

REVIEW 5-8

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 impact the last four lessons has had on me is ____."

☐ STEP 2: Convene Roundtable

"I need to evaluate my progress because ____."

☐ STEP 3: Advance Organizer

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

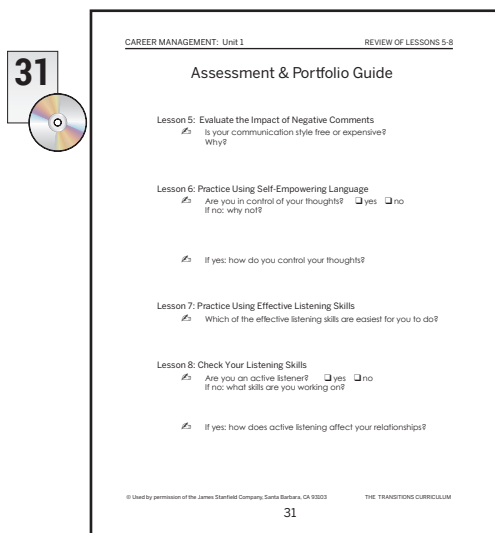
☐ STEP 4: Activity - 15 Minutes

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 hard copy or electronic 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 5-8

Assessment & Portfolio Guide

Lesson 5: Evaluate the Impact of Negative Comments
Is your communication style free or expensive? Why?

Lesson 6: Practice Using Self-Empowering Language
Are you in control of your thoughts? ☐ yes ☐ no
If no: why not?

If yes: how do you control your thoughts?

Lesson 7: Practice Using Effective Listening Skills
Which of the effective listening skills are easiest for you to do?

Lesson 8: Check Your Listening Skills
Are you an active listener? ☐ yes ☐ no
If no: what skills are you working on?

If yes: how does active listening affect your relationships?

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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: Susanna and Jose have shared their answers. Jose chooses to share what Susanna has learned about resumes. Jose would say, "The most important thing Susanna learned is that resumes can help us look at our successes." 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 on page xviii for "Six Step Process for Better Vocabulary Instruction."

KEY WORDS

free
powerful
passive listening

expensive
active listening
posture

communication style
powerless
responsive

interpret
understand
supportive

comment
eye contact
body language

MATERIALS AND PREPARATION

- Student Handout: **Assessment & Portfolio Guide**, page 31.
- 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