

### ASSESS

#### STEP 5

##### Evaluate Your Project

**Rubric** Encourage students to go to this book's Online Learning Center at [glencoe.com](http://glencoe.com) for a rubric they can use to evaluate their skills list and project. Students can use the rubric as a content checklist when listing their skills, organizing their list, connecting to their community, building their project, and evaluating their project.

### CLOSE

#### Culminating Activity

**Project Assessment** In this project, students made a list of their skills and created a project based on those skills. Have students discuss with a partner how it felt to create a project based on something they were good at. Then ask both partners to brainstorm how this project could be linked to a career and whether the student would enjoy a career based on the project. (Answers may vary but can include that students felt energized doing a project about something they enjoy and are good at. Having a career doing something they enjoy may lead to more creative outlets and opportunities.)

#### STEP 3 Connect with Your Community

Ask a trusted adult, such as a parent, teacher, or school counselor, if he or she would be willing to look over your list. Have the adult review your list's organization, and make suggestions. Ask if he or she thinks any skills are missing. Ask which skill you have listed best reflects your personality as he or she knows it and why. Think of a sample project you can create for your portfolio using that skill. For example, if the skill is art, draw a picture to demonstrate your skill.

##### Interpersonal Skills

- Be polite, and do not interrupt the adult while he or she is speaking.
- Listen attentively.
- Ask questions to better understand the adult's point of view.

#### STEP 4 Build Your Portfolio Project

Use the Portfolio Project Checklist to create your sample project, and share your sample project with the class.

##### Communication Skills

- Use standard English to communicate.
- Be sensitive to the needs of your audience.

#### STEP 5 Evaluate Your Project

Your portfolio project will be evaluated based on:

##### Academic Skills

- Organization skills
- Note-taking and revision skills
- Speaking and listening skills
- Creativity, presentation, and neatness

 **Evaluation Rubric** Go to this book's Online Learning Center at [glencoe.com](http://glencoe.com) for a rubric you can use to evaluate your final project.

### PORTFOLIO PROJECT CHECKLIST

#### Plan

- Create and organize a complete list of your skills, interests, awards, honors, and certifications.
- Reorganize your skills list based on feedback from the adult you interviewed.
- Make copies of your revised skills list and your sample project.

#### Present

- Create a presentation to share your skills list and sample project with your class.
- Invite the students to ask questions. Answer any questions. Demonstrate in your answers that you respect their perspectives.
- Place a copy of your skills list and sample project in your job portfolio.
- Turn in a copy of your skills list and a copy of your sample project to your teacher.

### Portfolio Highlights

#### Update Your Skills List

Your skills list is not a fixed document. It should change as you add and improve your skills. Constantly think about the skills you have gained in school, through volunteering, and at work, and update your list frequently.

#### Track Accomplishments, Not Duties

Potential employers want to know what you can do for their company. Keep track of accomplishments in school and on the job. Do not simply list day-to-day activities. Instead, keep a list of special projects you finish. Use specific information whenever possible.

#### Include Special Training

If you attend a conference, workshop, or special class, add it to your skills list. Add the specific skills that you learned or improved while you were at the event.

#### Create Electronic Samples

Whenever you update your skills list, create a new electronic list that can be e-mailed to potential employers. Scan any sample projects you have created for your portfolio so that they can be e-mailed, too.



## Management Skills

### Prioritizing

Using your skills to further your career is of course important, but what about using your skills to help your community? There are many ways to make a difference in your community by working as a volunteer. To pick the best volunteer opportunity for you, think about your skills, interests, and abili-

ties. Make a list of all of these and what volunteer options you may enjoy as a result.

A **Management Skills** worksheet about this topic is available:

-  At this book's Online Learning Center through [glencoe.com](http://glencoe.com).
-  On the TeacherWorks CD.