

# REVIEW 11-18

## Assess Progress and Build Your Transition Portfolio

### TRANSITION OBJECTIVE

Students will evaluate their progress by completing an assessment sheet and reviewing their progress.

### RELEVANCE TO SUCCESSFUL TRANSITION

Evaluation is one of the most important components of the growth process. Self-evaluation is a powerful tool commonly used by highly successful people. Add peer evaluation to this process and growth will compound. The evaluation process here begins with self-evaluation, combines with peer evaluation and ends with a statement of the next step toward a specific growth area.

## INSTRUCTIONAL SEQUENCE

### ❑ STEP 1: Update Journal

The impact the last eight lessons has had on me is . . .

### ❑ STEP 2: Convene Roundtable

"Evaluating my progress is important because \_\_\_\_\_."

### ❑ STEP 3: Advance Organizer

"Today you will evaluate your progress in this class."

### ❑ STEP 4: Activity - 15 Minutes

Please note: The **Assessment & Portfolio Guide** is part of a transition assessment process. In this process, students complete projects to use their new skills and knowledge, then collect samples of their work in a hard copy or electronic portfolio. This assessment guide may also be used as a formal test or a review of lesson concepts. If needed, make up additional test questions and activities.

Students go over the questions and statements on the handout **Assessment & Portfolio Guide**. For five minutes, have students briefly review the lessons with a

partner, then share lesson highlights with the class.



CAREER MANAGEMENT: Unit 3 REVIEW OF LESSONS 11-18

**Assessment & Portfolio Guide**

Lesson 11: Evaluate Your Work Skills  
What three areas will you work on to improve your skills as an employee?

Lessons 12 & 13: Know Valuable Job Skills  
Identify Ways to "Go the Extra Mile" at Work  
What are five ways you can go the extra mile on the job?  
Why is it important to go the extra mile on the job?

Lesson 14: Avoid Negative Work Behaviors  
Name five reasons people get fired:

Lesson 15: Understand Basic Employee Rights and Protections  
Why do employees have rights and protections? Which do you feel are most important?

Lesson 16: Leave Your Job Positively  
Why is it important to leave your job without burning your bridges?

Lesson 17: Promote Your Positive Skills  
What did you learn from your on campus job?

Lesson 18: Write a "Keeping a Job" Growth Goal  
Add the **Growth Goal Contract & Daily Goals Chart** to your Transition Portfolio.

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### ❑ STEP 5: Activity - 25 Minutes

Students complete the handout **Assessment & Portfolio Guide** by answering the questions or completing the statement directions. Provide assistance for students who need help with reading or writing. For poor writers,

provide a tape recorder, someone to take dictation or a voice-activated device.

#### ❑ **STEP 6: Activity - 20 Minutes**

Have students share their answers with a partner. Each partner then chooses one thing the other has learned and shares this with the class. For example, Gary and Carla have shared their answers. Carla chooses to share what Gary has learned about starting a new job. Carla would say, "The most important thing Gary learned is to evaluate his work skills."

Remind students that this is the end of Unit 3. Quickly have students share one or two things they learned in this unit. Then have students read the quote from the handout **Think**

**about This** and write two or three sentences. Remind students to add the **Assignments & Portfolio Guide** to their *Transition Portfolio*.

#### ❑ **STEP 7: Evaluate Outcomes**

One way I feel I have grown from these lessons is "\_\_\_\_\_."

#### ❑ **STEP 8: Connecting Activity**

Students share their most important growth area with a friend or family member.

#### ❑ **STEP 9: Key Words**

See "Key Words" section on page xviii for "Six Step Process for Better Vocabulary Instruction."

### KEY WORDS

reputation	integrity	honesty	reliable	dependable
accurate	organized	responsible	adaptable	flexible
follow-through	perseverance	considerate	compliment	terminate
incompetent	dishonest	fired	unemployment	insurance
compensation	benefits	resign	recommendation	reference
	resume		letter of resignation	

#### MATERIALS AND PREPARATION

- Student Handouts: **Assessment & Portfolio Guide** page, 179; **Think about This**, page 180.
- Prepare a screen image of the handout **Assessment & Portfolio Guide**.
- Prepare to share suggestions with the students.
- Prepare your own areas of growth to share with the class.

#### SCANS FOUNDATION SKILLS

- Basic Academic Skills: Listening, Speaking
- Thinking Skills: Creative Thinking, Decision Making
- Personal Qualities: Responsibility, Self-Esteem, Sociability, Self-Management, Integrity/Honesty

## REFLECTION

**Learning is reflecting on experience.**

## John Dewey

## REFLECTION NOTES

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