



Blue Mountain High School

Career Portfolio

2019-20 Edition

BLUE MOUNTAIN HIGH SCHOOL CAREER PORTFOLIO

Description

The Career Portfolio is a requirement for all students at Blue Mountain High School. Utilizing SmartFutures, students will complete a digital curriculum that will provide them meaningful career-related activities and experiences. This program will assist students in researching potential careers and present the information needed to be successful in their post-secondary goals. Additionally, students will complete a Job Shadow Experience to gain a real-world look into a career of interest and learn about the education, training, or skills that are necessary to enter that field of work.

Grading

Students will be graded on the progress they make towards the Career Portfolio requirements. At end of each semester and school year, Career Portfolio advisors will enter either a passing grade (GPP) or failing grade (GPF) for each of their students based on the requirements of the portfolio for each semester and year. A student must complete all of the requirements for each semester and year to earn a passing grade. Students that receive a failing grade for a semester or year will not have access to BMHS privileges until the subsequent report indicates a passing grade.

Requirements:

1. Community Service (20 hours)
 - » Students will complete a total of 20 hours of community service.
Transfer students will follow these requirements. Students entering BMHS in:
 - ✓ Sophomore year will complete 20 hours of community service.
 - ✓ Junior year will complete 10 hours of community service.
 - ✓ Student entering in senior year will not be required to complete hours.
 - » Students will work with an approved non-profit community volunteer organization and be unpaid.
 - » Students will maintain a documented time log of their community service.
 - » Community service hours must be completed outside the school day.
 - » Educational Field Trips completed during the school day will not be granted service hours.
 - » All work must be appropriate for a high school setting and follows the guidelines of the Blue Mountain School District.
2. Job Shadow (5 hours)
 - » The location of the job shadow is not limited to non-profit organizations and may be completed at any high school appropriate setting.
 - » Students may complete the shadow during school hours but must fill out and return a Job Shadow Request form found in the main office.
 - » The hours completed for the job shadow do not count toward community service hours
 - » After completing the job shadow, students will complete the Job Shadow Reflection and upload to SmartFutures.
 - » Both the shadow and the reflection must be completed by the end of 11th grade.
 - » Internship hours will not count towards the job shadow requirement
3. Career Portfolio (SmartFutures)
 - » This component requires students to complete activities through SmartFutures designed to provide them meaningful career-related activities and experiences.
 - » Students will complete the activities by the deadlines provided in the timeline.

TIMELINE/PROCEDURES FOR CAREER PORTFOLIO

Grade	Semester	Assignment
Class of 2025 and 2026 '22-23 school year	1	<input type="checkbox"/> SmartFutures Activities 1-7 <ul style="list-style-type: none"> o New Thinking About Career Success o My Personality Type o Job Application o Preparation for Career o Abilities and Aptitudes o Personal Interests o Career Clusters and Pathways <input type="checkbox"/> Parent Introductory Letter Signed
	2	<input type="checkbox"/> SmartFutures: Resume <ul style="list-style-type: none"> o Students will begin to build their resume using the My Resume template in SmartFutures. In SmartFutures click on Activities > scroll to the bottom and click “My Resume” <input type="checkbox"/> Community Service Hours: Class of 2026 Recommended 5 completed Class of 2025 Recommended 10 completed
Class of 2025 and 2026 '23-'24 school year	1	<input type="checkbox"/> SmartFutures Activities 8-16 <ul style="list-style-type: none"> o Experience Careers While in School o Selecting your Career Goal o My Programs and Majors o My School and College Survey o Job Interviews o Active Listening o The Entrepreneur Within o Personal Budget o Multiple Intelligences
	2	<input type="checkbox"/> SmartFutures: Resume Update <ul style="list-style-type: none"> o Students will begin to build their resume using the My Resume template in SmartFutures. In SmartFutures click on Activities > scroll to the bottom and click “My Resume” <input type="checkbox"/> Community Service Hours: Class of 2026 Recommended 10 completed Class of 2025 20 hours completed <input type="checkbox"/> Job Shadow Experience: Class of 2025 requirement for end of junior year , see details on page 4

Class of 2026 '24-'25 School year	<div data-bbox="370 170 1529 821"> <input type="checkbox"/> SmartFutures: Resume Update <ul style="list-style-type: none"> Students will begin to build their resume using the My Resume template in SmartFutures. In SmartFutures click on Activities > scroll to the bottom and click "My Resume" <input type="checkbox"/> Community Service Hours: 20 hours completed <input type="checkbox"/> Job Shadow Experience <ul style="list-style-type: none"> The job shadow experience is the final component of the Career Portfolio for junior year. This is the opportunity for students to get out and experience a career or related field that interest them. Students are responsible for attaining, scheduling, and participating in their job shadow. This part of the portfolio will provide students with a real-world look at what a job is like and the opportunity to speak with people in the field to learn what education, skills, and experience are needed to enter the field after graduation. Job shadows completed during the school day require an educational field trip from the main office. Failure to do so will result in an unexcused absence. Students must upload the Job Shadow Reflection document to their SmartFutures Portfolio using the path below. In SmartFutures click on My Portfolio>Career-Pathway Experiences>Add>Job Shadow "Add to Portfolio">"upload or link a file" </div>
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Teacher Signature: _____

Completion Date: _____

GENERAL INFORMATION FOR STUDENTS, ADVISORS, AND COMMUNITY CONTACTS

1. Student's Role
 - Students are responsible for completing all activities and requirements listed in the timeline on page 3. If they have issues accessing any of the materials, they must ask their advisor for assistance before any of the deadlines.
 - Students must obtain their own community service and job shadow sites.
 - Students must have completed all of the listed requirements on the timeline, a total of 20 community service hours, and 5 job shadow hours by the end of 11th grade.
 - **If a student fails to meet the minimum requirements by the end of junior year, the student must request the superintendent's approval to complete the project and graduate. Seniors, regardless of whether or not they will graduate in four years, will have additional consequences added at the discretion of the superintendent.**
2. Advisor's Role
 - Assures sites chosen by students meet the intent of providing community service.
 - Reviews and monitors timely completion of required assignments based on project timeline.
 - Checks student's portfolio, which will be stored online using SmartFutures.
 - Notifies parents if satisfactory progress is not being made.
3. Community Service Contact Role
 - Must be an adult affiliated with the selected community service organization.
 - Provides hands on direction.
 - Verifies the hours served by the student.
 - Community Contact cannot be a parent or guardian.
4. Job Shadow Contact Role
 - Provide meaningful experience related to their career and workplace.
 - Verify the hours served by the student.
 - Job Shadow contact cannot be a parent or guardian.

PARENT INTRODUCTORY LETTER

Dear Parent,

This booklet contains a description of the Blue Mountain School District Career Portfolio. It outlines the procedure each student must complete in order to graduate.

This is an ongoing project beginning in grade nine and continuing until completion at the end of junior year. It is important for you and your child to carefully examine the enclosed materials so that you and your child are aware of their responsibilities. Please be aware that failure to meet the project deadlines listed in this manual will result in a Career Portfolio Failing (CPF) grade, which automatically puts a student on Academic Restriction.

Please sign this page and have your child return it to his/her advisor. If you have any questions, please feel free to contact your child's advisor.

Project Advisor: _____

Advisor E-mail: _____

We have read the enclosed information and understand the project is a **GRADUATION REQUIREMENT**.

Parent/Guardian Signature: _____

Print Name: _____

Student Signature: _____

Print Name: _____

COMMUNITY SERVICE LOG/JOURNAL

Student Name: _____

Community Organization:

Contact Name: _____

Phone Number: _____ E-mail: _____

Date	Time	Description of Work	Number of Hours	Community Contact – Signature

NOTE: Parents cannot verify hours. Hours must be completed after the first freshmen class career portfolio meeting.

Blue Mountain High School
Job Shadow Reflection

Must be uploaded to your SmartFutures portfolio using the following path:
My Portfolio > Career-Pathway Experiences > Add > Job Shadow “Add to Portfolio”

Student Name: _____

Host Name: _____

Job Title & Company: _____

Date Shadowed: _____

1. Provide a brief description of the day-to-day responsibilities performed in this position.
2. What is the required education/training and essential skills for this position?
3. Describe the work environment. What were some of the things you liked or disliked?
4. How will you use this experience in creating your future career plans?
5. Is this a career or field that you would consider for your future? Why or why not?
6. Do you recommend this job shadow location to other students? If not, please provide an explanation