

CAREER PATHWAYS PORTFOLIO

Previously known as the Graduation Project

Class of 2024

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 2024 will complete assignments each marking period focusing on specific elements of the Career and Technical Education Standards. This manual will identify each assignment and the resources the students should use to aid them in these requirements. Starting next school year, 2021-2022, students will find a Career Pathways Portfolio class and teacher added to their schedule. However, no official class will meet in their school day. The Career Pathways 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 High School Career Pathways Portfolio teachers:

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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. The Class of 2024 needs 8 career artifacts across two years to officially earn credit for graduation. 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 for sophomore and junior year.

Deadlines & Submissions:

The Class of 2024 will find all tentative due dates in their Career Pathways Portfolio Schoology course at the start of school for the 2021-2022. The purpose of these specific due dates is to ensure that each student's project progresses at an appropriate pace throughout their sophomore and junior years. 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 outline

2021-2022
<ol style="list-style-type: none">1. Pre-ACT Assessment OR alternate assessment/Reflection2. 3 Career Experiences/Reflections OR 3 Career Research Projects/Reflections

(Students will get P/F grade and .4 credit at the end of the year)

2022-2023
<ol style="list-style-type: none">1. Entrepreneurship Reflection Paper2. Resume & Cover Letter3. Financial Literacy Fair

(Students will get P/F grade and .4 credit at the end of the year)

Career Pathways Portfolio descriptions

Pre-ACT Assessment

- Survey administered during the Pre-ACT
- If this survey is not completed, an alternate survey will be provided to the student

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