



DAUPHIN COUNTY TECHNICAL SCHOOL

Dear DCTS Students and Parents/Guardians:

As part of the DCTS curriculum, each student is expected to successfully complete a *Culminating Career Portfolio*. The purpose of the *Culminating Career Portfolio* is to ensure that all DCTS students will have an opportunity to: develop effective plans for a successful future, develop the skills necessary for post-secondary success, and develop a tool to be used during the job application and interview process.

Beginning in their ninth grade year, each student will be introduced to four major components of the portfolio and will be expected to successfully complete each component by their senior year. The four major components include:

- **Career Acquisition Documents**
- **Comprehensive Career and Technical Best Works**
- **Interview**
- **Community Service**

Career Acquisition Documents. This component requires students to research careers, plan courses, learn about their personalities, strengths and weaknesses related to careers, and document their progress each step of the way. Career Acquisition Documents and professional communication including resume, cover letter, letters of request, and many other documents are also created, integrating the critical academic skills of reading and writing with the career and technical skills.

Comprehensive Career and Technical Best Works. This component contains samples of each student's best work, commensurate with the highest level of competency attained in the student career and technical area each year. The best works documentation is accompanied by written explanations and reflections designed to prompt self-assessment and evaluation of critical academic, career and technical, and career education skills.

Interview. This component provides the student, during their junior year, an opportunity to participate in a mock interview that is conducted by business/industry leaders. The mock interview is geared to enhance job interview skills.

Community Service. This component allows all DCTS students to become well-rounded citizens by completing 20 hours of community service (five hours per year). The service aids our community, and can be included as valuable experience on a job resume.

The goal of the *Culminating Career Portfolio* is to produce well prepared DCTS students who will pursue postsecondary and/or employment opportunities after graduation.

Following the successful completion of the *Culminating Career Portfolio*, academic courses, and Career and Technical Program, your child will have met all DCTS graduation requirements.

If you have any questions or concerns, please feel free to contact me at 652.3170, Ext. 7458.

Yours in Education,

Gwen Mosteller, Assistant Principal