



Public Schools of North Carolina

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/>
- Krop - <http://www.krop.com/createdatabase/>
- 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/>

