

# REVIEW 15-18

## 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.

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## INSTRUCTIONAL SEQUENCE

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#### ☐ 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 digital 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 15-18
<b>Assessment &amp; Portfolio Guide</b>	
Lesson 15: Write A Communication Growth Goal	
<input type="checkbox"/> Put a copy of your communication growth goal contract and progress chart in your portfolio.	
Lesson 16: Learn How to Resolve Your Conflicts	
<input type="checkbox"/> How and when will you use the conflict resolution process?	
Lesson 17: Understand Your Reactions to Differences in Others	
<input type="checkbox"/> Are you tolerant of differences in other people? Yes <input type="checkbox"/> No <input type="checkbox"/> If no: why not?	
<input type="checkbox"/> If yes: describe how you treat a person who is different.	
Lesson 18: Explore the Negative Impact of Stereotyping	
<input type="checkbox"/> How do you react to differences in others?	
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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: Sean and Josie have shared their answers. Josie chooses to share what Sean has learned about conflict resolution. Josie would say, "The most important thing Sean learned is that conflict resolution can help us solve our differences with others." Have all students take a turn sharing one thing their partner has learned.

To bring closure to Unit 2, go over the quote on the handout **Think about This**. Also, discuss the quote on the reflection page of this lesson and have students spend five minutes writing about their impressions and feelings as they come to the end of this 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 to Better Vocabulary Instruction."

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CAREER MANAGEMENT: Unit 1 REVIEW LESSON 15-18

◆ THINK ABOUT THIS ◆

Life is a succession of lessons which must be lived to be understood.  
Helen Keller

What does this quote mean to you?

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## KEY WORDS

<b>growth resolution included</b>	<b>self-improvement solution excluded fear</b>	<b>progress explain insecure prejudice</b>	<b>contract solve bigotry rejection</b>	<b>conflict different acceptance</b>
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**MATERIALS AND PREPARATION**

- Student Handouts: **Assessment & Portfolio Guide**, page 53; **Think about This**, page 54.
- 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

**Example is not the main thing in influencing others,  
it is the only thing.**

**Albert Schweitzer**

## 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.