

REVIEW 24-28

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 five lessons has had on me is . . .

☐ STEP 2: Convene Roundtable

"When I meet my goal I feel ____."

☐ 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 acquired 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 **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 **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.

131



CAREER MANAGEMENT: Unit 2 REVIEW OF LESSONS 24-28

Assessment & Portfolio Guide

Lesson 24: Prepare Resume Cards

How will you use your **Resume Card**?

Add your completed **Resume Card** to your **Transition Portfolio**.

Lesson 25: Write Your Resume

How will you use your **Resume**?

Add your completed **Resume** to your **Transition Portfolio**.

Lesson 26: Learn to Present Yourself Well on a Job Application

What is the most important thing to remember when filling out job applications?

Add a completed sample application to your **Action Portfolio**.

Lessons 27 & 28: Plan Your Job Search, Write a Training and Education Growth Goal

Why is it important to make a plan before you begin looking for a job?

Add your completed **Job Search Calendar** and **Contact Sheet** to your **Transition Portfolio**. Also add your completed **Growth Goals Contract** and **Chart** to your **Transition Portfolio**.

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131

□ 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: William and Cathy have shared their answers. Cathy chooses to share what William has learned about applying for jobs. Cathy would say, "The most important thing William learned is to use a resume card when making job contacts." Have all students take a turn sharing one thing their partner has learned. To end the unit, have students work with a partner to read the quote on **Think About This**. Pairs discuss the quote and then write their reaction on the lines below. Remind students of the most important concepts from the unit. 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."

132



CAREER MANAGEMENT: Unit 2
REVIEW OF LESSONS 24-28

◆ THINK ABOUT THIS ◆

Be prepared.
You never get a second chance to make a good impression.
H. Jackson Brown, Jr.

What does this quote mean to you?

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132

KEY WORDS

resume
references
difficult
growth

employability skills
organization
careful
goal

qualified
volunteer
job search
contract
confidential

template
effective
planning
decision

reference
application
schedule
personal

MATERIALS AND PREPARATION

- Student Handouts: **Assessment & Portfolio Guide**, page 131; **Think About This**, page 132.
- Prepare a screen image of the **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, Sociability, Self-Esteem, Self-Management, Integrity/Honesty

**If you treat an individual as he is, he will stay that way;
But if you treat him as if he were what he could be,
he will become what he could be.**

Goethe

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.