



Evaluate Yourself

In this project, you will reflect on who you are, what interests you, and what skills you have gained up to this point in your life. You will use your evaluation to begin building a college and career portfolio that will help you set and reach the goals for your life.



My Journal

If you completed the journal entry from page 2, refer to it to see if your thoughts have changed after reading the unit.

Project Assignment

In this project you will:

- Conduct a self-assessment by reflecting on activities and organizations in which you have participated.
- Evaluate the skills learned from previous classes and experiences.
- Interview at least two people about your skills.
- Use the information from your self-evaluation and your interviews to build an accurate and complete self-profile.
- Use your fact sheet and self-profile to begin building your college and career portfolio.

STEP 1 Conduct a Self-Assessment

Make a list of all the activities, clubs, or organizations that you belong to or used to belong to. You can also use the *Career Plan Project Workbook*, available at this book's Online Learning Center at glencoe.com if you need help with your self-assessment. Some activities to consider might include:

- Classes at school
- School clubs or organizations
- Community organizations
- Sports teams

STEP 2 Evaluate Your Skills

Using your list of activities, create a list of the skills you possess. Think about what you have learned from each activity listed. For example, were you a club treasurer? This shows you have financial literacy skills. Were you a team captain or club officer? If so, you have leadership experience. Think about other 21st century skills, such as teamwork, research, problem-solving, and technology skills. Include an example of when you demonstrated each skill.

Critical Thinking Skills

- Analyze each activity.
- Determine which skills you possess.
- Illustrate your skills with examples.

THE SKILLS BEHIND THE PROJECT

Key personal and relationship skills you will use in this project include:

- Analyzing yourself honestly
- Listening attentively
- Organizing information

Academic Skills



English Language Arts

NCTE 7 Conduct research and gather, evaluate, and synthesize data to communicate discoveries.

NCTE 12 Use language to accomplish individual purposes.

STEP 3 Connect with Your Community

Select at least two people who know you well to interview about your personal skills. One person should be someone in your age group, and the other person should be a trusted adult, such as a parent, teacher, or work manager. Ask these people what they believe your strengths and skills are and why they believe you have those skills. Also ask them what skills you could work on to make yourself more well-rounded and valuable to a prospective college or employer.

Interview Skills

- Prepare your questions beforehand.
- Listen attentively to the other person.
- Take clear and accurate notes.
- Ask for clarification if you do not understand something.
- Thank the person for his or her time.

STEP 4 Compile What You Have Learned

Use the Portfolio Project Checklist to plan and give an oral report to share what you have learned with your classmates.

Speaking Skills


- Rehearse what you are going to say before your presentation.
- Speak clearly and concisely.
- Use visual aids to reinforce your speaking points.

STEP 5 Evaluate Your Project

Your portfolio project will be evaluated based on:

Academic Skills

- Accuracy and completeness of the information you compiled
- Organization and neatness of your information
- Speaking and listening skills

 **Evaluation Rubric** Go to this book's Online Learning Center at glencoe.com for a rubric you can use to evaluate your final project.

PORTFOLIO PROJECT CHECKLIST

Plan

- ✓ Compare the list of skills from your self-evaluation to the list of skills from your interviews.
- ✓ If any of the skills differ, analyze why you think they do. Were you unrealistic in the skills you felt you possess? Did others recognize skills you missed?
- ✓ Create a document that lists all of the skills and strengths you possess, along with an example of a time when you demonstrated each one.

Present

- ✓ Make a presentation to your class to share your evaluation and discuss what you learned. Explain how you learned or demonstrated skills and strengths.
- ✓ Invite the students to ask questions. Answer any questions. Demonstrate in your answers that you respect their perspectives.
- ✓ Place your self-evaluation in your portfolio. Share your portfolio with your teacher.

Portfolio Highlights

College and Career Portfolio

A college and career portfolio is a collection of information about a person, including documents, projects, and work samples that showcase a person's academic and professional skills, talents, accomplishments, and qualifications.

Personal Information

Your portfolio will include the information needed for a job search or for applying for college. Many college or employment applications will ask for information such as interests, current and previous addresses, employers, and schools. It is important to have all of this information in one place.

Portfolio Format

Your portfolio can be a paper portfolio gathered in a folder or binder, a digital portfolio with electronic files, or a combination. Work with your teacher to determine which format will work best for you and your skills and experiences.

Save Your Work

Your portfolio can be used throughout your life to keep track of your academic and career goals and accomplishments. Keep it updated with new information, activities, and skills.