

CAREER & ACADEMIC PORTFOLIO

LAST NAME: _____

FIRST NAME: _____

Student Name: _____
First MI Last

Student ID #: _____

9 th Grade: _____ Yr.	Home Room #: _____
10 th Grade: _____ Yr.	Home Room #: _____
11 th Grade: _____ Yr.	Home Room #: _____
12 th Grade: _____ Yr.	Home Room #: _____

Projected Graduation Date: _____

MI: _____

Portfolio & Plans

Career Interest Clusters

- | | |
|---------------|-------------------------|
| 1. Artistic | 7. Business Detail |
| 2. Scientific | 8. Persuasive |
| 3. Nature | 9. Accommodating |
| 4. Authority | 10. Humanitarian |
| 5. Mechanical | 11. Social/Business |
| 6. Industrial | 12. Physical Performing |

Career Path Goals

	9 th	10 th	11 th	12 th
DIRECT ENTRY: Full Time Work, Apprenticeship, Military, OJT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSOCIATES: Post-Secondary, Community College, AA, AS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROFESSIONAL: University, BA, BS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Career Interest Cluster Choices:

9th: _____
 10th: _____
 11th: _____
 12th: _____

Occupation/Program or Career Goal

9th: _____
 10th: _____
 11th: _____
 12th: _____

Education/Training

9th: _____
 10th: _____
 11th: _____
 12th: _____

9th Grade

- Employment Application
- Interest Inventory
- Learning Style

Attachment

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O
P
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10th Grade

- Interviewing
- Vocational Implications of Personality
- Interest Inventory

Attachment

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R
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11th Grade

- Letter of Inquiry for Career
- Begin resume
- Interest Inventory
- Value Assessment
- Temperament
- Earnings Potential
- Natural Intelligence Personality
- General Education Development
- ASVAB

Attachment

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-
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-
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G
H
T

Hourly _____ Yearly _____
 Academic Ability _____ Verbal Ability _____ Math Ability _____

12th Grade

- Letter of Application
- Final Resume
- Cover Letter
- Thank You Letter
- General Education Development
- ASVAB

Attachment

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Academic Ability _____ Verbal Ability _____ Math Ability _____

9TH GRADE TIMELINE CHECKLIST

Check off each item as you complete it.

Consult Career Specialist/Counselor for electives that would enhance your career goals.

By Grade 8, you should have completed the following:

Take the Creating Your Future Interest Inventory given at your school in December.

Research careers within your Career Interest Clusters and elective classes to provide academic and career skills.

Consult your counselor for the most appropriate level of courses, career path or program of study for meeting the requirements.

Grade 9 - Freshman Year

Fall

- Plan your high school program of studies with your counselor, teachers & parents using the Creating your Future Individualized Career Planner.
- Consider choosing elective courses in your Career Interest Clusters.
- Make sure that your program of studies includes two years of a foreign language, especially if you plan to attend a four year college.
- Request catalogs from colleges or post secondary schools of interest to you and plan your high school program of studies accordingly.
- Begin researching your occupational choice in your career path and the educational requirements for each.
- Develop consistent and effective study habits.
- Participate in extracurricular activities.
- Read Materials on the PSAT, SAT 1, and ACT Inventory your test taking abilities.
- Complete the 9th Grade Career Portfolio sections in your planner.
- Attend "Career World", DCSB/Chamber of Commerce.
- Orientation on career paths and relationship of grades and abilities in academic courses, education and training - Career Specialist.
- Orientation on the programs offered by the Career Center.

Spring

- Evaluate success of academic courses relating to program of studies, career path, education, and training.
- Make any adjustments and plan 10th grade academic and elective courses in you Career Interest Clusters and Career Path Goals.

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GRADE 10 TIMELINE CHECKLIST

Check off each item as you complete it.

Grade 10 - Sophomore Year

August

- Check credits to make sure you are on a schedule for graduation requirements.
- Check with your guidance counselor to make sure your courses meet college or other post-secondary schools entrance requirements.

September

- Register to take the PSAT - we strongly encourage you to take or have completed geometry. Review for the test.

October

- Take the PSAT. On the test form, check the box which will put you on the mailing list for college and post-secondary information.

December

- Visit the Career Specialist about researching: Careers, Program of Studies, Interests, Schools, etc.

Spring

- Evaluate the success of academic courses relating to program of studies, career path, education, and training.
- Make any adjustments and plan 11th grade academic and elective courses into your career interest cluster and career path goals.

Throughout the year

- Continue taking appropriate academic courses and electives related to your career interest cluster goals and Career Path.
- Maintain good grades.
- Check the job bulletin board in the Career Center for career related job opportunities.
- Gather and review information about career path options:
 - Universities (BS & BA Degrees)
 - 4 Year Colleges (BS & BA Degrees)
 - 2 Year Colleges (AA & AS Degrees)
 - Post-Secondary Schools, 1 to 2 years (Possible college credit could be earned)
 - Technical Certificate - Shorter than 2 years
 - Vocational Certificate - Job Training Skills (Hourly Classes)
 - Apprenticeships - Work & School (40 Hour Work Week & College)
 - Military
 - Active
 - Reserves
 - Work Full Time - OJT/Internships/Tuition Reimbursements
- Investigate costs of the various programs listed above.
- Continue to review career choices.
- Complete the 10th Grade Career Portfolio sections in your Planner.

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GRADE 11 TIMELINE CHECKLIST

Check off each item as you complete it.

Grade 11 - Junior Year

August

- Get off to a good start this semester. Your junior year grades are very important.
- Get information about PSAT/SAT1/ACT Test Preparation Courses.
- Check with your counselor to make sure your courses meet all post secondary entrance requirements. Academic and elective courses should relate to Career Interest Clusters & Career Path Goals.
- Check credits to make sure you are on a schedule for graduation requirements.

September

- Register to take the PSAT. (Top scorers are eligible for National Merit Scholarships up to \$2,000.) Review for the test.
- Begin looking for part time jobs in your career interest areas.

October/November

- Take the ASVAB Test - Armed Forces Vocational Aptitude Battery.
- Attend a National College & Career Fair.
- Collect information and write to the colleges, post-secondary schools, or apprenticeship programs that interest you.
- Visit the Career Center - research your career interest, program of study, training, educational requirements and financial aid. "I Search Paper"
- Begin a resume - keep on disk.

December

- Collect information on scholarships and financial aid programs.

January/February

- Plan the program study for your senior year with your counselor, career specialist, teachers and parents. Take as many academic courses as possible and electives that will enhance your Career Interest Cluster goals.
- If you plan to apply for ROTC scholarships or admission to a service academy, write for application packets.
- Sign up for and take the SAT I/ACT Test Preparation Course before taking the SAT I or ACT.
- Check registration deadlines for the SAT I, ACT and SAT II Tests - Register for Tests!

March/April

- Evaluate the success of academic courses relating to program of studies, career path, education, and training.
- Make any adjustments and plan 12th grade academic/elective courses into your career interest cluster and career path goals.
- Consult your counselor regarding early admission acceptance to schools if you are interested and qualify.
- Complete the 11th grade Career Portfolio sections in your planner.
- Contact Military Academy to open file/contact congressional representative for nomination.

May/June

- Take SAT I, SAT II and ACT.
- Continue to develop strong study habits.
- Career Center - check the Job Bulletin Board for career related opportunities over the summer.
- See Career Specialist for apprenticeship related jobs over the summer.

Summer (Before Senior Year)

- Select the five to ten schools you feel best meet your needs. Reduce your list to three or five by August. Include a "sure bet", one or two "good prospects", and a "dream school".
- Plan visits to schools, apprenticeship programs, military and make arrangements for an interview if required. (Visit campuses and classes when students are in session.)
- Keep a record of the advantages and disadvantages of each program or school.
- Request catalogs, applications, financial aid information, work programs, housing and specific information about your choices.

GRADE 12 TIMELINE CHECKLIST

Check off each item as you complete it.
Grade 12 - Senior Year

August

- Be sure to have all the required courses and credits for graduation.
- Make sure you have the electives that will enhance your Career Interest Cluster.

September

- Meet with your counselor to review your records.
- Apply to a minimum of three post secondary schools. Select at least one that will definitely accept you.
- Check catalogs for deadline dates on application, admission, housing, financial aid, and exam scores.
- Register to take the SAT I/ACT and/or the November SAT I Test. Estimate 6-8 weeks for return scores.
- Ask three teachers and other people who know you well to write a recommendation for you. Provide a resume and a stamped, addressed envelope to these individuals.
- Schedule college tours. Utilize dates when you are not in school other than holidays.
- Meet with college, apprenticeship, military, and work representatives when they visit your high school.
- Continue looking for employment in your career area. Internships, P/T jobs, Training & Skills
- Begin to fill out application forms. Some schools require essay responses. Outline essay topics. Request that an English teacher assist in checking your essay for grammar, spelling, punctuation, etc.
- Sign up for a tour of your local College Career Center.
- Secure a list of agencies for the "Community Service Hours" needed.

October

- Distribute application and recommendation forms to counselors and teachers for completion of their sections.
- Send transcript and recommendations to any school or apprenticeship programs.
- Meet application deadlines for early decision (usually November 1), housing, scholarships, or financial aid.
- Take/retake the SAT I or ACT if necessary.
- Visit the Career Center for careers, program of studies, all schools and financial aid programs, aptitude and career interest assessments, college letters, etc.

November

- Continue to study hard because your first semester senior year grades are very important.
- Attend the National College & Career Fair with your parents.
- Mid November deadline for most ROTC scholarships.
- Complete post-secondary applications for admission. Follow up on letters of recommendation. Request transcripts as needed. Copy ALL forms before your mail them. Mail to meet deadlines.
- Take/retake the ASVAB for career aptitude, interest or military score - Sign up with Career Specialist.
- Obtain nomination for Military Academies.

December

- Expect notification of early decision acceptance/deferral by December 15. If you are not accepted, file your other applications IMMEDIATELY.
- Ask your parents to begin gathering their financial information.

January

- Complete the Free Application for Federal Student Aid form. Mail as soon after January 1 as possible. Mail any supplemental financial forms required by the schools of your choice.
- Research scholarships and loan opportunities.
- Meet with your Career Specialist and finalize post secondary plans.

February

- Keep grades up....finish strong.... remember that you will be accepted to schools "pending final grades."
- Check deadline dates for any school-based financial aid/scholarship grants. Many forms are due in March.
- Most apprenticeship programs applications deadlines are due next month. See Career Specialist.
- Complete final resumes with business partners through Career Specialist.
- Complete all employability skills preparations with business partners and Career Specialist.
- Obtain appointment for Military Academies.

March

- Attend Annual Job/Career Fair. Talk and interview with employers relating to your career goals. Bring at least 10 resumes. Look for tuition reimbursement to school and career interest (experience) opportunities.

April

- Select your school and write a letter of acceptance which should be received before May 1.
- If all schools send rejections, see your counselor or Career Specialist to explore other possibilities - military, apprenticeships, degrees, certifications & other post-secondary training programs.
- Finalize plans for housing, financial aid and/or scholarships.

May

- Complete details and your final choice of post-secondary schools for admission.
- Notify your counselor of your final school choice and whether you have been awarded any scholarships.
- Participate in the orientation program of the school/program you will attend.
- For career related employment & training - visit the Career Center Employment Bulletin Board.

CAREER & ACADEMIC EDUCATIONAL PLANNER

COMPLETE IN 9TH GRADE

Career Path: Direct Entry Associates Professional

Career Goal: _____

	Grade 9 Courses	Grade	Credit	Grade 10 Planned Courses	Grade 11 Planned Courses	Grade 12 Planned Courses
1. English						
2. Mathematics						
3. Science						
4. Social Studies						
5.						
6.						
7.						
8.						
TOTAL CREDITS						

COMPLETE IN 10TH GRADE

Career Path: Direct Entry Associates Professional

Career Goal: _____

	Grade 10 Courses	Grade	Credit	Grade 11 Planned Courses	Grade 12 Planned Courses
1. English					
2. Mathematics					
3. Science					
4. Social Studies					
5.					
6.					
7.					
8.					
TOTAL CREDITS					

COMPLETE IN 11TH GRADE

Career Path: Direct Entry Associates Professional **Career Goal:** _____

	Grade 11 Courses	Grade	Credit	Grade 12 Planned Courses
1. English				
2. Mathematics				
3. Science				
4. Social Studies				
5.				
6.				
7.				
8.				
TOTAL CREDITS				

COMPLETE IN 12TH GRADE

Direct Entry Associates Professional

Career Goal: _____

Grade 12 Courses	Grade	Credit
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
TOTAL CREDITS		

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CAREER CLUSTER KEYS

Use Number for Indicating Career Cluster Choices

- | | |
|---------------|-------------------------|
| 1. Artistic | 7. Business Detail |
| 2. Scientific | 8. Persuasive |
| 3. Nature | 9. Accommodating |
| 4. Authority | 10. Humanitarian |
| 5. Mechanical | 11. Social/Business |
| 6. Industrial | 12. Physical Performing |

CAREER PATH

- D = Direct Entry
 A = Associates
 P = Professional

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CAREER CLUSTER GOALS

Grade	Rank	Career Cluster	Career Path	Example Occupations
9th	1	_____	_____	_____
	2	_____	_____	_____
	3	_____	_____	_____
10th	1	_____	_____	_____
	2	_____	_____	_____
	3	_____	_____	_____
11th	1	_____	_____	_____
	2	_____	_____	_____
	3	_____	_____	_____
12th	1	_____	_____	_____
	2	_____	_____	_____
	3	_____	_____	_____

TESTING INFORMATION

GRADE	TEST	RESULTS
9TH	Work Keys	
	Assessment Test	Reading_____ Math_____
10TH	PSAT/NMSQT	
	Assessment Test - Writing	
	Assessment Test	Reading_____ Math_____
	SAT9	Science
11TH	PSAT/SAT	/
	ASVAB	AA____ Verbal____ Math____
12TH	SAT/ACT	Math____ Comm____ Tot____
	ASVAB	AA____ Verbal____ Math____

ORGANIZATIONS - ACTIVITIES - HONORS

GRADE	AWARDS & SPECIAL RECOGNITION
9TH	
10TH	
11TH	
12TH	

WORK EXPERIENCE

GRADE	EMPLOYMENT	SUPERVISOR
9TH		
10TH		
11TH		
12TH		

GRADE POINT AVERAGE

GRADE	UN WEIGHTED	WEIGHTED
9TH		
10TH		
11TH		
12TH		

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