

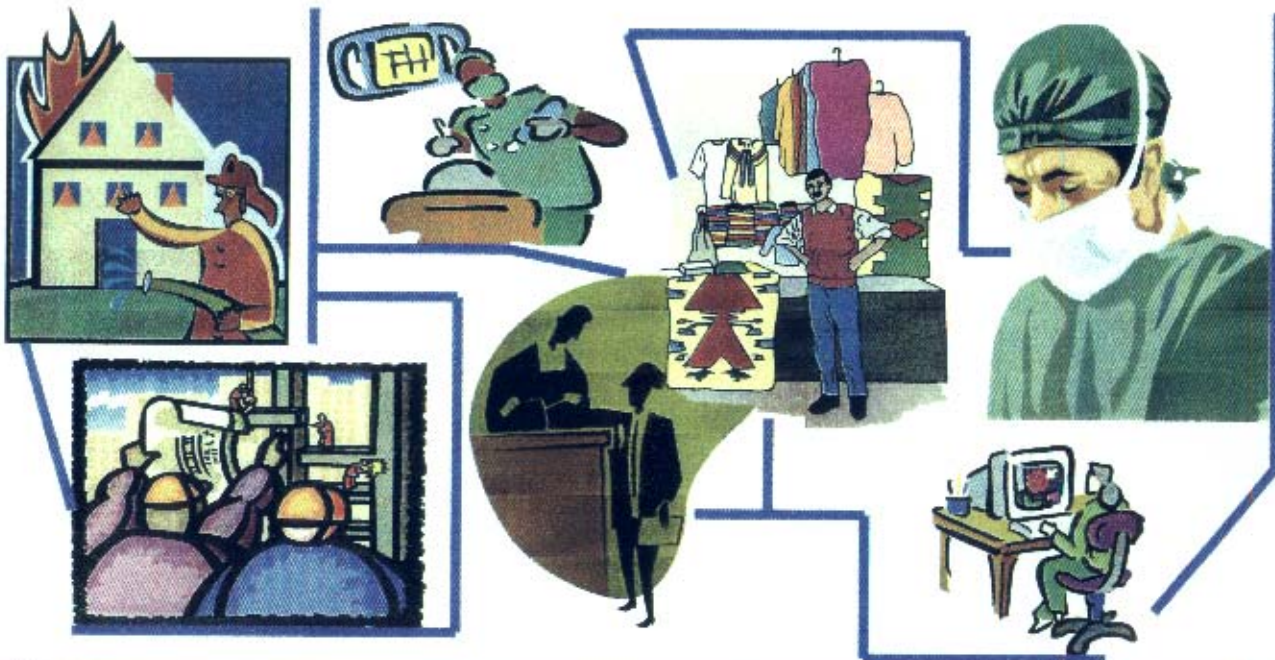
**Saddleback Valley Unified School District**

## 11th Grade Career Unit

2005-2006

### Teacher Edition

*This Career Unit was developed by Guidance Specialists and ROP Career Specialists to enhance students' awareness of their post-high school options.*



- What is your career choice?
- How can you find out what job/career you are best suited for?
- Have you ever participated in a job interview?
- Do you have a resumé?

**This Career Unit will help answer these and other questions in addition to exploring important issues about careers, jobs, and the college admissions process.**

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*2005-2006*  
*11<sup>th</sup> Grade Career Unit*

**INTRODUCTION**

The 11<sup>th</sup> grade career unit will be helpful for students investigating future careers and searching for colleges.

- Students will start with the Harrington O'Shea Career Decision-Making System (C.D.M.).
- Students will create resumes that can be used for the college entrance process and for future jobs.
- Students will interview a friend or family member about his or her college or career experience.
- Students will do a Bridges online activity to build their portfolios and complete a career finder assessment.
- Guidance Specialists will visit the classroom to answer questions and discuss post-high school information using the Planning Guide.

The 11<sup>th</sup> grade Career Unit is a follow-up to those in 9<sup>th</sup> and 10<sup>th</sup> grade where students assessed their interests and found broad categories of career interests. The 12<sup>th</sup> grade will focus more in-depth on career and college preparation.

Dear High School Students and Parents:

In order for students to present themselves in the most positive and professional manner, the Guidance Department is recommending that each high school student begin building a Personal Portfolio.

By collecting documentation of accomplishments as they occur, students can more easily begin to determine their own pattern of strengths and career interests to help them make future plans regarding the selection of colleges, majors and/or future careers. The information in this portfolio will be helpful for students to use with both college admissions committees and future employers.

We suggest that students save their documents in plastic sheets and store them in a three ring binder. Additional awards, letters of recommendation, etc., should be added to the portfolio throughout the student's working lifetime.

Listed below are examples of the types of information students should be gathering for their portfolios:

- Transcripts
- Grade Reports
- Standardized test scores
- College admission test scores (SAT, ACT, SAT Subject Tests)
- Other scores (Advanced Placement, International Baccalaureate, Golden State, ACE test results)
- Certificates (including 2 + 2 certificates)
- Awards
- Resume
- Letters of recommendation
- Career survey results from Career Units
- Samples of best class work
- List of references
- Community service performed
- List of extra-curricular activities
- Four-year plan
- Employer evaluations
- Job history (include dates and places of employment, supervisors' names and phone numbers)
- Names and addresses of all schools attended
- Inoculation records

We hope this portfolio will serve our students well in future endeavors.

Sincerely,  
The Guidance Department