



Baldy View ROP Daily Lesson Plan

Teacher _____ ROP Course Competency 77 A

Date(s) _____ Length of Lesson 20 (min.)

Anticipatory Set: How will you open your lesson and engage your student quickly? Consider the objectives, input and practice before you design your anticipatory set.

“May I See Your Resume?”
“Attach Your Resume”
“How Did You Hear About This Position?”

Objectives: What do you want the students to do and know at the end of the lesson?

- √ Define portfolio & purpose
- √ Prepare folder
- √ List required contents (based on course)

Materials and Equipment Needed:

- √ Folders
- √ Contents handout
- √ Samples/examples
- √ Course competency list

Instruction: Input (content pieces). Modeling, checking for understanding, etc.

- √ Discuss use of portfolios
- √ Relate course competency list to this project assignment
- √ Assemble folder
- √ Discuss due Dates & evaluation process

If necessary, attach an additional sheet for this section.

Guided Practice/Independent Practice: How will your students indicate that they have learned or mastered the concepts or skills?

Student will place required and optional work samples in portfolio after evaluated.
Folder will be complete at end of course.

PORTFOLIO REQUIREMENTS

1. Job Search Assignments
2. Site Observation
3. Completed Application
4. Resume
5. Labor Law
6. Interview Critique
7. Resignation Letter
8. Scholarship Application
9. Letter(s) of Recommendation
10. Work Samples

Portfolio

Definition: a collection of work samples usually used by those in creative fields, i.e. photography, graphic art, etc. It can also be used by anyone who would like to show samples of work to a prospective employer.

Also Known As: presentation portfolio

Portfolio Power

Job portfolios are not reserved only for creative workers to showcase their works. A portfolio is a powerful interviewing tool for just about any occupation. It supplements your résumé and presents tangible proof of your skills and abilities. Seeing is believing.

If you have written, developed, created or earned anything you can file, print, frame, photocopy, photograph or digitize, you have the stuff of which portfolios are made. Here are just a few ideas.

Articles	Merit reviews
Awards	Photographs
Brochures	Presentations
College transcripts and degrees	Product support plans
Drawings and designs	Programming examples
Grants	Proposals
Flyers	Scholarships
Letters of commendation	Tech bulletins
Letters of reference	Training certificates
Manuals and handbooks	Videos

Consider creating a Web version of your résumé, with links to your digitized portfolio. It's an excellent way to impress potential employers, display your work, and put the Internet to work for you. But even if you have a Web version, it's a good idea to hand carry your portfolio to interviews.

Compile and organize your portfolio as you complete projects and earn recognition, so you don't overlook anything. Collecting all along allows you to quickly replace old stuff with new, and choose what to include for specific job interviews.

It's not a good idea to wait until the day you quit your job. You won't have time if you are escorted out the door shortly after you give notice. Your soon-to-be ex-employer might even stand over you as you gather items from your office, or conduct a security search as you leave. So it's a better idea to plan to quit your job in advance, and you never know when you might get laid off or worse. It doesn't look too good to take company property, especially on your last day.

Portfolios for Employment

An online portfolio provides a way to reveal your credentials to the world. It allows you to package the best evidence of your candidacy for employment such as your resume, artwork, reports, lesson plans, transcripts, certifications, articles, letters, and more in a form easily accessible via the Internet.

A well-prepared portfolio provides "evidence" to an employer of your accomplishments, skills, abilities and it documents the scope and quality of your experience and training.

It is an organized collection of documentation that presents both your personal and professional achievements in a concrete way.

Portfolios can range from something as simple as an online version of your resume to a web site full of materials. A portfolio can include word processing files of your resume and writing samples, digital images of your graphic and artwork, and video and audio files.

Designing your web site well can significantly alter your user's reaction to your work. Your goal in creating a portfolio is to present your credentials and personal information in a manner that is functional, user friendly, and aesthetically pleasing. If you have some HTML or other web programming skills, you may want to consider creating a web portfolio that utilizes a more interactive and presentational effect. If not, you may want to utilize a portfolio service where you can simply upload your documents to a portfolio web site.

There are sites that offer free web hosting and other sites like Portfolio.com which offers a free option specifically for portfolios. You can show five samples of your work in a two-page layout. Other, more extensive, portfolio options are available for a fee.

Remember that your portfolio is a work in process. You don't need to upload everything at once. Take it one step at a time and take the time to create a professional, polished portfolio.

Keep your portfolio current. Check to make sure everything is in working order on a regular basis. That means no broken images or broken links to other sites or outdated information. If you have a link to your email address test it to make sure it works.

✓ **Portfolio Checklist**

- Job Search Assignment
- Site Observation
- Completed Application
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- Labor Law
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✓ **Portfolio Checklist**

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Level of Proficiency **77 A Portfolio**

Exemplary

All required and optional contents are present in portfolio. All content is of a superior quality.

Proficient

All required contents are present in portfolio. All content are of an above average quality.

Incomplete

Most (70% or less) required contents are present in portfolio. Content is not at a proficient or exemplary quality.