

# CAREER PORTFOLIO REQUIREMENTS



# LAUREL HIGHLANDS SCHOOL DISTRICT

## LAUREL HIGHLANDS CAREER PORTFOLIO CHECKLIST

### FRESHMAN YEAR.....

#### *discover*

- ✓ Complete the freshman discovery plan in freshman seminar
- ✓ Begin developing a resume
- ✓ 2 page career paper
- ✓ 5 hour job shadow experience and verification
- ✓ 2 page job shadow summary
- ✓ Complete Keys2Work Assessment
- ✓ Revisit the freshman discovery plan in freshman seminar

### SOPHOMORE YEAR.....

#### *explore*

- ✓ Complete the sophomore exploration plan with guidance counselor
- ✓ 2 page career paper
- ✓ 5 hour job shadow experience and verification
- ✓ 2 page job shadow summary

### JUNIOR YEAR.....

#### *experience*

- ✓ Complete the junior experience plan
- ✓ Update resume
- ✓ Mock interview
- ✓ Junior research paper

### SENIOR YEAR.....

#### *implement*

- ✓ Complete senior implement plan
- ✓ Update resume
- ✓ 2 page senior reflection paper
- ✓ Senior project
- ✓ Put portfolio together

### **OUR STUDENTS ARE OUR FOCUS**

Laurel Highlands High School  
300 Bailey Avenue  
Uniontown, PA 15401

[www.lhsd.org](http://www.lhsd.org)

**Ask questions and we'll help you find the answers.** You will begin your Career Portfolio in your Freshman Seminar Class your freshman year and continue to build your portfolio through out your high school career.

Ask yourself as you complete your requirements.....

- What do I want to do **when I graduate?**
- How can I **discover** what I'm interested in?
- How can I **explore options** that would best suite my interests?
- What **experiences** will make me successful in my future?
- How can I **implement** what I have done through my Career Portfolio Project?

### **FOUR YEAR COLLEGE.....**

**MILITARY... TWO YEAR COLLEGE ..**

**APPRENTICESHIP.....CAREER OR  
WORK..... ON-SITE-  
TRAINING....TECHNICAL SCHOOL**

**WHAT IS YOUR FOCUS?**

## Our Students Are Our Focus

The mission of the Laurel Highlands School District, in partnership with students, families, and the community, is to provide a rigorous, meaningful, and relevant education which prepares students to become productive members of an ever-changing global society.



The Career Portfolio Project is designed to be a **meaningful experience** to help better prepare our students for post secondary options and careers. The project is designed to help students **discover their path beyond high school**. Through the project students will receive **support and services** to help them accomplish their goals.

### **FRESHMAN YEAR** → *discover*

Take the Keys2Work Assessment and begin thinking about what career they would like to pursue. Students will begin their Career Plan and work with their teacher in freshman seminar to review their credits and future goals. Students are encouraged to join organizations and become connected to the school. This is also the year to decide which academy to enter.

### **SOPHOMORE YEAR** → *explore*

Seriously begin to focus on post high school plans. The job shadowing experience should be more focused on future plans. If students need assistance arranging job shadowing, there is a resource list available. Electives should be chosen based on interests and academy.

### **JUNIOR YEAR** → *experience*

Based on your Junior Experience Plan, this will be a year to focus on what you will do after graduation. Set up experiences that will assist you in being prepared to meet your future goals after high school. Your guidance counselor or mentor will assist you with this. You will build a resume and participate in a Mock Interview. You should attend some career fairs, visit a college campus, meet with a military recruiter, and participate in evening workshops that are offered at the high school. Begin thinking about your senior project.

### **SENIOR YEAR** → *implement*

Implement everything that you have done in the past four years. Put the finishing touches on your resume and reflect on what you have accomplished through your experiences. Complete your senior project requirements and presentation. Take advantage of people who are willing to help you. Meet with your guidance counselor to take the final steps to prepare for life after graduation. Create your portfolio and put it to use to meet your goals.