(s): 13.3.9-12-B	NP	Completed			Not Completed	
TOTAL POINTS FOR PERFORMANCE GRADE	110					

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10th Grade Career Portfolio Tasks	Points Available	Advanced	Proficient	Basic	Unsatisfactory	Total Points Earned
EVERFI Financial Literacy: Savings Banking Payment Types Credit Scores Higher Education Renting vs. Owning Insurance & Taxes Consumer Protection, & Investing • Access through www.everfi.com • SmartFutures Portfolio: Add Certificate to “Industry Credentials” section Standard(s): 13.1.9-12-B	90 (10 Points Per Section)	90 Points All Sections Completed and Passed	70-80 Points 7 or 8 sections completed and passed	60-10 Points 1- 6 sections completed and passed	0 Points No sections completed OR sections completed but not passed.	
SmartFutures Activity: D2: Evolve Your Career Plan and Portfolio Standard(s): 13.1.9-12- C	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D6: Explore Careers While in School Standard(s): 13.3-9-12 -C	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D8: Know the Many Paths to Careers Standard(s): 13.3.9-12- B 13.4.9-12-B,C,D	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

SmartFutures Activity: D15: Use the Right Tech Standard(s): 13.3.9-12- B 13.4.9-12-B,C,D	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D9: Be a Team Player Standard(s): 13.2.9-12-B	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Conflict and Anger • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.2.9-12- A,C Self-Awareness and Self-Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Sexting • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.2.9-12- B Establishing and Maintaining Relationships	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Dealing With Injustice • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.4.9-12- D Social Problem-Solving Skills	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

Compass/Navigate360: Hack Your Stress • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.2.9-12- A, Self-Awareness and Self-Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Substance Misuse and Your Health • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.2.9-12- B Establishing and Maintaining Relationships	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Career Objective Form: Student and parent complete document supplied by Guidance Department. • SmartFutures Portfolio: Add to “Upload Artifacts” Section Standard(s): 13.3-9-12 -B	10	10 Points Completed with Both Signatures			0 Points Not Completed and/or no signatures	
SmartFutures My Portfolio: Work Sample (One) • Add Work Sample to the “School Work” Section Standard(s): 13.4-9-12-D	10	10 Point Completed; professionally presented; No errors	7 Points Completed; adequately presented; some errors	4 Points Inadequately Completed; disorganized; many errors	0 Points None Completed	
SmartFutures My Portfolio: Industry Recognized Certifications • Add Certificates to the “Industry Credentials” Section Standard(s): 13.3-9-12 -B	NP	Completed			Not Completed or Failed	

SmartFutures Portfolio: Honors and Awards Extracurricular Community Service Work Experience • Add Information to the Corresponding Title Section Standard(s): 13.3-9-12 -B	NP	Completed			Not Completed	
TOTAL POINTS FOR PERFORMANCE GRADE	210					

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11th Grade Career Portfolio Tasks	Points Available	Advanced	Proficient	Basic	Unsatisfactory	Total Earned Points
Resume: Use Attached Resume Template (SkillsUSA) Standard(s): 13.4.9-12 A SmartFutures Portfolio: Add to “Career Acquisition Documents: Resume” Section	20	20 Points Professional Appearance; Accurate and very detailed No spelling/ grammar errors	15 Points Professional appearance; Accurate and adequately detailed No more than 2 spelling/ grammar errors	10 Points Unprofessional Appearance; Disorganized with inaccuracies No more than 3 spelling/ grammar errors	0 Points Not Completed OR; Unprofessional appearance; Inadequate/ Inaccurate More than 3 spelling / grammar errors	
SmartFutures Activity: D13: How to Know You Are Smart Standard(s): 13.4-9-12 -A	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D21: Complete a Job Application Standard(s): 13.4-9-12 -A	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D16: Solidify Your Career Goal Standard(s): 13.4-9-12 -C	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

SmartFutures Activity: D17: Choose Programs and Majors Standard(s): 13.4-9-12 -D	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D18: Choose Postsecondary Options Standard(s): 13.4-9-12 -D	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D20: Prepare for Job Interviews Standard(s): 13.4-9-12 -A	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Mental Health and You • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.2-9-12 -A,B Self-Awareness and Self-Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: C&C: Choices and Consequences • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.2-9-12 -A,B Social Problem-Solving Skills	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

Compass/Navigate360: Being Sensitive To Others • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.2-9-12 -C Establishing and Maintaining Relationships	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Teamwork and Collaboration • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.2-9-12 -C Establishing and Maintaining Relationships	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Dealing With Disappointment and Setbacks • Add Certificates to the Smart Futures: Portfolio “School Work” Section Standard(s): 13.2-9-12 -A,B Self-Awareness and Self-Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures My Portfolio: Work Sample (One) • Add Work Sample to the “School Work” Section Standard(s): 13.4.9-12 A,D	10	10 Point Completed; professionally presented; No errors	7 Points Completed; adequately presented; some errors	4 Points Inadequately Completed; disorganized; many errors	0 Points None Completed	
SmartFutures My Portfolio: Industry Recognized Certifications • Add Certificates to the “Industry Credentials” Section Standard(s): 13.4.9-12 A,D	NP	Completed			Not Completed or Failed	

SmartFutures Portfolio: Honors and Awards Extracurricular Community Service Work Experience • Add Information to the Corresponding Title Section Standard(s): 13.4.9-12 D	NP	Completed			Not Completed	
TOTAL POINTS FOR PERFORMANCE GRADE	140					

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12th Grade Career Portfolio Tasks	Points Available	Advanced	Proficient	Basic	Unsatisfactory	Total Earned Points
SmartFutures Activity: D22: Build Your Resume Standard(s): 13.4.9-12 A	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Resume: Use Attached Resume Template (SkillsUSA) Standard(s): 13.4.9-12 A SmartFutures Portfolio: Add to “Career Acquisition Documents: Resume” Section	20	20 Points Professional Appearance; Accurate and very detailed No spelling/ grammar errors	15 Points Professional appearance; Accurate and adequately detailed No more than 2 spelling/ grammar errors	10 Points Unprofessional Appearance; Disorganized with inaccuracies No more than 3 spelling/ grammar errors	0 Points Not Completed OR; Unprofessional appearance; Inadequate/ Inaccurate More than 3 spelling / grammar errors	
Cover Letter: Use Attached Cover Letter Template SmartFutures Portfolio: Add to “Career Acquisition Documents: Cover Letter” Section Standard(s): 13.4.9-12 A	10	10 Points Professional Appearance; Accurate and very detailed No spelling/ grammar errors	7 Points Professional appearance; Accurate and adequately detailed No more than 2 spelling/ grammar errors	4 Points Unprofessional Appearance; Disorganized with inaccuracies No more than 3 spelling/ grammar errors	0 Points Not Completed OR; Unprofessional appearance; Inadequate/ Inaccurate More than 3 spelling / grammar errors	

SmartFutures Activity: D19: Develop a Personal Brand Standard(s): 13.4.9-12 C	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D5: Think Like an Entrepreneur Standard(s): 13.1.9-12 B	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D14: Create a Personal Budget Standard(s): 13.1.9-12 B	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D11: Practice Professional Etiquette Standard(s): 13.1.9-12 B	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D12: Know Labor Laws Standard(s): 13.1.9-12 B	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: D23: Plan for Change Standard(s): 13.1.9-12 B	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

Compass/Navigate360: Healthy vs. Unhealthy Dating Boundaries • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): 13.2.9-12 B Establishing and Maintaining Relationships	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Advanced Self-Regulation Techniques • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): 13.2.9-12 A Self-Awareness and Self-Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Workplace Bullying • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): 13.2.9-12 B Social Problem-Solving Skills	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Developing Integrity • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): 13.2.9-12 B,C Self-Awareness and Self-Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Compass/Navigate360: Leadership Skills • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): 13.2.9-12 -E Self-Awareness and Self-Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

Cooperative Education Evaluation (If Applicable): SmartFutures My Portfolio: Add to “Career Pathways Experiences: Job Shadow” Section Standard(s) 13.4.9-12 D	NP	Completed			Not Completed	
Letter(s) of Recommendation: SmartFutures My Portfolio: Add to “Career Acquisition Documents: Letters of Recommendation” Section Standard(s): 13.4.9-12 A	NP	Completed			Not Completed	
SmartFutures: Portfolio: Work Sample (One) Add Work Sample to the “School Work” Section Standard(s): 13.4.9-12 A	10	10 Point Completed; professionally presented; No errors	7 Points Completed; adequately presented; some errors	4 Points Inadequately Completed; disorganized; many errors	0 Points None Completed	
SmartFutures Portfolio: Industry Recognized Certifications Add Certificate to the “Industry Credentials” Section Standard(s): 13.4.9-12 A	NP	Completed			Not Completed or Failed	
SmartFutures Portfolio: Honors and Awards Extracurricular Community Service Work Experience Add Information to the Corresponding Title Section Standard(s): 13.4.9-12 D	NP	Completed			Not Completed	

Graduate Exit Interview: SmartFutures Portfolio: Add to “Upload Artifacts: Career Acquisition; Other Documents” Section Standard(s): 13.4.9-12 A	NP	Completed			Not Completed	
Head Shot Photo: SmartFutures Portfolio: Add to “Upload Artifacts: Career Acquisition; Other Documents” Section Standard(s): 13.4.9-12 A	NP	Completed			Not Completed	
TOTAL POINTS FOR PERFORMANCE GRADE	160					