Ideas for Developing an Occupational Course of Study (OCS) Pathway Student Portfolio
Graduation Requirements

A career portfolio is one of the graduation requirements for students following the OCS Pathway.

- Graduation Policy

  [SBE Policy Manual]

- FRC OCS Pathway-22 credits as defined in the chart below

  [Graduation Chart]
What is a Career Portfolio?

• An OCS Pathway Career Portfolio is a collection of work, school, and leisure interest related experiences during the student’s 9th through 12th grades.

• The Career Portfolio may be individualized and should highlight the student’s unique experiences and strengths.

• Ideally, the portfolio should reflect the student’s growth in skill development over the high school years.
Getting Started

- Begin planning and gathering artifacts when the student begins 9th grade
- Discuss the purpose of the portfolio with the student
- Determine the format (electronic or paper copy)
- Determine what items need to be included and who (student and/or teacher) will be responsible for collecting each of the items
- Determine the evaluation process
Contents may include

- Demographic information
- Soft skills related artifacts
- Academic related artifacts
- Work related artifacts
- Leisure interests artifacts

Remember, the contents should showcase the student’s skills and interests.
Work Related Artifacts

Collect artifacts that showcase the following skills:

- Communication
- Teamwork, Enthusiasm, & Attitude
- Problem Solving & Critical Thinking
- Professionalism & Strong Work Values
- Personal Management
- Interpersonal Effectiveness & Networking
- Leadership
- Learning Skills
- Academic Competencies: Reading & Math
- Computer & Technical Literacy
Academic Related Artifacts

Collect artifacts that showcase the following:

• Honors, certificates of achievement, and awards
• Letters of recommendation and evaluations from school staff
• Sample letters requesting recommendations written by student
• Sample Thank You letters written by student
• School Transcript
• Postsecondary Goals
• Evaluations from school staff
Work Related Artifacts

Collect artifacts that showcase the following:

- Honors, certificates of achievement, and awards
- Letters of recommendation from school staff and work hours supervisors
- Interest Surveys and relevant Transition Assessment data
- Evaluations from school staff and work experiences supervisors
- Resume’ and references
- Summary of work experiences
- CTE and VR work related experiences
Leisure Interests Artifacts

Collect artifacts that showcase the following:

- In-school and out-of-school sports participation and achievements
- In-school and out-of-school clubs participation and achievements
- Hobbies & Leisure Activities
- Community Service Project participation
Format Options

• Electronic
  – PowerPoint
  – Video

• Hard copy
  – Binder
Evaluation Options

• Determine how the completed product will be evaluated

• Some options include:
  – Peer review process without student presentation of portfolio using a rubric scoring method
  – Peer review process with student presentation of portfolio using rubric scoring method
  – Teacher review process without student presentation of portfolio using a rubric scoring method
  – Teacher review process with student presentation of portfolio using rubric scoring method
Resources

- DOL-Soft Skills
- Example of a CTE Portfolio Checklist
- Example of a CA High School Portfolio with Templates & Checklists
Portfolio Building Websites

- Wix - http://www.wix.com/
- Weebly - http://www.weebly.com/
- Portfoliopen - http://www.portfoliopen.com/
- Cargo - http://cargocollective.com/
- Wordpress - http://wordpress.org/
- Flickr - http://www.flickr.com/
- Indexhibit - http://www.indexhibit.org/
- Vimeo - http://vimeo.com/
- Deviantart - http://www.deviantart.com/
- Behance - http://www.behance.net/
- Carbonmade - http://carbonmade.com/
- Big Black Bag - http://www.bigblackbag.com/
- Blue Host - http://www.bluehost.com/
- SmugMug - http://www.smugmug.com/