

# UNIT 5

## Portfolio Project

### FOCUS

#### Discussion Starter

**Find a Fun Job** In this activity, students are asked to go out into the community to find job applications at local businesses. Ask students to brainstorm places that they would like to work in the area. Have them consider their long-term career goals. (Answers may include getting a job application at a local video game store if the student is interested in becoming a game designer or, if the student wants to be a photographer, contacting local photo studios.)

### TEACH

#### STEP 1

##### Develop a Personal Fact Sheet

Ask students to first gather all of the information that they will need to include on their fact sheet. Remind students that information such as their Social Security number needs to remain confidential.

#### STEP 2

##### Fill out a Job Application

Once students find the locations they would like to apply at, remind them to be courteous and professional when asking for job applications. Politely ask if the business is hiring and if they can provide a job application. Tell students that the person they speak with at the store may be a coworker one day, so the first impression is important.

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NCLB project correlated to English Language Arts standards.

# UNIT 5

## Portfolio Project

### Fill Out a Job Application

In this project, you will develop a personal fact sheet that you can use to help fill out job and college applications. You will then practice filling out a job application, working with a guidance counselor to revise your answers and clarify any questions you have.



#### My Journal

If you completed the journal entry from page 286, refer to it to see if your thoughts have changed after reading the unit.

#### Project Assignment

In this project you will:

- Compile information to create a personal fact sheet.
- Obtain job applications from local businesses.
- Use your personal fact sheet to complete the job application.
- Review your application with a trusted adult, and make any necessary revisions.
- Compare multiple job applications for similarities and differences.
- Develop a presentation to share your findings with the class.

#### THE SKILLS BEHIND THE PROJECT

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

- Gathering and consolidating information
- Interacting with adults
- Responding appropriately to information and advice

#### Academic Skills

##### English Language Arts

**NCTE 8** Use information resources to gather information and create and communicate knowledge.

**NCTE 12** Use language to accomplish individual purposes.

#### STEP 3

##### Review Your Application

Remind students to choose a trusted adult for this review. Tell students to be respectful while the adult is reviewing their application. If they have suggestions, the students should take it as constructive feedback. (Encourage students to use this discussion as preparation for an interview. The questions the adult asks could be similar to that of the business they would like to work for. Ask students to respond professionally and listen to the assessment attentively.)

#### STEP 4

##### Build Your Portfolio Project

Give students these tips on completing a job application and giving an oral report:

- Gather and organize information needed for the fact sheet and application.
- Be open-minded during the assessment.
- Practice being professional and polite.
- Be concise, and speak clearly during your report.
- Review your application for grammar, punctuation, and spelling.

