

DCTS Culminating Career Portfolio

(Grades 9-12)

Tracking Sheet (revs. 2015-16)

Dauphin County Technical School has many activities available within and outside the regular curriculum to help you understand your career options and develop an action plan for the future. Here is a list of items to help you prepare. Students will place documentation in their Culminating Career Portfolio found on Goolge docs. as a record of their progress made toward their career goals. **All items need to be completed and documented by the end of the third quarter of the senior year.**

FRESHMAN YEAR

- ___ I have completed an Interest Inventory Assessment and a Personality Inventory. (LR)
- ___ I have completed a Career Objectives worksheet with my counselor. (G)
- ___ I have completed at least five community service hours. (O)
- ___ I have added my best work from my freshman year to my Culminating Career Portfolio (includes photos w/ descriptive narrative). (CTE)
- ___ I have included a written reflection paper on the Program of Study competencies I have completed for my ninth grade year (attach/upload updated competency list). (CTE)

SOPHOMORE YEAR

- ___ I have completed an Interest Inventory Assessment and a Personality Inventory (if not completed previously). (G)
- ___ I have completed my Career Objectives worksheet with my counselor. (G)
- ___ I have completed at least five community service hours. (O)
- ___ I have begun my personal resume. (E)
- ___ I have started searching for College/Career Ready information. (LIB)
- ___ I have completed a mini-research paper using results from my College/Career Ready search. (LIB)
- ___ I have participated in a Job Shadow Experience (optional). (CO-OP)
- ___ I have added to my best work from my sophomore year to my Culminating Career Portfolio (includes photos w/ descriptive narrative). (CTE)
- ___ I have included a written reflection paper on the Program of Study competencies I have completed for my tenth grade year (attach/upload updated competency list). (CTE)

JUNIOR YEAR

- ___ I have completed an Interest Inventory Assessment and a Personality Inventory (if not completed previously). (G)
- ___ I have completed my Career Objectives worksheet with my counselor. (G)
- ___ I have completed the necessary assessment(s) applicable to my College/Career Ready goals (PSAT, SAT, ACT, NOCTI, ASVAB). (G)
- ___ I have participated in a Job Shadow Experience (optional). Co-Op
- ___ I have completed a visit or a virtual tour of one postsecondary program (examples: Military, Career and Technical Schools, Colleges etc). (G, VC, Co-Op)
- ___ I have updated my College/Career Ready search. (LIB, G)
- ___ I have updated and submitted copies of my career acquisition documents in English class. (E)
- ___ I have completed at least five community service hours. (O)
- ___ I have made plans for my senior year transition activities. (Co-op, internships, college courses, etc.) (CO-OP)
- ___ I have added my best work from my junior year to my Culminating Career Portfolio (includes photos w/ descriptive narrative). (CTE)
- ___ I have participated in a Business and Industry Interview. (COMM)
- ___ I have included a written reflection paper on the Program of Study competencies I have completed for my eleventh grade year (attach/upload updated competency list). (CTE)

SENIOR YEAR

- ___ I have completed an Interest Inventory Assessment and a Personality Inventory (if not completed previously). (G)
- ___ I have completed my Career Objectives worksheet with my counselor. (G)
- ___ I have met with my counselor individually and finalized College/Career Ready plans (Senior Survey). (G)
- ___ I have updated my College/Career Ready search. (LIB, G)
- ___ I have completed at least five community service hours. (O)
- ___ I have submitted final copies of my career acquisition documents in English class (Resume, cover letter, etc.).(E)
- ___ I have completed my College/Career Ready (Postsecondary) Action Plan and submitted a final copy through English class. (E)

- ___ I have completed my Culminating Career portfolio by adding my best work for my senior year (includes photos w/ descriptive narrative). (CTE)
- ___ I have completed my senior exit survey. (CTE)
- ___ I have included my Program of Study competencies list and a written reflection paper of my learning from ninth to twelfth grade. (CTE)