

REVIEW 7-10

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 four 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."

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CAREER MANAGEMENT: Unit 3	REVIEW OF LESSONS 7-10
Assessment & Portfolio Guide	
Lesson 7: Practice Resolving Conflicts at Work	What are the four steps for resolving conflicts? Give an example for using the steps.
Lesson 8: Understand Workplace Rules	What are three things you need to know about your position when you start a new job?
Lesson 9: Understand Employer Expectations for New Employees	What are five ways to understand your position and keep your job?
Lesson 10: Know the Duties of Your New Job	How can you find out what your duties are?

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☐ 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.

☐ 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 chooses one thing the other has learned and shares this with the class. For example, Rob and Sue have shared their answers. Sue chooses to share what Rob has learned about communication. Sue would say, "The most important thing Rob learned is to use 'I messages' when communicating with others." Have all students share one thing their partner has learned. Remind students to add the **Assessment & 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

conflict
reconcile
initiative

resolve
position
attitude
assignment

solve
official
tolerant
task

tension
unofficial
suggestions
job duty

disagreement
adjust
compliment

MATERIALS AND PREPARATION

- Student Handout: **Assessment and Portfolio Guide**, page 160.
- 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