

Career Prep

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Goal: To earn the [Express Employment Professionals Career Preparedness Certificate](#)

Monday	1. To analyze the purpose and uses of a career portfolio.	Step 1: Bell Ringer: <ul style="list-style-type: none"> Write the word "portfolio" on the board and instruct students to write down their own definition of the word. Step 2: Distribute the Vocabulary Handout Step 3: Show the Contents video segment. Step 4: Administer the Contents Check for Understanding . Step 5: Students should complete the Creating Artifacts Activity . Step 6: Students should begin the Choosing Artifacts Activity .
Tues	2. To identify items commonly found in a career portfolio.	Step 1: Students should complete the Choosing Artifacts Activity . <ul style="list-style-type: none"> Students will gather artifacts to be included in their Portfolio Development Project. Step 2: Students should begin the Portfolio Development Project . <ul style="list-style-type: none"> Students will create a career portfolio using the artifacts they gathered in the Choosing Artifacts Activity. Step 3: Exit Ticket: <ul style="list-style-type: none"> Check students' progress of the Portfolio Development Project.
Wed	3. To discuss the design and organization of a career portfolio.	Step 1: Bell Ringer: <ul style="list-style-type: none"> Ask students to discuss with a partner the design elements which make a career portfolio appealing. Select a few students to share with the class. Step 2: Show the Design & Organization video segment. Step 3: Administer the Design & Organization Check for Understanding . Step 4: Students should continue the Portfolio Development Project . <ul style="list-style-type: none"> Students will create a career portfolio using the artifacts they gathered in the Choosing Artifacts Activity.
Thurs	4. To create a career portfolio..	Step 1: Students should complete the Portfolio Development Project . <ul style="list-style-type: none"> Students will create a career portfolio using the artifacts they gathered in the Choosing Artifacts Activity. Step 2: Students should complete the Digital Portfolio Project . <ul style="list-style-type: none"> Students will create a digital portfolio by scanning and uploading artifacts from their Portfolio Development Project in a computer program.
Fri	.	Guest Speaker

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