

**Welcome to Choices360 for Schuylkill Technology Center!** This is your online career portfolio. You will be asked to update your portfolio each year you are at STC. 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.

You are asked to complete the portfolio one month prior to the end of your STC Semester. Your Instructor will remind you of the exact due date.

Specific instructions for your current academic year can be found by clicking the link for Instructional Documents below. Please be sure your Pop-Up Blocker is disabled!

**ELECTRONIC STORAGE SYSTEM FOR PORTFOLIO- Choices360**

Students will log into [www.choices360.com](http://www.choices360.com)

Student will create an account & a password (Please write down your login information so that you can access the system annually.)

**Activation Code to set up account- PA01505**

The following sections must be graded and an overall cumulative grade will be calculated.

<b>9<sup>th</sup> &amp; 10<sup>th</sup> Grade Career Portfolio Tasks</b>	<b>Points Available</b>	<b>Advanced</b>	<b>Proficient</b>	<b>Basic</b>	<b>Unsatisfactory</b>	<b>Total Points Earned</b>
<b>Career Cluster Survey</b> (13.1.11-A)	<b>5</b>	5 Points	3 Points	1 Point	0 Points	
<b>Saved Career Clusters and Career Pathways</b> (13.1.11-A) <b>Must Save a Minimum of 3 Careers</b>	<b>5</b>	5 Points	3 Points	1 Point	0 Points	
<b>Your Profile- Looking Ahead My Goals and Action Plans Career Objective</b> (13.3.11)	<b>10</b>	10 Points	7 Points	4 Points	0 Points	
<b>Your Profile- Looking Ahead Picture of Me in the Future</b> (13.1.11-G)	<b>10</b>	10 Points	7 Points	4 Points	0 Points	
<b>Career Planning Getting Ready for Work Resume</b> (13.1.11G)	<b>10</b>	10 Points <ul style="list-style-type: none"> <li>• Professional Appearance</li> <li>• Accurate and very detailed</li> <li>• No spelling/ grammar errors</li> </ul>	7 Points <ul style="list-style-type: none"> <li>• Professional Appearance</li> <li>• Accurate and adequately detailed</li> <li>• No more than 2 spelling/ grammar errors</li> </ul>	4 Points <ul style="list-style-type: none"> <li>• Unprofessional Appearance</li> <li>• Disorganized with inaccuracies</li> <li>• No more than 3 spelling/ grammar errors</li> </ul>	0 Points <ul style="list-style-type: none"> <li>• Unprofessional Appearance/ missing</li> <li>• Inadequate/ Inaccurate</li> <li>• More than 3 spelling/ grammar errors</li> </ul>	
<b>Work Sample #1</b>	<b>10</b>	10 Points	7 Points	4 Points	0 Points	
<b>Work Sample #2</b>	<b>10</b>	10 Points	7 Points	4 Points	0 Points	

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<b>Work Sample #3</b>	<b>10</b>	10 Points	7 Points	4 Points	0 Points	
<b>Awards/Achievements/Extra Curricular Activities/Community Service</b>	<b>NP</b>	Completed			Not Completed	
<b>TOTAL POINTS FOR PERFORMANCE GRADE</b>	<b>70</b>					

<b>11th Grade Career Portfolio Tasks</b>	<b>Points Available</b>	<b>Advanced</b>	<b>Proficient</b>	<b>Basic</b>	<b>Unsatisfactory</b>	<b>Total Points Earned</b>
<b>Career Cluster Survey (13.1.11-A)</b>	<b>5</b>	5 Points	3 Points	1 Point	0 Points	
<b>Saved Career Clusters and Career Pathways (13.1.11-A) Must Save a Minimum of 3 Careers</b>	<b>5</b>	5 Points	3 Points	1 Point	0 Points	
<b>Your Profile- Looking Ahead My Goals and Action Plans Career Objective (13.3.11)</b>	<b>10</b>	10 Points	7 Points	4 Points	0 Points	
<b>Your Profile- Looking Ahead Picture of Me in the Future (13.1.11-G)</b>	<b>10</b>	10 Points	7 Points	4 Points	0 Points	
<b>Career Planning Getting Ready for Work Resume (13.1.11C)</b>	<b>10</b>	10 Points <ul style="list-style-type: none"> <li>• Professional Appearance</li> <li>• Accurate and very detailed</li> <li>• No spelling/ grammar errors</li> </ul>	7 Points <ul style="list-style-type: none"> <li>• Professional Appearance</li> <li>• Accurate and adequately detailed</li> <li>• No more than 2 spelling/ grammar errors</li> </ul>	4 Points <ul style="list-style-type: none"> <li>• Unprofessional Appearance</li> <li>• Disorganized with inaccuracies</li> <li>• No more than 3 spelling/ grammar errors</li> </ul>	0 Points <ul style="list-style-type: none"> <li>• Unprofessional Appearance/ missing</li> <li>• Inadequate/ Inaccurate</li> <li>• More than 3 spelling/ grammar errors</li> </ul>	
<b>College Planning Post-Secondary Plans After High School Transition (13.1.11F)</b>	<b>NP</b>	Completed			Not Completed	
<b>EVERFI Financial Literacy (13.4.11.D,G) Must Complete the following Sections: Savings, Banking, Payment Types, Credit Scores, Higher Education, Renting vs. Owning, Insurance &amp; Taxes, Consumer Protection, &amp; Investing: <a href="http://www.everfi.com">www.everfi.com</a></b>	<b>90</b>					
<b>Work Sample #1</b>	<b>10</b>	10 Points	7 Points	4 Points	0 Points	
<b>Work Sample #2</b>	<b>10</b>	10 Points	7 Points	4 Points	0 Points	
<b>Work Sample #3</b>	<b>10</b>	10 Points	7 Points	4 Points	0 Points	

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Awards/Achievements/Extra Curricular Activities/Community Service	NP	Completed			Not Completed	
<b>TOTAL POINTS FOR PERFORMANCE GRADE</b>	<b>160</b>					

12th Grade Career Portfolio Tasks	Points Available	Advanced	Proficient	Basic	Unsatisfactory	Total Points Earned
Career Cluster Survey (13.1.11-A)	5	5 Points	3 Points	1 Point	0 Points	
Saved Career Clusters and Career Pathways (13.1.11-A) Must Save a Minimum of 3 Careers	5	5 Points	3 Points	1 Point	0 Points	
Your Profile- Looking Ahead My Goals and Action Plans Career Objective (13.3.11)	10	10 Points	7 Points	4 Points	0 Points	
Your Profile- Looking Ahead Picture of Me in the Future (13.1.11-G)	10	10 Points	7 Points	4 Points	0 Points	
Career Planning Getting Ready for Work Resume (13.1.11C)	10	10 Points <ul style="list-style-type: none"> <li>Professional Appearance</li> <li>Accurate and very detailed</li> <li>No spelling/grammar errors</li> </ul>	7 Points <ul style="list-style-type: none"> <li>Professional Appearance</li> <li>Accurate and adequately detailed</li> <li>No more than 2 spelling/grammar errors</li> </ul>	4 Points <ul style="list-style-type: none"> <li>Unprofessional Appearance</li> <li>Disorganized with inaccuracies</li> <li>No more than 3 spelling/grammar errors</li> </ul>	0 Points <ul style="list-style-type: none"> <li>Unprofessional Appearance/missing</li> <li>Inadequate/Inaccurate</li> <li>More than 3 spelling/grammar errors</li> </ul>	
Career Planning Getting Ready for Work Cover Letter (13.1.11C)	10	10 Points <ul style="list-style-type: none"> <li>Professional Appearance</li> <li>Accurate and very detailed</li> <li>No spelling/grammar errors</li> </ul>	7 Points <ul style="list-style-type: none"> <li>Professional Appearance</li> <li>Accurate and adequately detailed</li> <li>No more than 2 spelling/grammar errors</li> </ul>	4 Points <ul style="list-style-type: none"> <li>Unprofessional Appearance</li> <li>Disorganized with inaccuracies</li> <li>No more than 3 spelling/grammar errors</li> </ul>	0 Points <ul style="list-style-type: none"> <li>Unprofessional Appearance/missing</li> <li>Inadequate/Inaccurate</li> <li>More than 3 spelling/grammar errors</li> </ul>	
Career Planning Job Applications	NP	Completed			Not Completed	
College Planning Post-Secondary Plans After High School Transition (13.1.11F)	NP	Completed			Not Completed	

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<b>Career Planning Apply to Career Link (13.2.11.B)</b>	<b>NP</b>	Completed			Not Completed	
<b>Career Planning Submit resume to Northeast PA Manufacturers &amp; Employers Association Email to <a href="mailto:maea_info@nepamaea.com">maea_info@nepamaea.com</a></b>	<b>NP</b>	Completed			Not Completed	
<b>Letter of Recommendation #1</b>	<b>5</b>	5 Points	3 Points	1 Point	0 Points	
<b>Letter of Recommendation #2</b>	<b>5</b>	5 Points	3 Points	1 Point	0 Points	
<b>Letter of Recommendation #3</b>	<b>5</b>	5 Points	3 Points	1 Point	0 Points	
<b>Work Sample #1</b>	<b>10</b>	10 Points	7 Points	4 Points	0 Points	
<b>Work Sample #2</b>	<b>10</b>	10 Points	7 Points	4 Points	0 Points	
<b>Work Sample #3</b>	<b>10</b>	10 Points	7 Points	4 Points	0 Points	
<b>Awards/Achievements/Extra Curricular Activities/ Community Service</b>	<b>NP</b>	10 Points	7 Points	4 Points	0 Points	
<b>TOTAL POINTS FOR PERFORMANCE GRADE</b>	<b>95</b>					

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. We suggest you upload those documents to Choices360 and add to your portfolio so that you have them readily available for interviews.