

STC Portfolio Guidelines 2021/2022

Welcome to the Schuylkill Technology Center Portfolio Process. You will be asked to develop pieces of the portfolio each year you are at STC so that by the completion of your time at STC, you have a product that will help you enter the workforce, college, or military. The information you include will reflect your skills and accomplishments for your future in compliance with the Pennsylvania Career Education and Work Academic Standards and PA Career Readiness Index.

Upon Graduation from STC, you will receive an unofficial copy of your Transcript, your STC Certificate of Completion, your Program of Study Completed Task List and NOCTI/NIMS Results. A portfolio template will be provided by your instructor in Google Classroom. You should also save your portfolio to a personal digital space (flash drive, google drive, iCloud, etc.) so you have the documents available to you after graduation.

Each of the following assignments will be graded and an overall cumulative grade will be calculated for a final portfolio grade.

9th Grade or Level I Career Portfolio Tasks	Points Available	Advanced	Proficient	Basic	Unsatisfactory	Total Points Earned
O'Net Interest Profiler (13.3.11A.) www.mynextmove.org – Tell us What you Like to Do- Start- Student should print final report for inclusion in the portfolio.	10	10 Points Completed; professionally presented; No errors	7 Points Completed; adequately presented; some errors	4 Points Mostly completed; disorganized; many errors	0 Points Not Completed	
Work Samples (Three) (13.1.11 A, B, C, D, E, F, G, H)	30	30 Point All 3 Completed; professionally presented; No errors	20 Points 2 Completed; or multiple adequately presented ; some errors	10 Points 1 Computed OR multiple Mostly Completed; disorganized; many errors	0 Points None Completed	
Industry Recognized Certification(s) (13.3.11 F, G)	NP	Completed and Passed			Completed but Not Passed OR Not Completed	
Awards/Achievements/Extra Curricular Activities/Community Service (13.4.11 C)	NP	Completed			Not Completed	
TOTAL POINTS FOR PERFORMANCE GRADE	40					

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10th Grade or Level II Career Portfolio Tasks	Points Available	Advanced	Proficient	Basic	Unsatisfactory	Total Points Earned
EVERFI Financial Literacy (13.3.11.D) Must Complete the following Sections: Savings, Banking, Payment Types, Credit Scores, Higher Education, Renting vs. Owning, Insurance & Taxes, Consumer Protection, & Investing Access through www.everfi.com – Students must print out/ save certificate and upload to google folder	90 (10 Points Per Section)	90 Points All sections completed and passed	70-80 Points 7 or 8 sections completed and passed	60-10 Points 1-6 sections completed and passed	0 Points No sections completed OR sections completed but not passed.	
Career Objective (13.3.11 A.) Student and parent completes document supplied by Guidance Department.	10	10 Points Completed with Both Signatures			0 Points Not Completed and/or no signatures	
Work Samples (Three) (13.1.11 A, B, C, D E, F,G,H)	30	30 Point All 3 Completed; professionally presented; No errors	20 Points 2 Completed; or multiple adequately presented ; some errors	10 Points 1 Computed OR multiple Mostly Completed; disorganized; many errors	0 Points None Completed	
Industry Recognized Certification(s) (13.3.11 F, G)	NP	Completed and Passed			Completed but Not Passed OR Not Completed	
Awards/Achievements/Extra Curricular Activities/Community Service(13.4.11 C)	NP	Completed			Not Completed	
TOTAL POINTS FOR PERFORMANCE GRADE	130					

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11th Grade or Level III Career Portfolio Tasks	Points Available	Advanced	Proficient	Basic	Unsatisfactory	Total Earned Points
Resume (13.2.11C) Use SkillsUSA Resume Template (attached)	10	10 Points Professional appearance Accurate and very detailed No spelling/grammar errors	7 Points Professional appearance Accurate and adequately detailed No more than 2 spelling/grammar errors	4 Points Unprofessional appearance Disorganized with inaccuracies No more than 3 spelling/ grammar errors	0 Points Not Completed OR Unprofessional appearance Inadequate/ Inaccurate More than 3 spelling / grammar errors	
Soft Skills for Career Success (13.3.11 A, C, E, F 13.2.11) Website: https://www.youtube.com/watch?v=dEJQImzyOZ4	10	Completed			Not Completed	
Work Samples (Three) (13.1.11 A, B, C, D, E, F, G, H)	30	30 Point All 3 Completed; professionally presented; No errors	20 Points 2 Completed; or multiple adequately presented ; some errors	10 Points 1 Computed OR multiple Mostly Completed; disorganized; many errors	0 Points None Completed	
Industry Recognized Certification(s) (13.3.11 F, G)	NP	Completed and Passed			Completed but Not Passed OR Not Completed	
Awards/Achievements/Extra Curricular Activities/Community Service (13.4.11 C)	NP	Completed			Not Completed	
TOTAL POINTS FOR PERFORMANCE GRADE	50					

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12th Grade or Level IV Career Portfolio Tasks	Points Available	Advanced	Proficient	Basic	Unsatisfactory	Total Earned Points
Resume (13.2.11C)	10	10 Points Professional appearance Accurate and very detailed No spelling/grammar errors	7 Points Professional appearance Accurate and adequately detailed No more than 2 spelling/grammar errors	4 Points Unprofessional appearance Disorganized with inaccuracies No more than 3 spelling/grammar errors	0 Points Not Completed OR Unprofessional appearance Inadequate/Inaccurate More than 3 spelling / grammar errors	
Cover Letter (13.2.11C)	10	10 Points Professional appearance Accurate and very detailed No spelling/grammar errors	7 Points Professional appearance Accurate and adequately detailed No more than 2 spelling/grammar errors	4 Points Unprofessional appearance Disorganized with inaccuracies No more than 3 spelling/grammar errors	0 Points Not Completed OR Unprofessional appearance Inadequate/Inaccurate More than 3 spelling / grammar errors	
Cooperative Education Evaluation (13.2.11.E) If applicable	NP	Completed			Not Completed	
Letter(s) of Recommendation (13.2.11 C)	NP	Completed			Not Completed	
Work Sample(s) (13.1.11 A, B, C, D, E, F, G, H)	30	30 Point All 3 Completed; professionally presented; No errors	20 Points 2 Completed; or multiple adequately presented ; some errors	10 Points 1 Computed OR multiple Mostly Completed; disorganized; many errors	0 Points None Completed	
Industry Recognized Certification(s) (13.3.11 F, G)	10	10 Points Completed and Passed			0 Points Completed but Not Passed OR Not Completed	
Awards/Achievements/Extra Curricular Activities/Community Service (13.4.11 C)	NP	Completed			Not Completed	
Graduate Exit Interview and Head Shot Photo (13.3.11 A, F, G)	10	Completed			Not Completed	
TOTAL POINTS FOR PERFORMANCE GRADE	70					

