Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CALM 20 Career Planning Unit Project**

**Portfolio**

The purpose of this unit project is for you to create a portfolio that will aid in your career/job search and employment.

Your portfolio must contain the following:

* Title Page
* Table of Contents
* About Me Section (Autobiography, pictures, values, skills and abilities)
* Cover Letter (Choose from the following jobs to address your cover letter: Retail store, Grocery cashier, Fast food business, or Gas station attendant)
* Resume
* Reference List (at least **3** references-remember to ask first!)
* Awards/Certificates/Accomplishments etc.
* Career Matches (at least **3**)
* Information on **2** Possible Post Secondary Institutions that you are interested in
* **2** possible scholarship opportunities (print off requirements)
* **4 SMART** Goals that are related to Career (**2** short term, and **2** Long term)

Your portfolio may be created as either a hard copy (in a duo tang or small binder), or as a website. For more information on how to create a website please see me during class.

This is the Unit Project; therefore it is **50%** of your grade for this Unit. The expectations of this project are that it is organized and all portions are completed and done so in a way that the information is presented in a neat, organized, and creative way.

If you have any questions or concerns about the unit project, please contact me via email or through the website:

[wautersm@holyspirit.ab.ca](mailto:wautersm@holyspirit.ab.ca)

or

sms-psiii.weebly.com

**DUE DATE: Monday October 5th, 2015**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **4** | **3** | **2** | **1** |
| **Requirements** | Portfolio contains **All** of the required aspects | Portfolio contains **Most** of the required aspects | Portfolio contains **Minimal** required aspects | Portfolio contains **Limited** required aspects |
| **Professionalism** | **Very well** documented and organized; format is accurate, complete and easy to follow; excellent, well thought-out | **Fairly well** documented and organized; format is mostly accurate, complete and/or easy to follow | Portions may be **poorly or inaccurately** documented and/or organized; may **not** be complete and may be hard to follow | Unorganized, **poorly** documented, large parts are **incomplete** and/or inaccurate; difficult to follow |
| **Effort** | Portfolio shows **superior** effort | **Good**, quality portfolio shows **excellent** effort. | **Average**, adequate portfolio | Work shows **little or no** effort |
| **Creativity** | Shows **insightful** thought to the creation of the portfolio. Goes above and beyond | Shows **adequate** thought to the creation of the portfolio. | Shows **minimal** thought to the creation of the portfolio | Shows **very little** thought to the creation of the portfolio |
| **Critical Thinking** | Requirements demonstrate **considerable** critical thinking & rationale, as well as provide **links to resources** | Requirements demonstrate **considerable** critical thinking & rationale | Requirements demonstrate **some** critical thinking skills & rationale | Requirements demonstrate **limited** critical thinking & rationale |
| **Spelling & Grammar** | Portfolio has **no** spelling or grammatical errors | Portfolio has **few** spelling or grammatical errors | Portfolio has **several** spelling or grammatical errors | Portfolio has **multiple** spelling or grammatical errors |

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