

CAREER PATHWAYS PORTFOLIO

Previously known as the Graduation Project

Class of 2023

Faculty/Student Manual



Wissahickon High School

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Dear Student and Parent/Guardian,

As part of your high school graduation and by order of the state of Pennsylvania, every Wissahickon student is required to complete career awareness activities by the end of their junior year.

A graduation requirement has been in existence in the district for almost 20 years. The last few years, the program has evolved to align with the Pennsylvania Career Standards. The intention of this graduation requirement is that students will graduate Wissahickon High School with career awareness and preparation, career retention and entrepreneurship exposure. This Career Pathways Portfolio provides students with the opportunity to explore their own strengths while discovering possible career fields. The more effort put forth by the student in this portfolio, the richer the results.

The Class of 2023 will complete assignments each marking period focusing on specific elements of the Career and Technical Education Standards. This manual will detail each assignment and the resources the students should use to aid them in these requirements. The students are assigned a Career Pathways Portfolio class and teacher on Schoology upon the start of their junior year. However, no official class will meet in their school day. This portfolio is an independent study with a grading system of Pass/Fail. Students will utilize a new software program, Career Ready, to upload all required submissions for this project. Students are encouraged to communicate with their Portfolio teacher and school counselor to aid them in their requirements.

Sincerely,

Wissahickon Faculty Graduation Project Coordinators

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PORTFOLIO EXPLANATION

Wissahickon’s Career Pathways Portfolio is an independent study that does not require attendance in a regularly scheduled class. Each student will have the Career Pathways Portfolio as a class on their Schoology and monitored through a pass/fail grade for each marking period. These grades will assess components completed based on their assigned due dates. In total, the Class of 2023 needs 8 career artifacts to officially earn credit for this course. The Career Pathways Portfolio needs to be completed in its entirety in order to earn a passing grade and be eligible to graduate.

Grading:

To assist in the comprehension of grades for the specific components, a Checklist is included below. This chart shows the project components, grades, and final project grade. Please note that even though project components add up to 100 points, every component must be completed.

Deadlines & Submissions:

The checklist below states the tentative Due Dates for each Career Pathways Portfolio component. The purpose of these specific due dates is to ensure that each student’s project progresses at an appropriate pace throughout their junior and senior. Up-to-date deadlines will be listed in the Career Pathways Portfolio Schoology page for the 2021-2022 school year. The Schoology page will also serve as a guide to access the Career Ready software where all students will submit their assignments.

Career Pathways Portfolio Assignments & Due Dates

PROJECT COMPONENTS	DUE DATE	GRADE
Career Experience/Research Assignment <ul style="list-style-type: none"> • Assignment is located on pg5 	Wednesday Nov 10th, 2021 (2 nd MP)	20pts
Entrepreneurial Prompt paper	Wednesday February 9, 2022 (3 rd MP)	20pts
Financial Literacy Assignment	Wednesday March 9, 2022 (3 rd MP)	20pts
Resume & Cover Letter Assignment	Wednesday April 20, 2022 (4 th MP)	20pts
End of Course Reflection	Wednesday May 25, 2022 (4 th MP)	20pts
FINAL GRADE:		Pass/Fail

Career Pathways Portfolio descriptions

Career Experience & Research assignment:

- Explore and Reflect on 3 careers through 3 different categories
 - Opportunity to select career experiences and/or career research.
 - Career Experience options: community service, internship, job shadowing, school-based enterprise, industry-based career program, part-time employment.

Experience Categories:	Description:
Community Service	Volunteering for the benefit of the community or its non-profit organizations
Internship	Work in an organization without pay in order to gain experience in a career field you are interested in for the future
Job Shadowing	Observing an employee with the goal of learning from them. Opportunity to see first-hand what a typical day or week can be like in a career field you are interested in for the future
School-based Enterprise	An entrepreneurial operation in a school setting that provides goods/services to meet the needs of Wissahickon (creating, advertising, and selling a product)
Industry-based career program	Participation in a structured program outside of school related to a career (ex: summer program, course through edX.org)
Part-time employment	Student holding a job over the summer and/or after school hours

- **You may do a combination of career exploration and career research.**
- ***You may not REPEAT any of the Experience Categories. Every career and experience must be unique***

Entrepreneurial Prompt Paper

- *Prompt: "I can give three examples of how entrepreneurial traits (i.e. adaptability, ethical behavior, leadership, positive attitude, and risk-taking) match or do not match my personality."*
- Minimum of 5 paragraph essay
 - Select 3 of the provided traits that you will use to prove whether you have an entrepreneurial personality
- Utilize the 3 careers you researched, experienced and analyzed for career awareness and preparation, to justify your statement of whether your personality matches the above entrepreneurial traits. Provide your career findings to support the traits.

Financial Literacy assignment

- Participate in the Financial Literacy Fair
- Complete the assignment aligned to this experience

Resume & Cover Letter assignment

- Utilizing a template from Word or Google docs create a resume for yourself
- Out of the 3 careers you explored in the 1st MP assignment, create a Cover letter to address how your personality and academic strengths make you a great candidate for this career

End of Course Reflection

- Write a reflection paragraph on an elective course you took this junior year. Use the prompts below to guide your writing.
 - Why did you select this elective?
 - Did this elective help you determine a future career?
 - Explain whether this course fits your career path.

