



SENCAP Portfolio Curriculum

Fall Semester Portfolio for Year 1 Students

This document is a digital package of all assignments assigned to the Year 1 Students during the Fall Semester.

In addition to the SCC dual credit pathway courses, SENCAP students complete a supplemental online student portfolio. The student portfolio assignments provide the student an opportunity to explore a variety of careers in their pathway of interest. Portfolio assignments also encourage self-reflection, personal development, goal setting, and discussion among like-minded peers.

The portfolio assignments are due Wednesdays by 11:59 p.m. and on average take 20-30 minutes to complete. Students access the portfolio class through Canvas, SCC's online platform. All SENCAP students have a regional coordinator who will provide feedback on the portfolio assignments, visit the high schools, and arrange field trips.

Each semester students are required to participate in the following out of school learning opportunities: one field trip, one job shadow, and one related professional day and/or workshop. Whereas every portfolio assignment prepares each student in career and college exploration, the **highlighted assignments** in the [index](#) are further developed upon at professional days and/or workshops.

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Week 1

Student Contact Information

First Name *

Last Name *

Student Cell Phone Number *

Preferred Email Address *

What high school do you attend? *

Select your grade level. *

What academy are you in? *

Emergency Contact Information *

Enter your parent(s) name, email and phone number.

List your school activities *

Career Interests *

Welcome to the Southeast Community College Canvas Student Orientation!

First, pat yourself on the back! You have already found success by enrolling in this orientation course. You are well on your way to learning the basics of Canvas!

What is this course about?

This orientation is designed for students who have never used the Canvas Learning Management System (LMS) or who have limited knowledge of Canvas. You can also use this as a reference once you start a hybrid course (where part of your coursework is online and part is in-person) or an online course (where all of your coursework is online). By the end of the orientation, you should have a basic understanding of Canvas features and be ready to use Canvas with your classes, be that for hybrid, online or face-to-face courses. You will also learn best practices for being a successful learner, including time management, and gain an awareness of the support services available to you at Southeast Community College (SCC). This course is designed to replicate the typical SCC Canvas course with the navigation menus and how the information is presented in modules.

Upon completion of the orientation, you will be able to:

- Navigate within Canvas.
- Customize your settings.

- Communicate using Canvas communication tools.
- Submit assignments and view feedback.
- Take quizzes.
- Check your grades.

This course uses Modules, a way to organize materials around topics or objectives. You can click Modules from the left and go to any topic you wish. If you are just starting out, it is best to work through the materials in order. Each of your Canvas courses may look a little different depending on how your instructors have designed them and some instructors may not be using Canvas. Be sure to ask your instructors where to find something if you are confused. If you need help with Canvas later in the semester, pay special attention to the resources in the Module "Getting Help When You Need It." Now that you have an idea of the topics that will be covered, it's time to start!

Most courses will start by directing students to important class information in the Syllabus navigation menu. Instructors may also send a welcome message or Announcement so be on the lookout for that in your global inbox or Announcements navigation menu. We have created samples of each of these in this course so continue to those sections or begin the orientation by going to Modules via the navigation menu.

[Student Orientation](#)

Welcome to SCC New Student Orientation – Online Edition

[Mobile App](#)

Did you know? Canvas is Mobile!

You can access Canvas via Android and iOS devices through the Canvas App. Learn more about Canvas mobile and tablet apps below by using the hyperlinks.

As a rule of thumb, **don't try to complete an online course through a mobile device** (i.e. don't take online quizzes on your phone), but **do use the apps to check announcements, content and your grades**.

[iOS App](#)

[Android App](#)

[App Support Guides](#)

[Getting Started Survey](#)

1. Portfolio deadlines

Each week's assignments in the portfolio are due at 11:59 p.m. on Wednesday. This does not mean you should wait to start working on Wednesday. Start early in the week, technology always seems to be feisty at the last minute.

College credit deadlines

Due dates and deadlines for the college credit course (ex. Intro to Psychology, Comprehensive Medical Terminology, Life-Span Human Development) are set by the college instructor, or the teacher at your high school. They are subject to the instructor/teacher's discretion and may not always be the same each week.

Select "Yes" if you understand your due dates.

2. Learn how to use Canvas: Online learning can be challenging, especially if this is your first time. Spend time learning how to navigate Canvas.
3. Learn how to send a Canvas message: Communicate! Canvas messaging is a great way to do it.
4. Figure out how to check your grades on Canvas: Instructors and coordinators often communicate with you via the feedback on your assignments. If you don't know how to check your grades, you probably aren't reading the helpful feedback either.
5. Write down your username and password (or put it in your phone)

Don't rely on the computer to remember and autofill your username and password. Write it down, put it in your phone, do whatever you need to do so that you aren't always guessing which password works.

In the text box, write down where you wrote down your username and password.

6. You have a required job shadow (because it is so good for you). Get it set up now.

I talk to people in every walk of life and they all wish they would've done more job shadows. Almost every student writes that the job shadow was a favorite thing about this class. Ask your coordinator for help if you need it.

7. You have a required field trip.

Most of the time, this field trip will be set up by your coordinator, but depending on your specific situation, a college visit, or separate trip might work too. Talk with your coordinator about something you think might work.

8. List one career job you are interested in:

9. Ask for help if you need it

After high school, you will need to be able to advocate for yourself. Use this class to learn how to be a good advocate for yourself

Answer the questions about the New Student Orientation.

10. I feel comfortable logging into the Hub.
11. Who do you talk to if you want to drop your class?
12. I understand how my dual credit class(es) are getting paid for.
13. Select the closest location for you to obtain your SCC Student ID.
14. Who is your Career Academy (SENCAP) Coordinator?
15. You have access to SCC Academic Advisors! List a good reason for you to meet with an Academic Advisor.
16. Who do you contact for help with The Hub?
17. I can get Microsoft Office for free.
18. What is an example of academy dishonesty?
19. What do you do if you do not know what your SCC instructor expects of you?
20. What does your high school do with the portfolio grade?
21. What does your high school do with the college grade?
22. Where do you go to order your books?

Profile Picture

Adding a picture helps your instructors and fellow online students remember who you are when they see you in real life. Canvas makes it pretty easy for you to add a picture.

In the left navigational pane, your picture is right above the account icon. Click on that and then click on your profile. If you need further instruction, select the help button in the left navigational pane.

Transportation Form

STUDENT TRANSPORTATION RELEASE FORM

As part of the Southeast Community College and Southeast Nebraska Career Academy Partnership Program, participating students may need to attend classes at centralized regional sites and take part in various field trips, and job shadowing experiences throughout the school year. Since this may include some out of town travel for some students and because many school districts will not always be able to provide transportation, individual arrangements for travel will need to be made. This may involve students driving their own vehicles to these sites.

Below is a waiver for students allowing them to drive to the Academy class and/or field trips. All students driving and providing their own transportation must have the permission of their parents or guardian.

TRANSPORTATION WAIVER

(Please check all that apply).

_____ I give my son/daughter permission to drive to the regional site to attend classes, job shadows, and/or field trips provided by Southeast Community College and the Southeast Nebraska Career Academy Partnership during the school year.

_____ I give permission for my son/daughter to ride with another student to the regional Academy site, job shadows, and/or field trips during the school year.

_____ I give permission for my son/daughter to ride with an Academy Coordinator OR with other students in a school vehicle (e.g. school bus or van) from another participating school district.

_____ I do NOT give permission for my son/daughter to ride with another student to the regional Academy site, job shadows, and/or field trips during the school year.

Parent/Guardian Signature _____ **Date** _____

Student Signature _____ **Date** _____

Week 2

Time Management and SMART Goals

Step 1: Take the Time Management Self-Test Quiz: [click here](#)

Step 2: When your total score is calculated (anywhere from 15-75), close that window and read about your score interpretation and summary of the main areas of time management that were explored in the quiz.

Step 3: For this assignment answer the following questions:

1. What was your score? What does your score mean, in your own words?
2. There are 5 main areas that were assessed in this quiz: 1) goal setting, 2) prioritization, 3) managing interruptions, 4) procrastination, and 5) scheduling. Which areas were your best scores? What about your worst? Why do you think this is the case? Share your thoughts.
3. Pick 1 area and write a SMART Goal pertaining to this area. Click here for instructions on how to write a [SMART Goal](#).
4. Write 2 more SMART Goals to be reached by January 1, 2019. One must be academic.

To recap: your entry should include: Your response to questions 1 and 2 and 3 SMART Goals (1 related to time management and 1 academic and 1 more that can be academic or personal).

P.S. Here are links that you might find useful:

[How to write a SMART Goal YouTube Video](#)

[Lifehack's 20 quick tips for better time management](#)

[5 time-management tips for high school students](#)

Week 3

Most Significant Achievement

What is your most significant achievement?

1. Read the article at this link: [Article link](#)
2. Think about a recent achievement.
3. Use the STAR technique to write about it: S-Situation, T-Task, A-Action, R-Result
4. Provide a picture that represents this achievement. It can be an actual picture of the achievement, or it can symbolize the achievement, it doesn't matter. A visual makes your story easier to tell and more fun to read.

Week 4

Gallup Strengths

Strengths Video

Strengths Survey

You will obtain a code from your coordinator to begin and create a profile. Allow 45 minutes to complete the assessment.

Once you create your profile, complete the Gallup StrengthsQuest assessment.

<https://www.strengthsquest.com/register/default.aspx>

If you run into issues with the Gallup codes, registration, or other issues, contact Gallup Tech Support (1-888-561-5270) before contacting your coordinator.

After completing the Gallup Strengths Survey, print a copy of your top 5 themes and description of those themes (Strengths Insight Report). Use the information provided by Gallup to answer the questions for the Strengths Discussion Assignment due this week.

Strengths Discussion

List your top 5 strengths and a short description of each strength (theme) and examples.

You may quote Gallup's description, but you **must** also explain that strength as it applies to your situation. Include examples to help your explanation of **how you have used that strength in your daily life**.

- 1) Strength 1
 - a) Description
 - b) Specific Examples
- 2) Strength 2
 - a) Description
 - b) Specific Examples
- 3) Strength 3
 - a) Description
 - b) Specific Examples
- 4) Strength 4
 - a) Description
 - b) Specific Examples
- 5) Strength 5
 - a) Description
 - b) Specific Examples

Week 5

Job Shadowing

Job shadowing is a meaningful introduction to the world of work for a student. It gives students an inside look at what happens on the job through accompanying an employee during part of a “typical” work day. This allows the student to learn about the varied aspects of the job they are shadowing and the skills which are required to be successfully employed.

By going job shadowing, students will be able to see firsthand, what they like about the job as well as what they don't like about the job. Both are equally important when determining the right career.

Learning about what you like and don't like, allows you to focus your time, energy and money into a meaningful career.

Job Shadow Experience

1. List 2 possible sites you may contact to set up your Job Shadow Experience. Be sure to include the name of the company, the contact person's name and their contact information (phone, address, etc.) I encourage you to call a site ASAP to set up your job shadow.
 1. When actually setting up your job shadow visit, When actually setting up your job shadow visit, click here for a [phone script](#) or for an email script.
2. Create your own "**Top 5 Tips for Job Shadowing**". In order to maximize the benefits of your required job shadow, it is helpful to read/research the reasons for and best practices of job shadowing. You can use the websites below to aid in your research. You can use other resources as well.
 1. [The Job Shadow Knows: Try on a Career Before You Commit](#)
 2. [Job Shadowing Tips for Teens and Students](#)
3. Print off the [Job Shadow Agreement](#) to use for your school's documentation for your absence on the day you Job Shadow. You will need to notify your coordinator and school office of the date you are going to be gone, and this completed form will need to be turned in to your school's attendance office in order to excuse your absence afterwards.

Phone and Email Script

Phone Call Script to Ask for a Job Shadow

Hello, this is (enter student name). I am calling to see if there is someone who I could speak to about job shadowing opportunities. If transferred to someone: (Re-introduce self.)

Good afternoon Mr./Mrs./Miss. (enter last name),

My name is (enter student name) and I'm currently a (sophomore/junior/senior) at (enter high school). I am currently enrolled in Southeast Community College's **Southeast Nebraska Career Academy Partnership (SENCAP)** and taking (enter college course name).

I would like to communicate with you about completing a job shadow at (enter name of business/hospital/etc.) because I am interested in (enter career interest/field of interest).

I am available on (enter day, date and time) or on (enter day, date and time).

Please let me know if a job shadow opportunity would be available within the date and time specified above.

My contact email is: (enter student email) and my contact number is: (enter student phone number). I look forward to hearing from you to schedule a job shadow, if available.

Thank you,
(enter student name)

Email Script to Ask for a Job Shadow

Good afternoon Mr./Mrs./Miss. (enter last name),

My name is (enter student name) and I'm currently a (sophomore/junior/senior) at (enter high school). I am currently enrolled in Southeast Community College's **Southeast Nebraska Career Academy Partnership (SENCAP)** and taking (enter college course name).

I would like to communicate with you about completing a job shadow at (enter name of business/hospital/etc.) because I am interested in (enter career interest/field of interest).

I am available on (enter day, date and time) or on (enter day, date and time).

Please let me know if a job shadow opportunity would be available within the date and time specified above.

My contact email is: (enter student email) and my contact number is: (enter student phone number). I look forward to hearing from you to schedule a job shadow, if available.

Thank you,
(enter student name)

Job Shadowing Agreement

STUDENT'S NAME: _____ SCHOOL: _____

Career Academy Program (Circle One):

Agriculture Business CIT Construction Criminal Justice Early Childhood
Education GIS Health Energy Welding

Student Info: E-MAIL: _____ Phone #: _____

JOB SHADOWING SITE AND DEPARTMENT _____

Address _____ Phone #: _____

Supervisor's Name/Title: _____

Date and Time of Job Shadowing Experience: _____

Student's Learning Objectives

What would you like to accomplish from your experience? (List 2 to 4 Goals)

Student agrees to: 1. Comply with policies of job shadowing site. 2. Notify coordinator if unable to job shadow as scheduled. 3. Complete job shadowing agreement with job site supervisor and return to Coordinator, School Guidance Counselor, or School Office as needed to verify absence for job shadowing experience.

Job Site Supervisor agrees to: 1. Provide student with orientation/supervision needed to carry out responsibilities successfully.

Coordinator agrees to: 1. Help locate job sites/allow students to locate job sites of interest. 2. Coordinate related paper work with student. 3. Assist with communication between the student's school and attendance office.

STUDENT'S SIGNATURE: _____ DATE: _____

JOB SITE SUPERVISOR'S SIGNATURE: _____ DATE: _____

COORDINATOR'S SIGNATURE: _____ DATE: _____

Week 6

Peer Perceptions

In order to complete this assignment, you will need to ask 3 peers (students around your age) to provide 3 descriptive adjectives which best describe you as a person. Try to complete this task before writing your entry.

Peer Perception Reflection

For this assignment you will reflect on how you and at least three of your peers (students around your age) perceive and or describe you. How you perceive yourself and how others perceive you is important information to have as you look at career preparedness. Perceptions are important as they are reality in regards to how others perceive you. Since perceptions are reality, it is important that you are aware of not only how you perceive yourself but, more importantly, how others perceive you. By having this information you can build on those perceptions you view as being positive while changing those perceptions you view as being negative.

Step 1: Read the following article: [How Do People Perceive You?](#) It provides the necessary background information about perceptions.

Step 2: Answer the following questions for this week's entry.

1. List and briefly explain the three adjectives you would use in describing yourself.
2. If you haven't already, ask three of your peers to provide you the first three adjectives they would use in describing you. List the nine adjectives which your peers used in describing you.
3. List two adjectives used by your peers in describing you which you feel are the most positive and what action you will take to maintain these perceptions.
4. List two adjectives identified by your peers you believe are concerning and/or negative and what action you will take in attempting to change these perceptions.

Research identifies the difference in how you describe and/or perceive yourself and how others describe and/or perceive you as the "Perception Gap." Identify and briefly explain one "Perception Gap" and what you might do to narrow, eliminate and/or better understand the "Perception Gap."

Week 7

Finding Scholarships

Scholarships and College Essay

Watch this video before completing the assignment: [How I won scholarships](#)

Local Scholarships

Check with your guidance counselor to see if he or she is aware of any that prefer a student with your career interest. Or check with local businesses to see if they know of any career specific scholarships. For example, if you are in the Health Academy check with a nursing home or pharmacy. Or if you are a business student check with the bank or insurance agency to see if they know of scholarships for students interested in a business career.

Local Scholarship Name:

Name of the person, business, or organization that sponsors the scholarship:

How much is the scholarship worth?

Requirements for applying for this scholarship:

State Scholarship

These are the scholarships given by a college or university you are interested in attending. Check their websites to find how you access their scholarships.

State Scholarship Name:

Name of the person, business, or organization that sponsors the scholarship:

How much is the scholarship worth?

Requirements for applying for this scholarship:

National Scholarship

These are the scholarships given by national organizations including business and industry. For example, if you are a student interested in agriculture you could check for scholarships given by businesses like John Deere.

National Scholarship Name:

Name of the person, business or organization that sponsors the scholarship:

How much is the scholarship worth?

Requirements for applying for this scholarship:

Scholarship Essay

Write a 200-word paragraph that explains why you would be the ideal recipient for ONE of these scholarships. Be sure to include why you are interested in this particular career and/or how you got interested in this career.

Week 8

References (Part 1)

References Part 1: Identify 3 unrelated adults you can use as personal references. Choose the file type below that you prefer and ask each adults to complete the form honestly about you. You will most likely use these adults in the near future as references for applications for scholarships, jobs, etc. Inform each adult that you need the completed forms by Wednesday, October 30th.

[Google Form - \(Make a copy and share with each adult\)](#)

[Word Doc - \(Save and either print and hand out or email to each adult\)](#)

[PDF Doc - \(Save and either print and hand out or email to each adult\)](#)

Personal Reference Form

Student Name: _____

The following academy student is required to obtain information to assess their own personal strengths and assess what areas they may need to improve in over the course of the next year. Please fill this form out so that students may have the opportunity to write a reflection over areas they need to improve upon prior to entering the workforce or college. The student needs this form completed by October 31st, 2018.

Reference Information: Please include your name, job title, mailing address, phone number & email.

Can this student use you as a personal reference? Yes / No

How long have you known this student and how did you meet this student?

Use three adjectives to describe this student's strengths:

Provide an area in which this student could improve:

If you have not observed the skills or academic performances do not circle a rating.

In your opinion, how does the student rate in the following skills: 1 to 5 (highest). Comments welcome.

Communication	1	2	3	4	5	
Decision-Making	1	2	3	4	5	
Personal	1	2	3	4	5	
Problem-Solving	1	2	3	4	5	
Teamwork	1	2	3	4	5	

In your opinion, how does the student rate in academic performance: 1 to 5 (highest). Comments welcome.

Organized	1	2	3	4	5	
Work Ethic	1	2	3	4	5	
Accountable	1	2	3	4	5	
Writing Skills	1	2	3	4	5	
Leadership	1	2	3	4	5	

Any additional comments?

Spring Classes

It is hard to believe but it is time to think about what classes you will take spring semester. While you are attending college, advisers are there to help you pick your classes, however it is very important you understand this process. Now during high school, your SENCAP Coordinator is available to assist you with enrolling in SENCAP and DC Advantage courses at SCC.

Most colleges will have similar catalog and registration systems but for this assignment, you will pretend you are attending Southeast Community College. And since you are earning dual credit in high school, we will focus on SENCAP courses.

The next 3 assignments will help you determine which spring class will be a good fit for you.

Program of Study

Go to <https://www.southeast.edu/academics> and research the Programs of Study offered at SCC. Click on any programs that you interest you to learn more.

****If you are interested in attending a four-year university or unsure of what Program you want, Academic Transfer may be a great choice for you.****

For this assignment, submit your SCC Program of Study choice.

SENCAP Guidebook

On the next screen is the SENCAP Guidebook: a useful resource which lists all of the SENCAP Career Pathways and suggested courses. Each pathway correlates with a Program of Study at SCC.

All of the information in the guidebook is important, but for this assignment you will scroll to Page 5 and find the pathway you are interested in. First, take a look at the courses offered in the second semester column. After you find the courses, scroll to find the correlating page for your selected pathway. Review the pathway information page.

If you want more information about any specific course, please refer to Pages 20-23. Those pages have the course descriptions listed in alphabetical order by prefix (example: AGRI, EDUC, PSYC).

[SENCAP Guidebook](#)

Pathway Courses

Now that you have completed researching a Career Pathway in the SENCAP guidebook on the previous page, post in this discussion:

1. Top Pathway Choice
2. Spring Course of interest with the prefix (ECED, AGRI, ENER, etc.), course title, and total credits. See example below.

Example:

1. *Pathway: Early Childhood Education*
2. *Spring Course: ECED 1120 Preschool Child Development (2 credits)*

You may click on the previous button below if you need to look over the classes again.

How your SENCAP course classifies

Each college has a system to classify your SCC course; it will either fulfill a requirement in your major, general education or elective category. Where your course fits depends on what program of study you are in and what college you attend.

- Program (Major) Specific: Courses you must take to complete your major.
- General Education: Courses considered the core classes you are expected to take.
- Electives: Courses Outside Your Field of Study. There are classes out there that will be natural fit with your major, but won't be required as part of that major's course curriculum.

For this assignment, consider the last 3 assignments you submitted and complete the following steps:

1. [Click here to return to the Program of Study page.](#)
2. Select your program, scroll to the bottom of the page and select the Program with degree you desire. (AAS = Associates of Arts and Sciences, CE - Certificate, DI = Diploma)
3. Click on the curriculum tab to see all of the options
4. Click on the options to determine where your spring course is classified.
5. Submit your course title and what category it is classified in.

Example:

1. *Pathway: Early Childhood Education*
2. *Spring Course: ECED 1120 Preschool Child Development (2 credits)*
3. *ECED 1120 is classified in the Program Class category*

Week 9

References (Part 2)

Retrieve forms

If you get all 3 of your forms you can complete next week's assignment. If an adult did not complete them on time, remind them that you will need the form by Monday, November 4th.

Soft Skills

What are soft skills? They are the personal attributes you need to succeed in the workplace. These are often related to how you work with others – in other words, these are [people skills](#). The idea of soft skills was first popularized by Daniel Goleman, in his bestseller from 1995, [Emotional Intelligence—Why It Can Matter More Than IQ](#). At around the same time, Howard Gardner was exploring the educational theory of “[multiple intelligences](#),” which proposed that intelligence is not dominated by a single general ability, but is made up of many different ones with varying aptitudes.

The idea of an [emotional IQ](#) and the theory of multiple intelligences are the foundation of what has become known as soft skills. Together they add dimension to leadership, which is more than a cold mechanical instrument, but one that must involve the less easily defined human element.

SOFT SKILLS VS HARD SKILLS

Soft skills differ from hard skills, which are quantifiable skills individuals learn through classes, books, or on the job. For example, knowing how to use a computer, type, or speak another language are hard skills. More than likely, an employee needs some hard skills to do their job.

WHY SOFT SKILLS MATTER?

The best companies are built on strong soft skills as well as hard skills, with a workforce of strong communicators, leaders, and problem-solvers. A [recent study](#) in the US found that 93% of employees see soft skills equally important to technical skills, or even more important than them. Redesigning organizations around highly-empowered soft-skilled teams were rated the top trend in the recent Deloitte Human Capital Survey.

Regardless of the career or job you desire, you need at least some soft skills. Employers want employees who are able to effectively interact with others. Soft skills may be considered personal traits, but most can be learned if you desire to become more effective in your job.

SIX TOP SOFT SKILLS

Although there are many published lists, below are six [important soft skills](#) that most employers seek in job applicants. Develop and emphasize these traits in applications, resumes, cover letters, and interviews. The closer a match your credentials are to what the employer is looking for, the better your chances of getting hired.

- **Communication Skills**
- **Critical Thinking**
- **Collaboration**
- **Leadership**

- **Positive Attitude**
- **Work Ethic**

Answer the following questions.

1. Look at the list of the six top soft skills. In your opinion, what is the greatest soft skill that you possess and why do you feel it is your strongest asset?
2. Which of the six top soft skills do you think you must work to improve? Explain your answer.
3. Which of the six soft skills do you believe will be the most important to your success in your anticipated career choice? Explain your answer.

Week 10

Reference Page

Download the worksheet to your computer or Google Drive. Save the completed worksheet and then upload it here. If you need assistance with uploading the file, contact your coordinator.

[Personal Reference Page.](#)

Personal Reference Contact Page

To complete this assignment, you must have first had 3 adults fill out the Personal Reference Input Form. List your adult References Contact Information in the format listed below.

At the top of page:

Your name
Address
Phone #
Email

Then list your 3 references below like the sample reference format:

Mr. Dan Sample
Youth Pastor at the Evangelical Free Church
1300 East Hillcrest Drive
City, NE 68434
(402) 555-5555
Email address

Reference #1

Reference #2

Reference #3

Reference Discussion

Evaluate and discuss how the adults see you differently or similarly. Use the completed reference forms to help assist you in your answers below.

Your reflection needs to be written in paragraph/sentence format. Be sure to include all discussion items below in regards to each trait.

1. List all the 9 total (3 from each) adjectives the adults used to describe you. Which adjective surprised you and why? Which adjective are you most proud of and why? Do you agree with the adjectives they used to describe you? Why or why not?
2. Review the skills or academic performance tables on the worksheet. What was your lowest rating? What was your highest rating? Do you agree with the ratings you received? Why or why not?
3. Discuss the importance of how you would like your personal references to perceive you. Are you comfortable how you are perceived or would you like to change that perception?
4. Review your entry from Week 6 where you asked 3 peers to also give you 3 adjectives. Were there any similar adjectives between the adults and peers? If so, what are they? If not, why do you believe the adjectives were different?
5. Most importantly, identify your strengths and weaknesses and how you would like to improve and grow and how you might accomplish this (minimum of 3 areas you want to improve and grow during this school year).

Week 11

Job Shadow Update

You are responsible for completing a job shadow. Do you have your job shadow scheduled or completed? If so, then answer questions 1-4 about your shadow. If you have NOT scheduled or completed your jobs shadow, answer question #8 ONLY.

1. Who did (will) you shadow?
2. What is their title?
3. When is (was) the shadow?
4. Where was (will) the shadow?
5. You are also responsible for writing a reflection (or reflecting with your coordinator in person). The reflection is due on December 4th. **Have you done this? Yes/No.**
6. It's a good idea to send a written (or typed) thank you note to the person you shadowed. **Have you done this? Yes/No.**
7. Finally, you can earn a completion grade for showing your coordinator that you sent a thank you. **Have you shown your coordinator that you sent a thank you note?**

8. **If you haven't done anything related to your job shadow yet, write your next steps in this sentence and submit:**

I will call/email (person to be shadowed) on (date I will make the call/send email). I will offer 3 dates/times that I am able to shadow. I will have my job shadow scheduled by _____.

Resources Available for assistance:

[Job Shadow Phone and Email Script](#)

[Job Shadow Agreement](#)

Week 12

Career Exploration: Bureau of Labor Statistics

Answer the following questions for your career/job research using the following website: <http://www.bls.gov/ooh/home.htm>

What career/job specialty did you choose to research?

What do they do?

What is their working environment?

How do you become one?

What level of education is required?

Do you need any certifications or licenses?

What is the average pay?

How is the outlook for this position compared to other fields?

Online Interview

Answer the following questions after picking one interview from the list at this website: <https://jobshadow.com/complete-list-of-interviews/>

What was the title of the person you read about?

How do they describe what they do?

What education or skills were needed?

What advice is offered for someone considering this career?

In your own opinion, what did you find fascinating or interesting about what they do?

Week 13

Virtual Field Trip

If you could not attend the field trip, speak to your coordinator to get permission to complete a virtual field trip. Here is a link you can use [Nebraska Career Clusters](#) or you can use the internet to search for another field trip of your interest.

Field Trip Reflection

For this assignment, you will write a reflection on your field trip. You will need to answer the following questions within your reflection. It should be written in full sentences/paragraphs.

1. Virtual or in person field trip?
2. What is the name of the company?
3. What does this company do?
4. What services/products does this company provide?
5. Who are the people that use this company's services?
6. Who are the people who buy this company's products? How does the company advertise or market themselves?
7. What are some of the career options offered at this company?
8. What type of Gallup Strengths do you think an employee would have at this company and why? (Refer to the Gallup Strengths)
9. What additional information can you share about this company including at least one interesting fact about this company?
10. Would recommend future academy students to attend this field trip and WHY?
11. Questions I asked and how they were answered.

Week 14

Virtual Job Shadow

If you could not complete a job shadow, speak to your coordinator to get permission to complete a virtual job shadow. Here is a link you can use: [Virtual Job Shadow](#) or you can use the internet to search for another job shadow of your interest.

Job Shadow Reflection

Answer the following information with complete sentences for this assignment.

Job site and Department/Area Observed:

Person(s) shadowed:

Date of Job Shadow:

1. Describe the department/work site you visited. Include requirements for doing this type of work, education this person received, and job prospects.
2. What type of work activities did you observe during your job shadow experience?
3. What did you like best about your job shadow experience?
4. What did you like least about your job shadow experience?
5. What surprised you most about what you observed, heard, did, or learned?
6. If you wanted to work in the department/work site you visited, what might you do to prepare in the next five years?
7. Would you consider a career in the type of industry in which you job shadowed? Why or why not?
8. From your perspective (your interests, abilities, and goals) identify aspects of the job that were:

Positive:

Negative:

9. Did the job shadow experience influence your career choice/goals? How?

Job Shadow Thank You

As a professional, it is good to get in the habit of sending a thank you note after interviewing or when a professional designates their time to you. [Click here to read more information about thank you notes.](#)

Once you have completed writing the thank you and submitted it, decide on how you will give this thank you to the person you shadowed. Email? Phone Call? Hand written card? And then do it, thank this person.

VIRTUAL JOB SHADOW STUDENTS: Email your school counselor or other adult who has greatly influenced your career goals thanking them for their guidance.

Extra Credit Job Shadow

To earn extra credit, ask the questions on the [Job Shadow Question](#) sheet and record the answers. Submit the answers here to earn the extra credit.

Extra Credit questions to ask on your Job Shadow

1. What's a typical work week like?

While you are shadowing someone you will no doubt see what all the job entails and what a work day might be like. However if you're only doing a short job shadow be sure and ask this question as well as further questions to find out the work schedules, hours, and on the job requirements.

2. How did you get started?

A fun question for most people to answer and a fun one to hear answered. Everyone's got a story, ask this and hear theirs. This will help you understand what got them interested and into this career and further help you understand if this is something for you.

3. What do you like about what you do?

It will obviously be good to know what they like about what they do. Ask this question to hear if the things they like about the job would be things you would like as well.

4. What do you dislike?

Equally important as the question above. Things some people dislike other people would like (and visa versa with question #3). Ask this question to hear the downsides of a potential career.

5. What is the salary for your position? 6. What is the salary just starting out?

No doubt the most controversial questions and most uncomfortable to ask. But at the end of the day, in order to be happy in your career, you have to put food on the table and you have to have a job or career that satisfies your personal income desires.

Most people you shadow will be happy to share how much they make. And you may be surprised, some careers may make more than you thought, and some less.

And while making money is one of the reasons we all work almost all people will tell you that having a personally fulfilling job is most important.

7. What education or skills are needed to do this?

The earlier you find the answer to this question the earlier you can plan your career path. Perhaps you need lots of school like a surgeon, or perhaps you need lots of time outdoors and on the water like a Game Warden

8. What advice would you offer someone considering this career?

Perhaps the most important question. Someone who is successful in their career (which should be your target for a job shadow) will be able to provide invaluable advice to help you make your career decisions.

9. How much time off do you get/take?

Finding a good work/play balance in line with what you need is one key to finding a rewarding career. You might be able to work and play at the same time

10. What is a common misconception people have about what you do?

We've all got visions in our heads of what we think certain jobs might be like. They might not be as glamorous, or even as bad as you thought though. Asking the person you're shadowing this question will help cast light on any preconceived notions you may have.

(You may add any other questions you may have!!)

Week 15

Semester Reflection

Write about what you learned and accomplished this semester. Include the following items in your reflection:

1. Explain if you felt the Career Academy was effective in introducing you to college-level coursework and careers or colleges you are interested in pursuing.
2. Reflect over the SCC course, specifically – was the course load difficult compared to other classes this semester, would you recommend other students in your school to take this course, and your personal level of success?
3. Identify what you think was most beneficial to you in the portfolio this semester: field trips, job shadows, the course itself, etc.
4. Share where you are at working toward your SMART goals you made at the beginning of the semester. Restate your goals and what you have or haven't done to get to where you are.
5. If you could change one thing about this semester, what would it be?
6. What do you think you have learned since, first semester?
7. Overall, what has this experience taught you - what have you learned?
8. If you are a junior, do you think you will participate next year? If so, why or why not?
9. If you are a senior, do you plan to continue in the same field of study? If so, why or why not?

Semester Survey

Click here to complete the online semester survey.

Once completed, enter the date you completed the survey to receive credit.

Week 16

Final Chance for Grade Improvement

At the end of the semester, I always have a few students ask if there's a way to improve their grade, or if they can go back and turn in something they failed to complete. I appreciate your desire to want to improve. However, I think there is so much to be learned from failure. In fact, here are a few quotes that point out the importance of failure.

- "Failure is the key to success; each mistake teaches us something." --Morihei Ueshiba
- "Failure is simply the opportunity to begin again, this time more intelligently." --Henry Ford
- "Failure at some point in your life is inevitable, but giving up is unforgivable." --Joe Biden

It's also important that you continue to try to improve yourself. Check out these quotes:

- "Do the best you can until you know better. Then, when you know better, do better." --Maya Angelou
- "If you know you can do better, then do better." --Anonymous
- "Persistence, perseverance, and continuous improvement are the ingredients for forming a successful person." --Dehasish Mridha

If you've made it this far, you really must care about wanting to improve. I'll give you an opportunity to do that. I'll give you a chance to replace one of your grades with a 100% if you answer all of the following questions.

1. What is the name, week number, and due date of the assignment grade would you like to replace?
2. What grade did you get on that assignment?
3. Why didn't you receive full credit?
4. Complete/finish the assignment that you picked. How long did it take you?
5. Give 2 reasons FOR letting students make up missing/incomplete SENCAP work.
 1. Reason FOR
 2. Reason FOR
6. Give 2 reasons AGAINST letting students make up missing/incomplete SENCAP work.
 1. Reason AGAINST
 2. Reason AGAINST
7. If you were the instructor, which would you choose? Why?