

STC Portfolio Guidelines 2023/2024

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 will be uploaded to the SmartFutures Software. You may also want to save your portfolio documents 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.

Included Pennsylvania Standards: The Pennsylvania Career Ready Skills Continuum and Academic Standards for Career Education and Work

9th Grade Career Portfolio Tasks	Points Available	Advanced	Proficient	Basic	Unsatisfactory	Total Points Earned
SmartFutures Activity: New Thinking About Career Success Module Standard(s): 13.1.11 (F, H); 13.4.11 (A)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: Abilities and Aptitudes Module Standard(s): 13.1.11 (A)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: Personal Interests Module Standard(s): 13.1.11 (B)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: Career Clusters and Pathways Standard(s): 13.1.11 (E, G)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

<p>Suite360: Thoughts, Emotions, and Behaviors</p> <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section <p>Standard(s): Self-Awareness and Self-Management</p>	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
<p>Suite360: Peer Pressure Pop</p> <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section <p>Standard(s): Establishing and Maintaining Relationships</p>	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
<p>Suite360: Motivating Myself</p> <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section <p>Standard(s): Self-Awareness and Self-Management</p>	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
<p>Suite360: Bullying and Safety</p> <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section <p>Standard(s): Establishing and Maintaining Relationships</p>	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
<p>Suite360: Taking a Stand Against Sexual Harassment</p> <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section <p>Standard(s): Social Problem-Solving</p>	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

SmartFutures My Portfolio: Work Sample (One) <ul style="list-style-type: none"> • Add Work Sample to the “Add School Work” Section Standard(s): (13.1.11 A, B, C. D E, F,G,H)	10	10 Point Completed; professionally presented; No errors	7 Points Completed; adequately presented; some errors	4 Points Inadequately Completed; disorganized; many errors	0 Points None Completed	
SmartFutures My Portfolio: Industry Recognized Certifications <ul style="list-style-type: none"> • Add Certificates to the “Industry Credentials” Section Standard(s): (13.3.11 F, G)	NP	Completed			Not Completed or Failed	
SmartFutures My Portfolio: Honors and Awards Extracurricular Community Service Work Experience <ul style="list-style-type: none"> • Add Information to the Corresponding Title Section Standard(s): (13.4.11 C)	NP	Completed			Not Completed	
TOTAL POINTS FOR PERFORMANCE GRADE	100					

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10th Grade Career Portfolio Tasks	Points Available	Advanced	Proficient	Basic	Unsatisfactory	Total Points Earned
EVERFI Financial Literacy: Savings Banking Payment Types Credit Scores Higher Education Renting vs. Owning Insurance & Taxes Consumer Protection, & Investing <ul style="list-style-type: none"> ● Access through www.everfi.com ● SmartFutures My Portfolio: Add Certificate to “Industry Credentials” section Standard(s): (13.3.11.D)	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.	
SmartFutures Activity: Preparation for Career Standard(s): 13.1.11 (F)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: Selecting Your Career Goal Module Standard(s): 13.1.11 (E); 13.2.11 (B)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: My Programs or Majors Module Standard(s): 13.1.11 (F)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

SmartFutures Activity: Active Listening Module Standard(s): 13.2.11 (A, B); 13.3.11 (B)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Suite360: Conflict and Anger <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Self-Awareness and Self- Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Suite360: Sexting Standard(s): <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Establishing and Maintaining Relationships	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Suite360: Dealing With Injustice <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Social Problem-Solving Skills	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Suite360: Hack Your Stress <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Self-Awareness and Self- Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

Suite360: Substance Misuse and Your Health <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Establishing and Maintaining Relationships	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Career Objective Form: Student and parent complete document supplied by Guidance Department. <ul style="list-style-type: none"> • SmartFutures My Portfolio: Add to “Upload Artifacts: Career Awareness and Preparation; Career Plan Components” Section Standard(s): (13.3.11.D)	10	10 Points Completed with Both Signatures			0 Points Not Completed and/or no signatures	
SmartFutures My Portfolio: Work Sample (One) <ul style="list-style-type: none"> • Add Work Sample to the “Add School Work” Section Standard(s): (13.1.11 A, B, C. D E, F,G,H)	10	10 Point Completed; professionally presented; No errors	7 Points Completed; adequately presented; some errors	4 Points Inadequately Completed; disorganized; many errors	0 Points None Completed	
SmartFutures My Portfolio: Industry Recognized Certifications <ul style="list-style-type: none"> • Add Certificates to the “Industry Credentials” Section Standard(s): (13.3.11 F, G)	NP	Completed			Not Completed or Failed	
SmartFutures My Portfolio: Honors and Awards Extracurricular Community Service Work Experience <ul style="list-style-type: none"> • Add Information to the Corresponding Title Section Standard(s): (13.4.11 C)	NP	Completed			Not Completed	
TOTAL POINTS FOR PERFORMANCE GRADE	200					

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11th Grade Career Portfolio Tasks	Points Available	Advanced	Proficient	Basic	Unsatisfactory	Total Earned Points
SmartFutures Activity: My Resume Standard(s): (13.2.11C)	20	20 Points Professional Appearance; Accurate and very detailed No spelling/ grammar errors	15 Points Professional appearance; Accurate and adequately detailed No more than 2 spelling/ grammar errors	10 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	
SmartFutures Activity: Job Application Module Standard(s): 13.2.11 (A)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: Experiencing Careers While Still in School Module Standard(s): 13.1.11 (D); 13.2.11 (B)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: My School and College Survey Module Standard(s): 13.1.11 (F)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

SmartFutures Activity: Job Interview Module Standard(s): 13.2.11 (A, B)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Suite360: Mental Health and You <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Self-Awareness and Self-Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Suite360: C&C: Choices and Consequences <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Social Problem-Solving Skills	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Suite360: Being Sensitive To Others <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Establishing and Maintaining Relationships	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Suite360: Teamwork and Collaboration <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Establishing and Maintaining Relationships	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

Suite360: Dealing With Disappointment and Setbacks <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Self-Awareness and Self-Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures My Portfolio: Work Sample (One) <ul style="list-style-type: none"> • Add Work Sample to the “Add School Work” Section Standard(s): (13.1.11 A, B, C. D E, F,G,H)	10	10 Point Completed; professionally presented; No errors	7 Points Completed; adequately presented; some errors	4 Points Inadequately Completed; disorganized; many errors	0 Points None Completed	
SmartFutures My Portfolio: Industry Recognized Certifications <ul style="list-style-type: none"> • Add Certificates to the “Industry Credentials” Section Standard(s): (13.3.11 F, G)	NP	Completed			Not Completed or Failed	
SmartFutures My Portfolio: Honors and Awards Extracurricular Community Service Work Experience <ul style="list-style-type: none"> • Add Information to the Corresponding Title Section Standard(s): (13.4.11 C)	NP	Completed			Not Completed	
TOTAL POINTS FOR PERFORMANCE GRADE	120					

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12th Grade Career Portfolio Tasks	Points Available	Advanced	Proficient	Basic	Unsatisfactory	Total Earned Points
SmartFutures Activity: My Resume Standard(s): (13.2.11C)	20	20 Points Professional Appearance; Accurate and very detailed No spelling/ grammar errors	15 Points Professional appearance; Accurate and adequately detailed No more than 2 spelling/ grammar errors	10 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: Use Attached Cover Letter Template <ul style="list-style-type: none"> ● SmartFutures My Portfolio: Add to “Career Acquisition Documents: Cover Letter-Resume” Section Standard(s): (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	
SmartFutures Activity: My Personality Type Module Standard(s): 13.1.11 (A, B); 13.3.11 (A)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

SmartFutures Activity: The Entrepreneur Within Module Standard(s): 13.4.11 (A, B)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: Personal Budget Module Standard(s): 13.3.11 (D)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
SmartFutures Activity: Multiple Intelligences Module Standard(s): 13.1.11 (A, B)	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Suite360: Healthy vs. Unhealthy Dating Boundaries <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Establishing and Maintaining Relationships	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Suite360: Advanced Self-Regulation Techniques <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Self-Awareness and Self-Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Suite360: Workplace Bullying <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Social Problem-Solving Skills	10	10 Points Completed and Passed			0 Points Not Completed or Failed	

Suite360: Developing Integrity <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Self-Awareness and Self-Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Suite360: Leadership Skills <ul style="list-style-type: none"> • Add Certificates to the Smart Futures: My Portfolio “School Work” Section Standard(s): Self-Awareness and Self-Management	10	10 Points Completed and Passed			0 Points Not Completed or Failed	
Cooperative Education Evaluation (If Applicable): <ul style="list-style-type: none"> • SmartFutures My Portfolio: Add to “Career Pathways Experiences: Job Shadow” Section Standard(s) (13.2.11.E)	NP	Completed			Not Completed	
Letter(s) of Recommendation: <ul style="list-style-type: none"> • SmartFutures My Portfolio: Add to “Career Acquisition Documents: Letters of Recommendation” Section Standard(s): (13.2.11 C)	NP	Completed			Not Completed	
SmartFutures: My Portfolio: Work Sample (One) <ul style="list-style-type: none"> • Add Work Sample to the “Add School Work” Section Standard(s): (13.1.11 A, B, C, D E, F,G,H)	10	10 Point Completed; professionally presented; No errors	7 Points Completed; adequately presented; some errors	4 Points Inadequately Completed; disorganized; many errors	0 Points None Completed	
SmartFutures My Portfolio: Industry Recognized Certifications <ul style="list-style-type: none"> • Add Certificate to the “Industry Credentials” Section Standard(s): (13.3.11 F, G)	NP	Completed			Not Completed or Failed	

<p>SmartFutures My Portfolio: Honors and Awards Extracurricular Community Service Work Experience</p> <ul style="list-style-type: none"> • Add Information to the Corresponding Title Section <p>Standard(s): (13.4.11 C)</p>	<p>NP</p>	<p>Completed</p>			<p>Not Completed</p>	
<p>Graduate Exit Interview:</p> <ul style="list-style-type: none"> • SmartFutures My Portfolio: Add to “Upload Artifacts: Career Acquisition; Resources” Section <p>Standard(s): (13.3.11 A, F, G)</p>	<p>5</p>	<p>Completed</p>			<p>Not Completed</p>	
<p>Head Shot Photo:</p> <ul style="list-style-type: none"> • SmartFutures My Portfolio: Add to “Upload Artifacts: Career Acquisition; Resources” Section <p>Standard(s): (13.3.11 A, F, G)</p>	<p>5</p>	<p>Completed</p>			<p>Not Completed</p>	
<p>TOTAL POINTS FOR PERFORMANCE GRADE</p>	<p>140</p>					

