

School-To-Career Portfolio

Advisor/Counselor: _____ Career Cluster: _____ _____
School: _____ School Address: _____ _____

Student: _____ Address: _____ _____
Telephone: _____ E-Mail: _____ Social Security Number: _____
EMERGENCY CONTACT INFORMATION Name: _____ Telephone/E-mail: _____ Family Doctor: _____ Telephone: _____

Work-Based ♦ Extra-Curricular ♦ Entrepreneurial Experiences

Duration of Employment	Employer & Experiences (description of duties)	Number of Days Absent	Supervisor's Name/Address (Employer)	Telephone

Total Days Absent: _____

The following profile ratings represent the knowledge, skills, and attitudes this student has demonstrated at a given time under given conditions. It does not necessarily represent certification of future abilities. Supporting documentation should be placed inside this folder to support the comments written on behalf of this student.

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Record of SCANS Competencies Progress

Basic Skills

Basic Skills

- 1. Locate, understand, and interpret written information in prose and in documents (e.g., manuals, graphs, and schedules).
- 2. Communicate thoughts, ideas, information, and messages in writing; create documents (e.g., letters, directions, manuals, reports, graphs, and flow charts).
- 3. Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
- 4. Receive, attend to, interpret, and respond to verbal messages and other cues.
- 5. Organize ideas and communicate orally.

Thinking Skills

- 1. Generate new ideas.
- 2. Specify goals, identify constraints, generate alternatives, consider risks, and evaluate and choose best alternative.
- 3. Recognize problems and devise and implement plan of action.
- 4. Organize and process symbols, pictures, graphs, objects, and other information.
- 5. Use efficient learning techniques to acquire and apply new knowledge and skills.
- 6. Discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.

Personal Qualities

- 1. Exerts a high level of effort and perseveres toward goal attainment.
- 2. Believes in own self-worth and maintains a positive view of self.
- 3. Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- 4. Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
- 5. Chooses ethical courses of action.

Suggested Rating: **3 – Acquired / Observed at Least Once**
 2 – Making Progress / Attempts Made
 0 – Not Met / Attempts Made
 N/A – Not Addressed / Not Attempted

Basic Competencies

Resources

- 1. Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.
- 2. Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.
- 3. Acquires, stores, allocates, and uses materials or space efficiently.
- 4. Assesses skills and distributes work accordingly; evaluates performance and provides feedback.

Interpersonal

- 1. Contributes to group effort.
- 2. Teaches others new skills.
- 3. Works to satisfy customers' expectations.
- 4. Communicates ideas to justify position, persuades, and convinces.
- 5. Works toward agreement involving exchange of resources, resolves divergent interests.
- 6. Works well with men and women of diverse backgrounds.

Information

- 1. Acquires and evaluates information.
- 2. Organizes and maintains information.
- 3. Interprets and communicates information.
- 4. Uses computers to process information.

Systems

- 1. Knows how social, organizational, and technological systems work and operates effectively with them.
- 2. Distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance, and corrects malfunctions.
- 3. Suggests modifications to existing systems and develop new or alternative systems to improve performance.

Technology

- 1. Chooses procedures, tools, or equipment, including computers and related technologies.
- 2. Understands overall intent and proper procedures for setup and operation of equipment.
- 3. Prevents, identifies, or solves problems with equipment, including computers and other technologies.

Record of All Aspects of Industry (AAOI) Progress

STUDENT NAME: _____

All Aspects of Industry (AAOI) identifies nine aspects that are common to any enterprise. Students can document their experience with AAI below. “C” indicates learning occurring in the classroom. “W” indicates learning occurring in the workplace. A rating of 3-0 can be earned and documented in the box provided.

- C** **W** 1. **Planning** – How an organization plans (include goals and objectives), type of ownership (public, private), relationship of the organization to economic, political, and social contexts, assessment of needs
- Strategic planning
 - Goals/objectives
 - Assessment
- C** **W** 2. **Management** – Structure and process for effectively accomplishing the goals and operations of the organization using facilities, staff, resources, equipment, and materials
- Organizational structure
 - Corporate culture
 - Mission statement
- C** **W** 3. **Finance** – Accounting and financial decision-making process, method of acquiring capital to operate, management of financial operations including payroll
- Capital acquisitions
 - Financial operations
- C** **W** 4. **Technical and Production Skills** – Basic skills in math, communications, computer, time management, and thinking; specific skills for production; interpersonal skills within the organization
- Basic academic skills
 - Team player skills
 - Specific production skills

- C** **W** 5. **Principles of Technology** – Technological systems being used in the workplace and their contributions to the product or service of the organization
- Technology in the workplace
 - Continued professional training
- C** **W** 6. **Labor Related** – Rights of employees and related topics; wage, benefits, and working conditions
- Job descriptions
 - Employee’s rights and responsibilities
 - Role of labor organizations
- C** **W** 7. **Community Related** – Impact of the company on the community, impact of the community on the organization
- Community activities and participation
 - Organization’s involvement in the community
- C** **W** 8. **Health, Safety, and Environment** – Non-technical skills and characteristics expected in the workplace
- Regulatory issues
 - Workplace safety
- C** **W** 9. **Personal Work Habits** – Non-technical skills and characteristics expected in the workplace
- Positive attitude
 - Personal fitness and appearance
 - Readiness to work

Suggested Rating: **3 – Acquired / Observed at Least Once**
C – Classroom **2 – Making Progress / Attempts Made**
W - Workplace **0 – Not Met / Attempts Made**
 NA – Not Addressed / Not Attempted

Individual Career Plan (PHOTOCOPY AS NEEDED)

Student Name: _____

Grade Level: _____	Date of Plan: _____
1. List career assessments taken/summary of results: PSAT/ACT: _____ ASVAB: _____ Other: _____ _____	
2. Latest date of Career Clusters Survey: _____	
3. Current Career Cluster Interest: _____ Occupational field being considering (optional): _____	
4. Selected related courses: _____ _____	
5. Related activities/experiences: _____ _____	
6. Post secondary considerations: _____ _____	
7. Comments: _____ _____ _____ _____	

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7. Comments: _____ _____ _____ _____	

Post secondary career preparation choices: ♦Go directly to work ♦ Apprenticeship ♦ Military ♦ Vocational/Technical School ♦ Community College ♦ College/University