

REVIEW 1-4

Assess Progress and Build Your Transition Portfolio

TRANSITION OBJECTIVE

Students will evaluate their progress by completing an **Assessment Sheet** and adding information to their *Transition Portfolio*.

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 last four lessons have made me feel___."

☐ STEP 2: Convene Roundtable

"I need to evaluate my progress because___."

☐ STEP 3: Advance Organizer

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

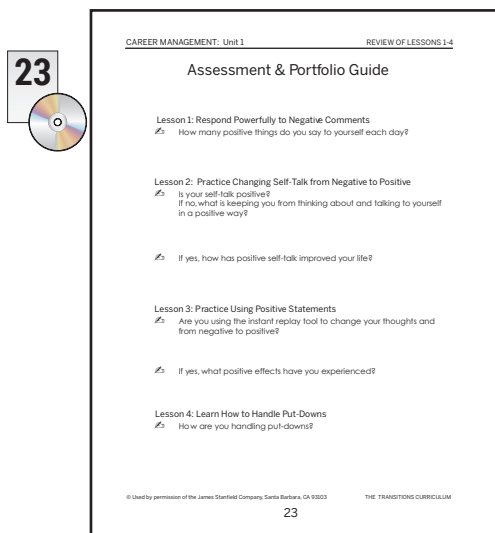
☐ STEP 4: Activity - 15 Minutes

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 portfolio. This assessment guide also may 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 - 10 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.



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CAREER MANAGEMENT: Unit 1 REVIEW OF LESSONS 1-4

Assessment & Portfolio Guide

Lesson 1: Respond Powerfully to Negative Comments
✎ How many positive things do you say to yourself each day?

Lesson 2: Practice Changing Self-Talk from Negative to Positive
✎ Is your self-talk positive?
If no, what is keeping you from thinking about and talking to yourself in a positive way?
✎ If yes, how has positive self-talk improved your life?

Lesson 3: Practice Using Positive Statements
✎ Are you using the instant replay tool to change your thoughts and from negative to positive?
✎ If yes, what positive effects have you experienced?

Lesson 4: Learn How to Handle Put-Downs
✎ How are you handling put-downs?

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□ 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: Tina and Beth have shared their answers. Beth will share what Tina has learned about self-talk. Beth would say, "The most important thing Tina learned is that we need to practice positive self-talk if we want to be in control." Have all students take a turn sharing 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 page xviii for "The Six Step Process to Better Vocabulary Instruction."

KEY WORDS

listen
control
positive

hear
believe
criticize

speak
opinion
negative

self-talk
sarcasm
feedback

confidence
hurtful
self-talk

MATERIALS AND PREPARATION

- Student Handout: **Assessment & Portfolio Guide**, page 23.
- Make 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