The STC Portfolio will focus on career readiness and be task driven. The STC Portfolio will address the Pennsylvania Career Education and Work Academic Standards.

- Students will be responsible for maintaining the required materials in a 3 ring binder, which the student must provide or may compile electronically. A "hard copy" must be printed out and given to the instructor for grading.

- All materials will be submitted to instructors 30 days prior to the end of the semester for grading. Cycle A/ Semester 1 students must hand in their portfolios by the 60th day of school. Cycle B/ Semester 2 students must hand in their portfolios by the 150th day of school.

- Sections will be graded using the following scale:

Points	Required items	Concepts	Reflection/Critique	Overall Presentation
90-100	All required items are included, with a significant number of additions.	Items clearly demonstrate that the desired learning outcomes for the term have been achieved. The student has gained a significant understanding of the concepts and applications.	Reflections illustrate the ability to effectively critique work, and to suggest constructive practical alternatives.	Items are clearly introduced, well organized, and creatively displayed, showing connection between items.
75-89	All required items are included, with a few additions.	Items clearly demonstrate most of the desired learning outcomes for the term. The student has gained a general understanding of the concepts and applications.	Reflections illustrate the ability to critique work, and to suggest constructive practical alternatives.	Items are introduced and well organized, showing connection between items.
60-75	All required items are included.	Items demonstrate some of the desired learning outcomes for the term. The student has gained some understanding of the concepts and attempts to apply them.	Reflections illustrate an attempt to critique work, and to suggest alternatives.	Items are introduced and somewhat organized, showing some connection between items.

40-59	A significant number of required items are missing.	Items do not demonstrate basic learning outcomes for the term. The student has limited understanding of the concepts.	Reflections illustrate a minimal ability to critique work.	Items are not introduced and lack organization.
0	No work submitted			

The following sections must be graded and an overall cumulative grade will be calculated. Copies of the instructor's rubrics with students' grades will be submitted to the Guidance office. (information will be filed in case a district needs the student's grade)

Level I: Sections 1-5

Level II: Sections 1-5

Level III: Sections 1-5

Level I

1. Career Research: ONET Project (13.1.11-A)
2. Career Objective (13.3.11)
3. Expectations/ Goals (13.1.11-G)
   - Short-term
   - Long-term
4. Resume` (13.2.11-C)
5. Work Sample/Reflection paper ~ at least 3 work samples (pictures/ drawings)- create a paragraph describing the project and work sample. one page summary: discussion of a work sample (13.3.11-B)
6. Competencies ~ copies of task completed during Level I (13.2.11-E)
7. Achievements/ Awards
8. Extra Curricular Activities/ Community Services (example: Learn & Serve reflection paper)

Level II

All required materials from Level I STC Portfolio
1. Career Objective (13.3.11)
2. Expectations/ Goals (13.1.11-G)
   - Short-term
   - Long-term
3. Resume` (13.2.11-C)
4. Work Sample/Reflection paper ~ at least 3 work samples (pictures/ drawings) - create a paragraph describing the project and work sample. one page summary: discussion of a work sample (13.3.11-B)
5. Post-secondary action plan ~as related to Program of Study- research (3) job opportunities and/ or post-secondary institutions to meet your post-secondary plans. Summary the cost of post-secondary education comparing community college, trade schools, universities and POS/ SOARS. (13.1.11-F)
6. Competencies ~ copies of task completed during Level II (13.2.11-E)
7. Achievements/ Awards
8. Extra Curricular Activities/ Community Services (example: Learn & Serve reflection paper)

Level III

All required materials from Level I and Level II STC Portfolio

1. Career Objective (13.3.11)
2. Expectations/ Goals (13.1.11-G)
   - Short-term
   - Long-term
3. Cover Letter and Resume` (13.2.11-C)
4. Job Application
5. Work Sample/Reflection paper ~ at least 3 work samples (pictures/ drawings)- create a paragraph describing the project and work sample. one page summary: discussion of a work sample (13.3.11-B)
6. Letters of Recommendations ~ 3 letters- 1 each: Academic, Vocational, Community (13.1.11-C)
7. Transcripts
8. Cooperative Education (13.1.11- D)
9. Register on *Careerlink* and a job bank related to program of study (13.2.11-B)
10. Competencies ~ copies of task completed during Level III (13.2.11-E)
11. Achievements/ Awards
12. Extra-Curricular Activities/ Community Services