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| **Texas CTE lesson plan**  [www.txcte.org](http://www.txcte.org) | |
| **Lesson Identification and TEKS Addressed** | |
| **Career Cluster** | Hospitality and Tourism |
| **Course Name** | Practicum in Culinary Arts |
| **Lesson/Unit Title** | Maximize your job search with a career portfolio |
| **TEKS Student Expectations** | **130.257. (c) Knowledge and Skills**  (9) The student evaluates personal attitudes and work habits that support career retention and advancement. The student is expected to:  (a) complete a professional career portfolio to include items such as an updated resume, documentation of technical skill competencies, licensures or certifications, recognitions, awards and scholarships, community service hours, participation in student and professional organizations, abstract of key points of the practicum, and practicum supervisor evaluations  (b) present the portfolio to interested stakeholders |
| **Basic Direct Teach Lesson**  (Includes Special Education Modifications/Accommodations And  One English Language Proficiency Standards (ELPS) Strategy) | |
| **Instructional Objectives** | **Students will:**   * Collect and organize all required components of an employment portfolio * Create an employment portfolio either as a binder presentation or an e-portfolio * Identify personal attributes, qualities, and accomplishments which would contribute to the collection of documents for the portfolio * Demonstrate appropriate oral and written communication skills * Have an opportunity to hold/participate in a local portfolio contest |
| **Rationale** | According to a survey conducted by the American society of training and development, people remember approximately 11 percent of what they read, 20 percent of what they hear, and 52 percent of what they read and hear. An employment portfolio will help you look polished and professional at the job interview. A résumé, good interviewing skills, and an employment portfolio are the right tools to help maximize your job prospects. |
| **Duration of Lesson** | Five 45-minute class periods |
| **Word Wall/Key Vocabulary**  *(ELPS C1a, C, F; C2b; C3a, B, D; C4c; C5b) PDAS Ii (5)* | **Accomplishment:** a special skill or ability acquired by training or practice  **Chronological résumé:** the most common résumé which lists and highlights work experience, education, and personal information  **E-portfolio:** an electronic portfolio in which one may add audio, video clips, and links to e-mail or a personal website; this type or portfolio gives an employer an in-depth look into one’s personality as an individual and potential employee  **Functional résumé:** a résumé which allows one to focus on his or her skills when previous work experience is not available to highlight  **Portfolio:** the materials included which are representative of one’s work  **Résumé:** a brief summary of personal and educational skills and professional qualifications  **Skills:** a learned power of completing a task competently; a developed aptitude  **Soft skills:** a cluster of personal qualities, habits, attitudes, and social graces that make one a good employee and compatible to work with |
| **Materials/Specialized Equipment Needed** | **Equipment:**   * Computer with projector for PowerPoint presentation * Computers/laptops with printer capability * Presenter/remote * Reserve computer lab, if needed * Scanner   **Materials:**   * An actual portfolio (you may use your personal teaching portfolio or borrow one from a colleague) * Letters of recommendation * Page protectors * Portfolio folder * Samples of awards or honors * Samples of evaluations * Samples of résumés * Samples of transcripts, degrees, licenses, and certifications * Copies of handouts   **PowerPoint:**   * Maximize your job search with a career portfolio   **Websites:**   * How to design a winning job portfolio to create a portfolio that is winning, include an assortment of items in a professional and polished collection. [Http://www.ehow.com/how\_2310601\_design-winning-job-portfolio.html](http://www.ehow.com/how_2310601_design-winning-job-portfolio.html) * Texas Workforce Commission Texas Workforce Commission (TWC) is the state agency charged with overseeing and providing workforce development services to employers and job seekers of Texas [http://www.twc.state.tx.us/twcinfo/about-Texas-workforce.html](http://www.twc.state.tx.us/twcinfo/about-texas-workforce.html) * Your job skills portfolio: giving you an edge in the marketplace use your career portfolio in job interviews to showcase a point, illustrate the depth of your skills and experience, or as a tool to get a second interview. [Http://www.quintcareers.com/job\_search\_portfolio.html](http://www.quintcareers.com/job_search_portfolio.html) * Want to create an awesome work portfolio? A portfolio is a collection of the best examples of your work. No matter what kind of work you do, it showcases the areas where you excel. Learn what a work portfolio is and how to create one. [Http://www.manifestyourpotential.com/work/take\_up\_life\_work/8\_get\_hired/how\_to\_create\_awesome\_work\_portfolio.htm](http://www.manifestyourpotential.com/work/take_up_life_work/8_get_hired/how_to_create_awesome_work_portfolio.htm)   **YouTube:**   * Compiling a professional portfolio dr. Jody Gallagher of Edinboro university’s office of career services shares essential tips for job seekers. In this clip, dr. Gallagher explains how to format a proper portfolio. [Http://youtu.be/sxcf9hz9ixc](http://youtu.be/sXCF9hZ9IXc) * Job interview-creating a portfolio Laura DeCarlo, certified interview coach with career director’s international shares job interview and creating a portfolio tips [http://youtu.be/hqhigdj-xek](http://youtu.be/hQhigdJ-xEk)   The portfolio- a career boosting tool learn how to put together a portfolio and which documents can be used to highlight availabilities for employers, as well as how to use the portfolio during an interview. [Http://youtu.be/lbiqpcw\_dn0](http://youtu.be/lBIQPcW_DN0)  **Graphic organizers:**   * Steps to maximize your job search with a career portfolio * Steps to maximize your job search with a career portfolio (key)   **Handouts:**   * Employment portfolio project * My representation of my portfolio * Rubric for employment e-portfolio project * Rubric for employment portfolio project (binder) * Scavenger hunt – TAFE portfolio contest * Scavenger hunt – TAFE portfolio contest (key) * Service learning/volunteer log sheet * TAFE portfolio contest * Three w’s * 101 interview questions |
| **Anticipatory Set**  (May Include Pre-Assessment for Prior Knowledge) | **Before class begins:**  Note to teacher:   * A résumé is one of the components of the employment portfolio. Show yourself off: write a résumé is a good lesson, which allows the students to create their personal résumés prior to completing this lesson. * Job skills are another component of the employment portfolio. Empowering your job skills is a good lesson for the students to learn interviewing skills, which will help them, find a job.   Gather materials and place on a table for students to see as they enter the classroom.   * Discuss the concept of a portfolio, its purpose, and its intended audience. * Display a portfolio and have students consider advantages of portfolios to get noticed by prospective employers and colleges. * Compare and contrast advantages and disadvantages of using a portfolio. |
| **Direct Instruction \*** | Introduce lesson objectives, new terms, and definitions.  If the outcome of this lesson will be used to enter the TAFE competitive event portfolio contest, review competition guidelines at this time. See TAFE advisor handbook for details.  Introduce and discuss the content of PowerPoint maximize your job search with a career portfolio. Have students take notes on the slide presentation using maximize your job search with a career portfolio.  View the short videos included in the slide presentation:   * Compiling a professional portfolio dr. Jody Gallagher of Edinboro university’s office of career services shares essential tips for job seekers. In this clip, dr. Gallagher explains how to format a proper portfolio. [Http://youtu.be/sxcf9hz9ixc](http://youtu.be/sXCF9hZ9IXc) * Job interview-creating a portfolio Laura DeCarlo, certified interview coach with career directors international, shares tips for creating a portfolio and interviewing for a job. <http://youtu.be/hqhigdj-xek> * The portfolio- a career boosting tool learn how to put together a portfolio and which documents can be used to highlight availabilities for employers, as well as how to use the portfolio during an interview. [Http://youtu.be/lbiqpcw\_dn0](http://youtu.be/lBIQPcW_DN0)   *Individualized education plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * prioritize assignments * extra time for assignments * opportunity to respond orally * provide printed PowerPoint notes |
| **Guided Practice \*** | Explain the expectations of the portfolio. Distribute employment portfolio project. Introduce and guide students through the components and requirements of the portfolio.  Conduct a class discussion of how to organize the contents of the portfolio.  Pair students in order to discuss and consider the work they’ve done in this course and other courses with respect to the career area or college major they are interested in. Have students complete handout my representation of my portfolio.  *Individualized education plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * emphasis on major points * exemption from reading before peers * assistance in class discussions * special projects in lieu of assignments |
| **Independent Practice/Laboratory Experience/Differentiated Activities \*** | Create an employment portfolio either as a binder presentation or an e-portfolio. Have students refer to employment portfolio project to guide them through the components and the requirements of the portfolio.  Distribute rubric for employment portfolio project (binder) and rubric for employment e-portfolio project so students understand what is expected. Encourage students to dress professionally on the day they are scheduled to present their portfolios.  Students may include service learning/volunteer log sheet in their portfolio.  Guide and assist students as needed as they work independently on their portfolios.  Teacher note: you have the option of assigning this as an assessment grade and/or entering it in the TAFE portfolio contest. See enrichment activity.  *Individualized education plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * checks for understanding * minimize auditory distractions * encourage participation * extended “wait time” |
| **Lesson Closure** | Review lesson objectives, terms, and definitions.  At the end of class, provide one portfolio question per student. Have each student answer the question appropriately before he/she leaves class.   * What is a portfolio? * Name and describe three components of a portfolio. * What are letters of recommendation? * What is a cover letter and what is its purpose? * Why is a portfolio a valuable tool to get you ready for college or a career? * What is an electronic portfolio? * When should you begin assembling a portfolio? * What should a portfolio accomplish? * How should you use your portfolio during the interviewing process?   Discuss their answers.  Distribute handout three W’s. Have students complete the handout as a quick review and to remind them what they have learned. |
| **Summative/End of Lesson Assessment \*** | Have students present their employment portfolios. Allow time for student questions and class discussion after each presentation.  Assess student portfolios with an appropriate rubric.  Have students write a one-page reflection on what they personally learned from this lesson and how it will assist them in preparing and securing a job.  *Individualized education plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * providing a modified portfolio assessment * providing extra time for completion |
| **References/Resources/**  **Teacher Preparation** | **Textbooks:**   * Johnson, l. (2004). strengthening family & self. (3rd ed., pp. 451-474). Tinley park: the Goodheart-Willcox company, Inc.   **Websites:**   * How to design a winning job portfolio to create a portfolio that is winning, include an assortment of items in a professional and polished collection. [Http://www.ehow.com/how\_2310601\_design-winning-job-portfolio.html](http://www.ehow.com/how_2310601_design-winning-job-portfolio.html) * Texas workforce commission Texas workforce commission (TWC) is the state agency charged with overseeing and providing workforce development services to employers and job seekers of Texas [http://www.twc.state.tx.us/twcinfo/about-Texas-workforce.html](http://www.twc.state.tx.us/twcinfo/about-texas-workforce.html) * Your job skills portfolio: giving you an edge in the marketplace you can use your career portfolio in job interviews to showcase the areas where you excel. Learn what a work portfolio is and how to create one. [Http://www.quintcareers.com/job\_search\_portfolio.html](http://www.quintcareers.com/job_search_portfolio.html) * Want to create an awesome work portfolio? A portfolio is a collection of the best examples of your work. No matter what kind of work you do, it showcases what you excel at. Look at what a work portfolio is and how to create one. [Http://www.manifestyourpotential.com/work/take\_up\_life\_work/8\_get\_hired/how\_to\_create\_awesome\_work\_portfolio.htm](http://www.manifestyourpotential.com/work/take_up_life_work/8_get_hired/how_to_create_awesome_work_portfolio.htm)   **YouTube:**   * Compiling a professional portfolio dr. Jody Gallagher Of Edinboro university’s office of career services shares essential tips for job seekers. In this clip, dr. Gallagher explains how to format a proper portfolio. [Http://youtu.be/sxcf9hz9ixc](http://youtu.be/sXCF9hZ9IXc) * Job interview-creating a portfolio Laura DeCarlo, certified interview coach with career directors international, shares job interview and creating a portfolio tips [http://youtu.be/hqhigdj-xek](http://youtu.be/hQhigdJ-xEk) * The portfolio- a career boosting tool learn how to put together a portfolio and which documents can be used to highlight availabilities for employers, as well as how to use the portfolio during an interview. [Http://youtu.be/lbiqpcw\_dn0](http://youtu.be/lBIQPcW_DN0) |
| **Additional Required Components** | |
| **English Language Proficiency Standards (ELPS) Strategies** | * Ask students to repeat your instructions to be sure they know what is expected of them before each phase of the lesson. * Discuss vocabulary in detail and make sure everyone has a firm grasp on it before moving forward with the lesson. * Use graphic organizers and visuals to explain the lesson in detail. |
| **College and Career Readiness Connection[[1]](#footnote-1)** |  |
| **Recommended Strategies** | |
| **Reading Strategies** | Prior to reading the article below, have students skim the text and circle words that are unfamiliar to them. Have students decode the words before they begin reading. As the students read the article, have them write questions on post-it notes. Collect the post-it notes and go over the questions as a class after all the students have completed the activity. Discuss the questions in an effort to review information in the article.  Job search tips for high school students<http://jobsearch.about.com/od/high-school/a/job-search-tips-students.htm>  Extracurricular activities: the after-school connection<http://www.bls.gov/opub/ooq/2008/winter/art02.pdf> |
| **Quotes** | The only job security you can count on is the transportability of your own skills… the new emphasis on skills portability suggests that you must do whatever it takes to keep your qualifications package up to date. **-Martin Kimeldorf**  One can never be certain where our careers will lead today. Therefore, use a portfolio to keep track of where you’ve been. It just may help you get where you’re going next. **-Martin Kimeldorf**  Employers don’t want to see your life, only your qualifications for positions and a demonstration of your skills. **-Renea Campbell, Career Counselor**  The best way to appreciate your job is to imagine yourself without one. **-Oscar Wilde**  Don’t be afraid to give your best to what seemingly are small jobs. Every time you conquer one it makes you that much stronger. If you do the little jobs well, the big ones will tend to take care of themselves. **-Dale Carnegie**  Never continue in a job you don’t enjoy. If you’re happy in what you’re doing, you’ll like yourself, you’ll have inner peace. And if you have that, along with physical health, you’ll have more success than you could possibly have imagined. **-Roger Caras** |
| **Writing Strategies**  **Journal Entries + 1 Additional Writing Strategy** | **Journal entries:**   * An employment portfolio is important because … * Employers can determine…by reading a potential employee’s portfolio. * The “soft skills” I possess are … * It is important to have a strong work ethic because … * Letters of recommendation are important because …   **Writing strategy:**   * After reading the suggested articles from the reference/resource section of the lesson plan, have students write a paragraph on their findings. * Think about the communication skills needed to resolve problems with a client. Imagine that you have a client with complaints about a service. Write a response to an angry client in which you use communication skills such as empathy and motivation to resolve the conflict. (10th and 11th grade persuasive writing) |
| **Communication**  **90 Second Speech Topics** | * Developing a portfolio can be beneficial to me because … * An electronic portfolio is different than a binder portfolio because … * A portfolio can maximize your job search by … |
| **Other Essential Lesson Components** | |
| **Enrichment Activity**  (E.G., Homework Assignment) | Audiotape or videotape student interviews using their portfolios. Have students practice interviewing each other using 101 interview questions. Critique students’ integration of their portfolios in the interviewing process.  The Texas work prep learning management system (LMS) is designed and hosted by the Texas workforce commission. The job hunter’s guide course – will allow the student to gain knowledge and skills to attain employment. The course is approximately 90 minutes long. Upon completion, students will receive a certificate which can be printed and added to their professional portfolios.   * The Texas work prep learning management system (LMS) designed and hosted by the Texas workforce commission. The job hunter’s guide course – this course will allow the student to gain knowledge and skills to attain employment. The course is approximately an hour and a half long. Students will receive a certificate upon completion of this course. Certificate can be printed and added to their professional portfolio. [Https://www.Texasworkprep.com/Texasworkprep.htm](https://www.texasworkprep.com/texasworkprep.htm) * The mission of Texas association of future educators (TAFE) is to foster the recruitment and development of prospective educators through the dissemination of innovative programming and relevant research. One of the ways we provide character and a leadership skill is by encouraging students to participate in TAFE competitions. Students have the option to participate in the TAFE competition – portfolio contest. * To familiarize themselves with the rules and guidelines of the competition, have the students complete scavenger hunt – TAFE portfolio contest handout. Distribute TAFE portfolio contest handout to assist in completing the scavenger hunt. Use scavenger hunt – TAFE portfolio contest (key) handout as a guide to check their answers. |
| **Family/Community Connection** | * Make contacts to arrange for guest speakers or panelists from the workforce to discuss important job skills. |
| **CTSO Connection(s)** | Family, career, and community leaders of America (FCCLA**)**  [http://www.Texasfccla.org/](http://www.texasfccla.org/)  Star event:   * Job interview – an individual event which recognizes participants who use family and consumer sciences and/or related occupations skills to develop a portfolio, participate in an interview, and communicate a personal understanding of job requirements. Students will create a résumé, cover sheet, job application form, and other documents to display their skills. * Career investigation— an individual event which recognizes participants for their ability to perform self-assessments, research and explore a career, set career goals, create a plan for achieving goals, and describe the relationship of family and consumer sciences coursework to the selected career. Participants prepare a portfolio and an oral presentation.   **Texas association of future educators (TAFE)**  [http://TAFEonline.org](http://tafeonline.org)   * Portfolio contest – to assist TAFE members in compiling a dynamic record of their qualifications, experiences, and professional growth. |
| **Service Learning Projects** | Successful service learning project ideas originate from student concerns and needs. Allow students to brainstorm about service projects pertaining to the lesson. For additional information on service learning see<http://www.nylc.org/>   * Example: develop a video on how to create a job portfolio, tips for developing one, and how to conduct yourself at an interview. Donate the video to domestic violence shelters to assist women in finding jobs. |

1. Visit the Texas College and Career Readiness Standards at <http://www.thecb.state.tx.us/collegereadiness/CRS.pdf>, Texas Higher Education Coordinating Board (THECB), 2009. [↑](#footnote-ref-1)