

My Portfolio System and ASCA Competencies and Indicators

Career Development Standard	Career Cruising Section	Career Cruising Online Feature/Activity	Career Cruising Supplementary Activity/Worksheet
Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions			
C:A1 Develop Career Awareness			
C:A1.1 Develop skills to locate, evaluate and interpret career information	Explore Careers Assessments My Portfolio Tool	<ul style="list-style-type: none"> Explore career profiles Use Career Selector search tool Use Career Clusters/Pathways search tool View multimedia interviews and PhotoFile Complete Career Matchmaker interest assessment and explore Suitable for You feedback Login to My Portfolio and explore the various sections Save Careers of Interest to My Portfolio 	<ul style="list-style-type: none"> Activity 1 – School Subjects & Careers Activity 2 – Using School Subjects in the Workplace Activity 3 – Using Career Matchmaker Activity 4 – Your Career Ideas & Career Matchmaker Activity 5 – Using Career Selector Activity 6 – People, Information & Things My Portfolio Activity 1 – Getting Started with My Portfolio
C:A1.2 Learn about the variety of traditional and nontraditional occupations	Explore Careers Assessments My Portfolio Tool	<ul style="list-style-type: none"> Explore career profiles View multimedia interviews for perspectives from people in each career Use Career Selector search tool to find careers based on a variety of criteria Explore Career Clusters/Pathways categories to determine the various categories of work Complete Career Matchmaker interest assessment and explore results Save Careers of Interest and record thoughts about each in My Portfolio 	<ul style="list-style-type: none"> Activity 3 – Using Career Matchmaker Activity 4 – Your Career Ideas & Career Matchmaker Activity 5 – Using Career Selector Activity 9 – Career Interview Project My Portfolio Activity 3 – Careers that Interest Me

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<p>C:A1.3 Develop an awareness of personal abilities, skills, interests and motivations</p>	<p>Assessments</p> <p>My Portfolio Tool</p>	<ul style="list-style-type: none"> • Complete Career Matchmaker interest assessment and save to My Portfolio • Complete My Skills component of Career Matchmaker and save to My Portfolio • Complete Aptitude Profiler (Sept. 2009) • Explore the various sections of My Portfolio • Enter Career & Life Goals in My Portfolio • Record Activities & Abilities in My Portfolio 	<ul style="list-style-type: none"> • Activity 3 – Using Career Matchmaker • Activity 10 – Discovering Your Work Skills • Activity 11 – Using My Skills • My Portfolio Activity 2 – Saving Your Career Matchmaker Results • My Portfolio Activity 5 – Career & Life Goals • My Portfolio Activity 9 – Activities & Abilities
<p>C:A1.4 Learn how to interact and work cooperatively in teams</p>	<p>Classroom Activities</p>	<ul style="list-style-type: none"> • Complete and reflect on Activity 8 – Career Fair Project • Complete and reflect on Activity 9 – Career Interview Project 	<ul style="list-style-type: none"> • Activity 8 – Career Fair Project • Activity 9 – Career Interview Project
<p>C:A1.5 Learn to make decisions</p>	<p>Explore Careers</p> <p>Explore Schools</p> <p>Assessments</p> <p>My Portfolio Tool</p>	<ul style="list-style-type: none"> • Use Career Selector search tool to sort careers based on a variety of criteria • View multimedia interviews: Likes, Dislikes, and Advice • Use School Selector search tools • Use Compare Schools search tool (Jan. 2009) • Explore Suitable for You feedback from Career Matchmaker • Save Careers of Interest and record thoughts about each in My Portfolio • Save Schools of Interest and record thoughts about each in My Portfolio • Complete the Post-Secondary Goals section of My Portfolio • Enter Career & Life Goals in My Portfolio • Document career planning activities in My Portfolio 	<ul style="list-style-type: none"> • Activity 3 – Using Career Matchmaker • Activity 5 – Using Career Selector • Activity 13 – Finding the Right College • My Portfolio Activity 3 – Careers that Interest Me • My Portfolio Activity 4 – Schools that Interest Me • My Portfolio Activity 5 – Career & Life Goals • My Portfolio Activity 7 – Post-Secondary Goals • My Portfolio Activity 8 – Career Planning Activities

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C:A1.6 Learn how to set goals	My Portfolio Tool	<ul style="list-style-type: none"> • Enter Career & Life Goals in My Portfolio • Complete the Post-Secondary Goals section of My Portfolio 	<ul style="list-style-type: none"> • My Portfolio Activity 5 – Career & Life Goals • My Portfolio Activity 7 – Post-Secondary Goals
C:A1.7 Understand the importance of planning	<p>Explore Careers</p> <p>Explore Schools</p> <p>My Portfolio Tool</p>	<ul style="list-style-type: none"> • Explore career profiles: Education section • View multimedia interviews for perspectives from people in each career • Explore school profiles for admissions application requirements • Plan programs of study using the Personal Learning Plan (Jan. 2009) • Complete Career Planning Activities section of My Portfolio • Enter Career & Life Goals, Post-Secondary Goals in My Portfolio 	<ul style="list-style-type: none"> • Activity 12 – College Research Exercise • Activity 13 – Finding the Right College • My Portfolio Activity 7 – Post-Secondary Goals • My Portfolio Activity 8 – Career Planning Activities
C:A1.8 Pursue and develop competency in areas of interest	<p>Assessments</p> <p>Explore Careers</p> <p>My Portfolio Tool</p>	<ul style="list-style-type: none"> • Explore Suitable for You feedback from Career Matchmaker for interests and skills • Complete Aptitude Profiler (Sept. 2009) • Explore career profiles: Education section • View multimedia interviews : Advice • View programs of study in Personal Learning Plan to determine appropriate courses (Jan. 2009) • Use My Portfolio to track personal achievements and experiences • Record Activities & Abilities in My Portfolio • Complete Career Planning Activities section of My Portfolio • Complete Work Experience and Service Learning sections of My Portfolio 	<ul style="list-style-type: none"> • Activity 3 – Using Career Matchmaker • Activity 10 – Discovering Your Work Skills • Activity 11 – Using My Skills • My Portfolio Activity 2 – Saving Your Career Matchmaker Results • My Portfolio Activity 8 – Career Planning Activities • My Portfolio Activity 9 – Activities & Abilities • My Portfolio Activity 10 – Service Learning and Work Experience • My Portfolio Activity 11 – Awards & Certificates

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C:A1.9 Develop hobbies and vocational interests	Explore Careers My Portfolio Tool	<ul style="list-style-type: none"> • Explore career profiles: Education (Other Suggested Qualifications) section • View multimedia interviews: Advice and Breakdown of Activities • Record Hobbies & Interests and Extracurricular Activities in My Portfolio • Complete Work Experience and Service Learning sections of My Portfolio 	<ul style="list-style-type: none"> • My Portfolio Activity 9 – Activities & Abilities • My Portfolio Activity 10 – Service Learning and Work Experience
C:A1.10 Balance between work and leisure time	Explore Careers My Portfolio Tool	<ul style="list-style-type: none"> • View multimedia interviews: Advice, A Day in the Life and Breakdown of Activities • Use My Portfolio to track personal activities • Record Extracurricular Activities, Hobbies & Interests in My Portfolio • Complete Work Experience and Service Learning sections of My Portfolio 	<ul style="list-style-type: none"> • My Portfolio Activity 9 – Activities & Abilities • My Portfolio Activity 10 – Service Learning and Work Experience
C:A2 Develop Employment Readiness			
C:A2.1 Acquire employability skills such as working on a team, problem- solving and organizational skills	Assessments My Portfolio Tool Classroom Activities	<ul style="list-style-type: none"> • Complete My Skills component of Career Matchmaker • Explore Suitable for You feedback from Career Matchmaker for skills • Record Skills & Abilities in My Portfolio • Complete and reflect on Activity 8 – Career Fair Project 	<ul style="list-style-type: none"> • Activity 8 – Career Fair Project • Activity 10 – Discovering Your Work Skills • Activity 11 – Using My Skills • My Portfolio Activity 9 – Activities & Abilities
C:A2.2 Apply job readiness skills to seek employment opportunities	My Portfolio Tool Classroom Activities	<ul style="list-style-type: none"> • Create a resume using the Resume Builder component of My Portfolio • Record a Career Objective in the Resume Builder • Complete the References section of the Resume Builder • Complete and reflect on Activity 9 – Career Interview Project 	<ul style="list-style-type: none"> • Activity 9 – Career Interview Project • My Portfolio Activity 12 – Using the Resume Builder

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C:A2.3 Demonstrate knowledge about the changing workplace	Explore Careers	<ul style="list-style-type: none"> • Explore career profiles: Job Description, Working Conditions and Sample Career Path • Examine Wage and Outlook information in the Earnings section of career profiles • View multimedia interviews for perspectives from people in each career • View PhotoFile for photographs from a real work environment 	<ul style="list-style-type: none"> • Activity 2 – Using School Subjects in the Workplace • Activity 9 – Career Interview Project
C:A2.4 Learn about the rights and responsibilities of employers and employees	Explore Careers	<ul style="list-style-type: none"> • Explore career profiles • View multimedia interviews: Questions & Answers, Likes, Dislikes, and Advice 	<ul style="list-style-type: none"> • Activity 9 – Career Interview Project
C:A2.5 Learn to respect individual uniqueness in the workplace	Explore Careers	<ul style="list-style-type: none"> • View multimedia interviews to learn about workplace culture 	
C:A2.6 Learn how to write a resume	My Portfolio Tool	<ul style="list-style-type: none"> • Create a resume using the Resume Builder component of My Portfolio • Complete the References section of the Resume Builder • Explore different resume formats using the Format & View options • Use My Portfolio to track personal achievements and experiences 	<ul style="list-style-type: none"> • My Portfolio Activity 12 – Using the Resume Builder
C:A2.7 Develop a positive attitude toward work and learning	<p>Explore Careers</p> <p>Explore Schools</p> <p>Assessments</p> <p>My Portfolio Tool</p>	<ul style="list-style-type: none"> • Explore career profiles • Use Career Selector search tool to find careers that match interests • Explore school profiles for schools and programs of interest • Use School Selector search tools • Complete Career Matchmaker interest assessment • Save Careers of Interest and record thoughts about each in My Portfolio • Save Schools of Interest and record thoughts about each in My Portfolio 	<ul style="list-style-type: none"> • Activity 4 – Your Career Ideas & Career Matchmaker • Activity 5 – Using Career Selector • Activity 13 – Finding the Right College • My Portfolio Activity 3 – Careers that Interest Me • My Portfolio Activity 4 – Schools that Interest Me

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C:A2.8 Understand the importance of responsibility, dependability, punctuality, integrity and effort in the workplace	Explore Careers	<ul style="list-style-type: none"> View multimedia interviews to learn about workplace culture 	<ul style="list-style-type: none"> Activity 9 – Career Interview Project
C:A2.9 Utilize time-and task-management skills	My Portfolio Tool	<ul style="list-style-type: none"> Use My Portfolio to track personal achievements, activities and experiences 	<ul style="list-style-type: none"> My Portfolio Activities 1 – 11
Standard B: Students will employ strategies to achieve future career goals with success and satisfaction			
C:B1 Acquire Career Information			
C:B1.1 Apply decision-making skills to career planning, course selection and career transition	Explore Careers	<ul style="list-style-type: none"> Explore career profiles: Education (Related College Programs and Suggested High School Subjects) section Use Career Selector search tool to sort careers 	<ul style="list-style-type: none"> Activity 1 – School Subjects & Careers Activity 5 – Using Career Selector Activity 13 – Finding the Right College My Portfolio Activity 3 – Careers that Interest Me My Portfolio Activity 4 – Schools that Interest Me My Portfolio Activity 7 – Post-Secondary Goals My Portfolio Activity 8 – Career Planning Activities
	Explore Schools	<ul style="list-style-type: none"> Use School Selector search tools to sort schools and programs Use Compare Schools feature (Jan. 2009) 	
	My Portfolio Tool	<ul style="list-style-type: none"> Plan programs of study using the Personal Learning Plan (Jan. 2009) Complete the Post-Secondary Goals section of My Portfolio Save Careers and Schools of Interest to My Portfolio 	

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<p>C:B1.2 Identify personal skills, interests and abilities and relate them to current career choice</p>	<p>Assessments</p> <p>My Portfolio Tool</p>	<ul style="list-style-type: none"> • Complete Career Matchmaker interest assessment and save to My Portfolio • Complete My Skills component of Career Matchmaker • Explore Suitable for You feedback from Career Matchmaker for interests and skills • Complete Aptitude Profiler (Sept. 2009) • Save Careers of Interest to My Portfolio and record thoughts • Record Hobbies & Interests in My Portfolio • Record Activities & Abilities in My Portfolio 	<ul style="list-style-type: none"> • Activity 3 – Using Career Matchmaker • Activity 4 – Your Career Ideas & Career Matchmaker • Activity 10 – Discovering Your Work Skills • Activity 11 – Using My Skills • My Portfolio Activity 2 – Saving Your Career Matchmaker Results • My Portfolio Activity 9 – Activities & Abilities
<p>C:B1.3 Demonstrate knowledge of the career-planning process</p>	<p>Explore Careers</p> <p>My Portfolio Tool</p>	<ul style="list-style-type: none"> • Explore career profiles: Education and Sample Career Path sections • View multimedia interviews: Questions & Answers and Advice • Complete Career Planning Activities section of My Portfolio • Complete the Post-Secondary Goals section of My Portfolio • Enter Career & Life Goals in My Portfolio 	<ul style="list-style-type: none"> • My Portfolio Activity 8 – Career Planning Activities

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<p>C:B1.4 Know the various ways in which occupations can be classified</p>	<p>Explore Careers</p> <p>Assessments</p> <p>My Portfolio Tool</p>	<ul style="list-style-type: none"> Use Career Clusters/Pathways search tool Use Search by School Subject search tool Use Career Selector search tool Explore career profiles: Related Jobs section Sort Career Matchmaker results by recommended Career Cluster/Pathway Sort Career Matchmaker results by level of education Save Career Clusters/Pathways of Interest to the Portfolio Explore programs of study in the Personal Learning Plan 	<ul style="list-style-type: none"> Activity 5 – Using Career Selector Activity 6 – People, Information & Things Activity 7 – Career Cluster Research Project My Portfolio Activity 6 – Career Cluster Interests
<p>C:B1.5 Use research and information resources to obtain career information</p>	<p>Explore Careers</p> <p>Explore Schools</p>	<ul style="list-style-type: none"> Explore career profiles Examine Wage and Outlook information in the Earnings section of career profiles Explore career profiles: Other Resources section, including links to BLS profiles, professional associations, and other related sites Explore school profiles for career and technical schools, two- and four-year colleges, and graduate schools 	<ul style="list-style-type: none"> Classroom Activities 1 – 13
<p>C:B1.6 Learn to use the Internet to access career-planning information</p>	<p>Explore Careers</p> <p>Explore Schools</p> <p>My Portfolio Tool</p>	<ul style="list-style-type: none"> Explore career profiles Explore career profiles: Other Resources section, including links to BLS profiles, professional associations, and other related sites Explore school profiles for career and technical schools, two- and four-year colleges, and graduate schools Bookmark sites of interest using the Your Links section of My Portfolio 	<ul style="list-style-type: none"> Classroom Activities 1 – 13 My Portfolio Activities 1 – 11

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C:B2.2 Assess and modify their educational plan to support career	Explore Careers My Portfolio Tool	<ul style="list-style-type: none"> Explore career profiles: Education (Related College Programs and Suggested School Subjects) section Plan programs of study using the Personal Learning Plan (Jan. 2009) Complete the Post-Secondary Goals section of My Portfolio 	<ul style="list-style-type: none"> My Portfolio Activity 7 – Post-Secondary Goals
C:B2.3 Use employability and job readiness skills in internship, mentoring, shadowing and/or other work experience	My Portfolio Tool Classroom Activities	<ul style="list-style-type: none"> Complete Career Planning Activities section of My Portfolio Complete the Service Learning section of My Portfolio Complete the Work Experience section of My Portfolio Complete and reflect on Activity 9 – Career Interview Project 	<ul style="list-style-type: none"> Activity 9 – Career Interview Project Activity 10 – Discovering Your Work Skills Activity 11 – Using My Skills My Portfolio Activity 8 – Career Planning Activities My Portfolio Activity 10 – Service Learning and Work Experience
C:B2.4 Select course work that is related to career interests	Explore Careers My Portfolio Tool	<ul style="list-style-type: none"> Explore career profiles: Education (Suggested High School Subjects) section Plan programs of study using the Personal Learning Plan (Jan. 2009) 	<ul style="list-style-type: none"> Activity 1 – School Subjects & Careers Activity 2 – Using School Subjects in the Workplace
C:B2.5 Maintain a career-planning portfolio	My Portfolio Tool	<ul style="list-style-type: none"> Login to My Portfolio and record: Assessment results, Career exploration activities, Education exploration activities, Career and life goals, Career planning and development activities, Work and service learning experiences, Extracurricular activities and interests, Awards and certificates, Skills and abilities Review and revise My Portfolio over time 	<ul style="list-style-type: none"> My Portfolio Activities 1 – 11

Standard C: Students will understand the relationship between personal qualities, education, training and the world of work

C:C1 Acquire Knowledge to Achieve Career Goals

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C:C1.5 Describe the effect of work on lifestyle	Explore Careers	<ul style="list-style-type: none"> View multimedia interviews: Questions & Answers, A Day in the Life 	
C:C1.6 Understand the importance of equity and access in career choice	Explore Careers	<ul style="list-style-type: none"> View multimedia interviews to learn about workplace culture 	
C:C1.7 Understand that work is an important and satisfying means of personal expression	Explore Careers	<ul style="list-style-type: none"> View multimedia interviews 	
C:C2 Apply Skills to Achieve Career Goals			
C:C2.1 Demonstrate how interests, abilities and achievement relate to achieving personal, social, educational and career goals	<p>Explore Careers</p> <p>Assessments</p> <p>My Portfolio Tool</p>	<ul style="list-style-type: none"> Explore career profiles View multimedia interviews Complete Career Matchmaker interest assessment and My Skills component Explore Suitable for You feedback from Career Matchmaker for interests and skills Enter Career & Life Goals in My Portfolio Record Activities & Abilities in My Portfolio Record Awards & Certificates in My Portfolio 	<ul style="list-style-type: none"> Activity 3 – Using Career Matchmaker Activity 4 – Your Career Ideas & Career Matchmaker Activity 10 – Discovering Your Work Skills Activity 11 – Using My Skills My Portfolio Activity 9 – Activities & Abilities My Portfolio Activity 11 – Awards & Certificates
C:C2.3 Learn to work cooperatively with others as a team member	Classroom Activities	<ul style="list-style-type: none"> Complete and reflect on Activity 8 – Career Fair Project 	<ul style="list-style-type: none"> Activity 8 – Career Fair Project
C:C2.4 Apply academic and employment readiness skills in work-based learning situations such as internships, shadowing, and or mentoring experiences	<p>My Portfolio Tool</p> <p>Classroom Activities</p>	<ul style="list-style-type: none"> Complete Career Planning Activities section of My Portfolio Complete the Service Learning section of My Portfolio Complete the Work Experience section of My Portfolio Complete and reflect on Activity 9 – Career Interview Project 	<ul style="list-style-type: none"> Activity 9 – Career Interview Project My Portfolio Activity 8 – Career Planning Activities My Portfolio Activity 10 – Service Learning and Work Experience