



SENCAP Portfolio Curriculum

Spring Semester Portfolio for Year 1 Students

This document is a digital package of all assignments assigned to the Year 1 Students during the Spring 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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First Time Students Only

Getting Started Steps

Getting Started Steps - WATCH VIDEOS!

Due Jan 20 by 11:55pm Points 25

WATCH this VIDEO then complete all of the "getting started steps" below to earn points for this assignment.....

Bookmark: <https://mycourses.southeast.edu>

Update email address preference (high school email or personal email)

Enter and confirm cell number for text msgs & notifications

Authorize Google Drive within settings

Update Notifications Settings for email and/or cell phone

Add a profile picture of your face within Account Profile settings

WATCH VIDEO to learn how to...

Check your @my.southeast.edu email

Access Office 365 and apps like Word, Excel, PowerPoint for FREE!

Getting Started Review

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?

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](#)

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.

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 *

SMART Goals

[Here's a video on how to write a SMART Goal.](#)

Click here for more information on: [How to Write SMART goals.](#)

Set 3 goals to work on throughout the semester.

Think about the questions below to help you write 3 different SMART goals.

SMART goals are: S = Specific, M = Measurable, A = Achievable/Attainable, R = Realistic, T = Time Bound

What do you want to accomplish or improve about yourself?

Why is it important -- how will it help you in life?

What will you do to help yourself - what are some action steps you'll take?

When will you start working on it?

What is the deadline that you've set for yourself?

What are some potential blockers to your plan - what might prevent you from achieving?

Your goals are SMART if you can answer all of the above questions within the written goal.

Goal #1:

Goal #2:

Goal #3:

Week 2

Gallup Strengths in Action

1. Access to your Top 5 Strengths. If you don't remember them, you can sign in to CliftonStrengths. Here's the [link to the sign-in page](#).

If you can't remember your username (you probably used your school email) or password, use the ["Need help with your username or password?" link](#).

2. List each of your Top 5 Strengths, followed by a specific example of a time in the past week when you used each of your strengths at school and home.

- Strength 1
 - Strength in Action at school
 - Strength in Action at home
- Strength 2
 - Strength in Action at school
 - Strength in Action at home
- Strength 3
 - Strength in Action at school
 - Strength in Action at home
- Strength 4
 - Strength in Action at school
 - Strength in Action at home
- Strength 5
 - Strength in Action at school
 - Strength in Action at home

Week 3

Resume Worksheet

This is the first step to gathering information to create your career focused resume. After you complete and submit it, print it because you will bring it to your Professional Development Day.

For your convenience, here is a link to the [Clifton StrengthFinder Themes](#).

1. Write your name, entire home address, phone number and email which you can be reached at.

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2. List your top 5 Gallup strengths from the Gallup survey. Include a one sentence explanation for each strength written in your own words. *Example: Activator: I am excellent with putting ideas into action.*

1.
2.
3.
4.
5.

3. List any skills or qualifications you want to highlight. Examples: CPR certified, experience in TIG welding, understand vital signs, experience with creating websites.

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4. What high school do you attend? When will you graduate? You can include GPA and/or Class Rank here if you would like. Underneath high school, list your Southeast Community College classes and the SENCAP academy you were in. You may choose to include your total credits if you would like.

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5. Fill in the table for any jobs you had. List current or most recent at the top.

Job:	Town:	Start Date:	End Date:	Job Duties:
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6. List activities and any special awards.

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7. Write ANY volunteer experience below. If you know approximately how many hours, include that too.

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Week 4

Career Assessment Tools

Focus 2 Career

Focus 2 Career is an assessment tool used explore and match you to different career paths. To get started on Focus 2 Career:







First time users: [Create a new account](#). Use the following **ACCESS CODE** when prompted: **scc1973**

Returning users: [Log on](#) (using the account you have already created)

Complete **two or more** of the five Self-Assessments. The more you complete, the better information you'll get in return (I completed all five.)

Self Assessment

Discover majors and occupations that match your personal attributes

 <div>Work Interest Assessment 100% Complete</div>	<div>RESULTS Review Start Over</div>	 <div>Values Assessment 100% Complete</div>	<div>RESULTS Review Start Over</div>
 <div>Personality Assessment 100% Complete</div>	<div>RESULTS Review Start Over</div>	 <div>Skills Assessment 100% Complete</div>	<div>RESULTS Review Start Over</div>
 <div>Leisure Assessment 100% Complete</div>	<div>RESULTS Review Start Over</div>	<div>Combine Assessments 5/5 Completed</div> 	

Combine your assessment results to create a list of best fit occupations.

Explore your results. They are likely listed in alphabetical order, so don't be fooled by thinking they are listed in order of best fit.

1. What was one occupation that you chose to learn more about?
2. When you read through the occupation overview, what words/phrases stood out to you as something you could see yourself doing?
3. What are a few of the skills listed in that occupation's details?
4. Which of the skills can you prove you have? Write about a specific time that you used that skill.
5. Does SCC offer a supporting major/program in that area? What major/program is it?
6. Save at least one occupation and complete the information in the dialog box.

Occupation Details

Computer and Information Scientists 🌞

Occupation Overview



Conduct research into fundamental computer and information science as theorists, designers, or inventors. Solve or develop solutions to problems in the field of computer hardware and software.

Rapidly changing technology requires an increasing level of skill and education on the part of employees. Companies look for professionals with an ever-broader background and range of skills, including not only technical knowledge, but also communication and other interpersonal skills. While there is no universally accepted way to prepare for a job as a network systems analyst, computer scientist, or database administrator, most employers place a premium on some formal college education. Relevant work experience also is very important. For more technically complex jobs, persons with graduate degrees are preferred.

[← Back to Occupations](#)[👍 Saved](#)[🖨️ Print](#)

Computer and Information Scientists

Companies look for professionals with an ever-broader background and range of skills, including not only technical knowledge, but also communication and other interpersonal skills. I see my self as possessing a broad range of skills and I desire to put them to use.

WHAT ARE YOUR FAVORITE TRAITS ABOUT THIS OCCUPATION?

- ☒ JOB DUTIES
- ☒ SKILLS
- ☐ VALUES
- ☐ OUTLOOK
- ☐ EARNINGS
- ☐ ADVANCEMENT
- ☒ INTEREST PROFILE
- ☐ WORKING CONDITIONS
- ☐ AREAS OF STUDY

RATE THIS OCCUPATION

[CANCEL](#)[SAVE THIS OCCUPATION](#)

Week 5

Tell Me About Yourself Essay

Create your response to the common interview question "Tell Me About Yourself".

Use any of the resources listed here, or research on your own. Try to include one of your Gallup Strengths in your script. When you read it back to yourself, your response should last 30-45 seconds.

NOTE: You will use this script to create a video.

Here are links to some websites that can help you better understand this assignment:

- [10 Good Ways to 'Tell Me About Yourself'](#)
- [A Simple Formula for Answering "Tell Me About Yourself"](#)
- [Tell me about yourself--Ways to Answer this interview question](#)

[Here is a video to help you as well.](#)

Week 6

Reference Page Basics

NEW students: Complete your assignment by following these steps...

Step 1: Do some research on Reference List or Reference Page as it pertains to the job application process. Here's a few websites that are helpful:

- [How to Create a Reference List Sheet for Job Interviews](#)
- [Creating a Reference List for a Potential Job](#)
- [How to Write a Resume Reference List](#)

Step 2: Answer the following questions...

1. What is a reference list used for?
2. How many references should you list?
3. Who should you list as a reference?
4. Who should you NOT list as a reference?
5. Should you ask permission from your references before you list them?



RETURNING students: You should have already created a reference page last semester. So, make edits/polish as suggested by your coordinator's feedback, then **submit**.

Week 7

Tell Me About Yourself Video

For this assignment, you will submit a recording of your "Tell Me About Yourself" response statement, AFTER you receive feedback from your Coordinator.

Feedback can be found by going to "Grades" then scrolling to the assignment and clicking on the 'comment boxes'. This will expand and show you Coordinator comments.

● Tell Me About Yourself Essay	Mar 4 by 11:59pm	50	50	 
Comments				Close
Remember to keep this answer professional (not personal), show some enthusiasm and answer this question with regard to how it is relevant to the interview or position. Be clear & concise. Do not use "Ummm" as a filler word! Remember to project confidence in your statement and video!				Jennifer E. Soucie Kitt, Dec 21 at 10:22pm

You will need a computer with a camera to complete this video or you can use the Canvas App on your smart cell phone.

[Click here for instructions on how to use the app on your cell phone.](#)

Week 8

Preparing for the Career Prep Workshop

Preparing for the Career Prep Workshop

To-Do Date: Mar 10 at 11:59pm

You will need the following documents to complete the Career Prep Day Activity:

- Completed Resume Worksheet you submitted in [Week 3](#)
- Printed or saved copy of your Gallup Strengths Insights Guide
 - [Click here to go to the Gallup log in page](#)
 - In the left corner of your main screen, click on the 3 lines Menu and select CliftonStrengths
 - On the next screen, click on Reports to locate your Gallup Strengths Insights Guide
- A couple pieces of paper for notes and activities.

For the best experience for the workshop, scroll down to click on the expand your screen button. The blue arrow shows where you should click to expand your screen.



Career Prep Workshop

Video Quiz in Canvas

Career Prep Workshop Resources

Strong Action Verbs

Describing Your Skills with Strong Action Verbs

Select strong, active verbs from the list below to describe your skills on your resume and cover letter.

This list is provided to help you get started and is not an all-inclusive list of great verbs to use.

COMMUNICATION/PEOPLE SKILLS

Addressed	Consulted	Edited	Interviewed	Observed	Reinforced
Advertised	Contacted	Elicited	Involved	Obtained	Reported
Arbitrated	Conveyed	Enlisted	Joined	Outlined	Resolved
Arranged	Convinced	Explained	Judged	Participated	Responded
Articulated	Corresponded	Expressed	Led	Persuaded	Sold
Authored	Debated	Formulated	Lectured	Presented	Solicited
Clarified	Defined	Furnished	Listened	Promoted	Specified
Collaborated	Developed	Helped	Manipulated	Proposed	Spoke
Communicated	Directed	Identified	Marketed	Publicized	Suggested
Composed	Discussed	Incorporated	Mediated	Read	Summarized
Condensed	Dispatched	Influenced	Moderated	Reasoned	Synthesized
Conferred	Distinguished	Interacted	Motivated	Reconciled	Translated

CREATIVE SKILLS

Abstracted	Customized	Established	Initiated	Modified	Revitalized
Acted	Designed	Explored	Innovated	Originated	Shaped
Adapted	Developed	Fashioned	Instituted	Painted	Shared
Began	Devised	Formulated	Integrated	Perceived	Set
Combined	Directed	Founded	Introduced	Performed	Solidified
Composed	Discriminated	Generated	Invented	Photographed	Solved
Conceptualized	Displayed	Illustrated	Launched	Planned	Synthesized
Condensed	Drew	Imagined	Memorized	Published	Visualized
Created	Entertained	Imported	Modeled	Revised	Wrote

DATA/FINANCIAL SKILLS

Administered	Audited	Corrected	Forecasted	Measured	Reconciled
Adjusted	Balanced	Decreased	Increased	Netted	Reduced
Allocated	Budgeted	Detailed	speed	Planned	Researched
Analyzed	Calculated	Determined	Maintained	Prepared	Retrieved
Appraised	Computed	Developed	accuracy	Programmed	Solved

LEADERSHIP/MANAGEMENT SKILLS

Accentuated	Controlled	Established	Increased	Oversaw	Restructured
Administered	Converted	Evaluated	Initiated	Performed	Reviewed
Advanced	Coordinated	Executed	Inspected	Planned	Salvaged
Analyzed	Cut	Expanded	Instituted	Presided	Saved
Appointed	Decided	Fine-Tuned	Led	Prioritized	Scheduled
Approved	Delegated	Generated	Managed	Produced	Secured
Assigned	Developed	Handled	Merged	Quadrupled	Selected
Attained	Directed	Headed	Moderated	Recommended	Streamlined
Chaired	Doubled	Hired	Motivated	Recovered	Strengthened
Considered	Eliminated	Hosted	Navigated	Recruited	Supervised

MANUAL SKILLS

Assembled	Built	Drove	Moved	Pulled	Skilled
Bound	Controlled	Fed	Operated	Punched	Tended
Bent	Drilled	Handled	Performed	Retooled	Worked

ORGANIZATIONAL/DETAIL SKILLS

Accomplished	Compared	Executed	Logged	Provided	Routed
Achieved	Compiled	Facilitated	Maintained	Purchased	Scheduled
Approved	Completed	Filed	Met deadlines	Recorded	Screened
Arranged	Configured	Followed	Monitored	Registered	Standardized
Catalogued	Corrected	through	Obtained	Reserved	Submitted
Charted	Corresponded	Generated	Operated	Responded	Supplied
Classified	Dispatched	Implemented	Ordered	Retained	Systematized
Coded	Distributed	Incorporated	Organized	Retrieved	Tabulated

RESEARCH SKILLS

Analyzed	Critiqued	Examined	Indoctrinated	Observed	Scanned
Branded	Decided	Experimented	Inspected	Organized	Studied
Catalogued	Detected	Explored	Interpreted	Perceived	Solved
Clarified	Determined	Extracted	Interviewed	Published	Summarized
Collected	Diagnosed	Extrapolated	Invented	Recognized	Surveyed
Compiled	Differentiated	Formulated	Investigated	problems	Synthesized
Compared	Documented	Gathered	Linked	Researched	Systematized

SERVICE/HELPING SKILLS

Adapted	Attended	Developed	Familiarized	Mentored	Represented
Adjusted	Cared	sensitivity	Furthered	Motivated	Resolved
Advised	Clarified	Diagnosed	Guided	Perceived	Safeguarded
Advocated	Coached	Directed	Helped	Prevented	Serviced
Aided	Collaborated	Educated	Integrated	Provided	Simplified
Answered	Contributed	Encouraged	Insured	Referred	Spoke
Arranged	Cooperated	Ensured	Intervened	Rehabilitated	Supplied
Assessed	Counseled	Expedited	Led	Related	Supported
Assisted	Demonstrated	Facilitated	Listened	Rendered	Used teamwork

TEACHING SKILLS

Adapted	Communicated	Empowered	Focused	Instructed	Simulated
Adopted	Conducted	Enabled	Guided	Invented	Stimulated
Advised	Coordinated	Encouraged	Individualized	Motivated	Taught
Benchmarked	Counseled	Enlightened	Influenced	Persuaded	Tested
Briefed	Critiqued	Evaluated	Informed	Schooled	Trained
Clarified	Decided	Explained	Initiated	Shaped	Transmitted
Coached	Developed	Facilitated	Instilled	Shared	Tutored

TECHNICAL SKILLS

Adapted	Computed	Determined	Maintained	Rectified	Restored
Applied	Conserved	Developed	Operated	Re-designed	Solved
Assembled	Constructed	Engineered	Overhauled	Re-engineered	Specialized
Automated	Converted	Fabricated	Printed	Regulated	Standardized
Built	Debugged	Fortified	Programmed	Remodeled	Studied
Calculated	Designed	Installed	Rebuilt	Repaired	Upgraded

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Education

PALMYRA JR-SR HIGH SCHOOL, Projected Graduation May 2019

- GPA 3.8

SOUTHEAST COMMUNITY COLLEGE, August 2018 – Present

- GPA 3.9
- Participant in Southeast Nebraska Career Academy Partnership (SENCAP)
- Completed Coursework: Introduction to Psychology & Basic Nutrition, College Algebra

Clifton Strengths Top 5: Strategic – Ideation – Adaptability – Learner- Achiever

Skills

Invent original and creative techniques to manage challenges

Quickly identify resolutions and strategies to complete difficult tasks

Enjoy creative challenges to originate fresh and new ideas

Ability to adapt quickly to change

Computer Applications

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Prezi

Adobe

Google Docs

Activities

Varsity Basketball

FBLA

Marching Band

Work Experience

HARDEE'S RESTAURANT, Syracuse, Nebraska

Cashier, April 2017-Present

- Greeted customers and placed orders in fast paced environment
- Maintained clean workplace in compliance with food industry standards
- Balanced cash drawer at the end of each shift
- Worked as a team member to provide quality service to customers

SELF-EMPLOYED, Syracuse, Nebraska

Babysitter, November 2013-Present

- Supervised and engaged children in educational and fun activities
- Prepared meals and snacks
- Maintained a clean and safe environment and administered first-aid as needed
- Transported children to and from school and activities

Volunteer Experience

BEAUTIFUL SAVIOUR LUTHERAN CHURCH, Palmyra, Nebraska

Vacation Bible School Crew Leader, June 2016

- Assisted in the presentation of bible school lessons
- Organized and led craft activities

SYRACUSE HIGH SCHOOL FOOD PANTRY, Syracuse, Nebraska

Crew Member, August 2015

- Marketed and promoted annual canned food drives

Week 9

Virtual Field Trip

In the fall semester of your SENCAP portfolio, your coordinator will schedule a field trip to a business within your academy pathway. Due to COVID-19 restrictions, this year, this field trip will be a virtual experience. The goal of the field trip is for you to **experience and learn more about your options after you finish high school.**

For this assignment, you will use the Nebraska Career Clusters website to learn more about a Nebraska based business.

1. Visit the [Nebraska Career Clusters Virtual Tour website](#). Chose an industry section to find business options for your virtual tour. **Feel free to explore all of the industry sections to find a business that interests you.** You can use the links below if you prefer a direct link to the industry related your SENCAP academy.
 - [Agriculture](#)
 - Business
 - [Management & Administration](#)
 - [Entrepreneurship](#)
 - [Finance](#)
 - [Marketing](#)
 - [Computer Information Technology](#)
 - [Construction](#)
 - [Criminal Justice](#)
 - [Education](#)
 - [GIS](#)
 - Health
 - [Health Sciences](#)
 - [Mental Health or Human Services](#)
 - [Manufacturing – Energy](#)
 - [Manufacturing – Welding](#)

What industry and business did you select? Why? Where is the business located? What was your first impression of this business after watching the tour?

2. Tell me more about what you learned about the business such as:

What does this business do? What services does this company provide? Who are the people who use this company's services?

3. You will use the company's website to help you learn more about this company. Google the company's name and go to the main page.

What is your first impression of the business based upon the website?

Next, look over the website for a link to a page that will tell you more about the company. The link is usually labeled something like: About Us / About / Company History

Share three pieces of information you learned from this page about this company.

4. Still using the company's website, try to find the company's values, mission statement, and vision. Many businesses post this information online and you may be able to still find it on the About Us / About / Company History page. If you cannot find it, read through that About page and look for bold font designed to get your attention.

What is this company's mission? What are the values of this company? Why do you think it is important to know these things? How you feel about the company knowing these pieces of information? How did the experience change, affect, or impact you?

5. The virtual field trip video should have educated you on what career opportunities are available with this company.

List two specific job/career opportunities with this company.

6. Using the company's website, learn more about careers. Usually the link to information about careers is labeled something similar to: **Careers / Job Opportunities / Work Here / Employment** and sometimes this information is located at the bottom of the page. Once you find it, click on it to learn more about working for this company.

In at least 4 sentences, write about what you see on this web page. Some questions to consider: Does it list open jobs? Does it say what kind of employee they seek? Is it confusing? Could you work here? Are there any employee perks?

7. Refer to your five Gallup Strengths to answer this question.

Imagine you are an employee for this company. Which strength would you use? Why? How would you use it?

Week 10

Common Interview Questions

It is important and easy to prepare for a job, scholarship, or mock interview.

1. [Click here to watch this brief video.](#)
2. Answer these questions in this discussion...ELABORATE...EXPLAIN...PROVIDE SPECIFIC EXAMPLES.
 1. What was your most significant accomplishment in the past 12 months? What do you think contributed to this success?
 2. How would you describe yourself (using 3 short phrases)?
 3. What are you doing on "your best days"? What are you doing on those days that you feel "in the zone"?
 4. Think about a time you solved a problem. What steps, resources, did you use to solve the problem.
 5. Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.

Curious about what questions you might get asked? Here is a link to a concentrated list of interview questions.

Basic Interview and Getting Started Questions:

- What are your strengths?
- Why do you want this job?
- Where would you like to be in your career five years from now?
- How would you go about establishing your credibility quickly with the team?
- What do you see yourself doing within the first 30 days of this job?
- Describe what makes an ideal company?
- What attracted you to this company?
- Why should we hire you?
- What did you like least about your last job?
- When were you most satisfied in your job?
- What can you do for us that other candidates can't?
- What do you know about this industry?
- What do you know about our company?
- Do you have any questions for me?

Behavioral Interview Questions:

- What was the last project you headed up, and what was its outcome?
- Give me an example of a time that you felt you went above and beyond the call of duty.
- Can you describe a time when your work was criticized?
- Have you ever been on a team where someone was not pulling their own weight? How did you handle it?
- Tell me about a time when you had to give someone difficult feedback. How did you handle it?
- What is your greatest failure, and what did you learn from it?

- What irritates you about other people, and how do you deal with it?
- If I were your supervisor and asked you to do something that you disagreed with, what would you do?
- What was the most difficult period in your life, and how did you deal with it?
- Give me an example of a time you did something wrong. How did you handle it?
- Tell me about a time where you had to deal with conflict.
- If you were at a business lunch and you ordered a rare steak and they brought it to you well done, what would you do?
- If you found out your company was doing something against the law, like fraud, what would you do?
- What assignment was too difficult for you, and how did you resolve the issue?
- What's the most difficult decision you've made in the last two years and how did you come to that decision?
- Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.

More About You:

- How would you describe your work style?
- What do you look for in terms of culture -- structured or entrepreneurial?
- Give examples of ideas you've had or implemented.
- What techniques and tools do you use to keep yourself organized?
- If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?
- Tell me about your proudest achievement.
- Who was your favorite manager and why?
- Was there a person in your life who really made a difference?
- What kind of personality do you work best with and why?
- What are you most proud of?
- What are your lifelong dreams?
- What do you ultimately want to become?
- What is your personal mission statement?
- What are three positive things your last boss would say about you? Would your friends say the same things?
- What three character traits would your friends use to describe you?
- If you were interviewing someone for this position, what traits would you look for?
- List five words that describe your character.
- Who has impacted you most in your career and how?
- What is your greatest fear?
- What is your biggest regret and why?
- What's the most important thing you learned in school?
- Why did you choose your major?
- What is your greatest achievement outside of work?

- What are the qualities of a good leader? A bad leader?
- Do you think a leader should be feared or liked?
- How do you feel about taking no for an answer?
- How would you feel about working for someone who knows less than you?
- Tell me one thing about yourself you wouldn't want me to know.
- Tell me the difference between good and exceptional.
- What's the last book you read?
- What's the best movie you've seen in the last year?
- What would you do if you won the lottery?
- Who are your heroes?
- What do you like to do for fun?
- What do you do in your spare time?
- What is your favorite memory from childhood?

Week 11

Cover Letter

A cover letter is a letter of introduction that highlights your key accomplishments and fit for a job opening. Cover letters are important because they give you the opportunity to add details about information mentioned on your resume. Writing a terrific cover letter can set you apart so you should definitely include one.

For this assignment:

Step 1: Find a job at indeed.com, (or any other place that you can search for jobs), **that you are qualified to apply for right now**. Even if it doesn't relate directly to your career interest area, you can gain and develop skills on any job that will help you later. This link lists the [entry level jobs within 25 miles of Lincoln](#). You can change your search if you'd like.

Step 2: Write your cover letter for that job.

- In between those steps, you may want to look at some examples. A Google search will give you many examples: [Cover Letter Examples](#).
- Here's a list of key action words you can use in your cover letter: [Action Verbs](#)

Step 3: Submit your cover letter.

Updated Resume

Generate a resume (or update it) based upon what you learned from the Career Prep Workshop Assignment and submit it.

Resume Examples Provided in Canvas

Before you submit your updated resume use this guide to ensure that your resume has the following requirements. This checklist will be used as a guide for grading.

- Eye Catching Header (Name & Contact Info)
- Most Relevant Information at the top
- Education includes high school AND college courses (SENCAP and others)
- Visually appealing
- Consistent font size and formatting
- Clear, Concise and 1 page
- Gallup strengths are listed and/or written as skills statements
- Work and/or volunteer experience has well written duty statements
- Proof read it! Look it over for typos.

Week 12

College Research

Selecting a college to continue your education in your selected career field is one of the most important decisions you will make in the near future. Research clearly indicates planning ahead and taking the time to evaluate your college options is an important step in making a positive and successful decision.

For the purpose of this assignment your search will be narrowed to a search of colleges in Nebraska.

Please follow the steps below in completing this assignment.

If you plan to attend a 4-year school, follow these instructions:

- Go to this website: <https://www.usnews.com/best-colleges/ne>
- Scroll down until you can see **Area of Study** on the left navigation menu.
- Select the **Area of Study** you are interested in and it should only show the schools that offer that Area of Study.
- Depending on the number of schools you have remaining, select 2-3 schools to compare.
- After you are satisfied with the schools you selected, a menu box should appear that has a "Compare Schools Now" Click that button.
- On the comparison page, review the information and provide the following information for this assignment.

If you plan to attend a 2-year school, follow these instructions:

- Go to this website: <https://www.usnews.com/education/community-colleges/nebraska>
- Scroll down until you can see **Area of Study** on the left navigation menu.
- Select the **Area of Study** you are interested in and it should only show the schools that offer that Area of Study.
 - If you cannot find your area of study, think big picture. Ex. Nursing would be in Health, Welding in Construction trades, etc.
- Depending on the number of schools you have remaining, select 2-3 schools to compare. You will need to click on each school to get the information to answer the questions below.

Answer the following questions based upon your completed research:

1. For each college provide the following information. You should have at least 2 colleges listed here.
 1. Name of College
 - 2 or 4 year school?
 - In state tuition and fees
 - Total undergraduate enrollment
 - Graduation rate
 - Application deadline and fees
 - Class size (ex. Classes with fewer than 20 students 65.7%). Note: If you cannot find the class size, what is the student-to-faculty ratio? (Ex. 14-to-1)

2. Name of College

- 2 or 4 year school?
- In state tuition and fees
- Total undergraduate enrollment
- Graduation rate
- Application deadline and fees
- Class size (ex. Classes with fewer than 20 students 65.7%). Note: If you cannot find the class size, what is the student-to-faculty ratio? (Ex. 14-to-1)

2. What does indebtedness mean? Did the college you selected have this number, if so, what was the amount?
3. Why is it important to know the class size or student-to-faculty ratio?
4. What is one thing that you learned in this research?

Week 13

Explore for your future

The purpose of this assignment is for you to **research, explore, and learn more about your options after you finish high school.**

There are 2 options to choose from. **You are only required to complete 1 of the 2 options.**

Option 1-- In person experience : (this would be likely the more meaningful option)

If you took a trip outside of school sometime this semester to research, explore, and learn-- examples might include: a college visit, an additional job shadow, a business tour, SCC Discovery Day, a career fair, etc.--then you can earn credit by reflecting on your in-person experience. Use the Research, Explore, and Learn Reflection Guide to help you reflect.

Option 2--Virtual experience:

If you don't have any in-person experiences to reflect on, then you can research, explore, and learn virtually. Here are links to websites that you could use to help you research, explore, and learn. You can also choose your own. ***If you are a returning student, please choose a DIFFERENT site than first semester.

- [Dr. Kit - All Career Videos](#)
- [Job Shadow.com](#)
- [Khan Academy Careers](#)

After you choose Option 1 or Option 2, then reflect by writing a story about your experience (at least 1 full sentence per question).

1. Describe your experience. How much time did you spend on it?
2. How did the experience change, affect, or impact you?
3. What did you enjoy most about the experience?
4. What was something you learned?
5. How could you apply what you learned in school? In your career?
6. Explain how you could develop or utilize 1 of your Top 5 Clifton Strengths Themes as it relates to this project/experience.
7. What are your next steps?

Week 14

Your Highlight

It's safe to say that the past year or so of YOUR high school life has been VERY strange...and we all know why!

2019 and 2020 have been challenging and we have all had to adapt and overcome!

This assignment is about thinking about something positive that has occurred in your life during these unprecedented times.

Please watch the following linked video that highlights some 'positives' of the pandemic.

[Pandemic Positives?](#)

Then, identify an unexpected "highlight" or positive from the COVID-19 pandemic world that we are learning and living in...

(These are just a few examples to get you thinking.)

- Did you learn a new skill? Start a hobby or project?
- Have you reconnected with someone important in your life?
- Did you figure out a new way to completed a project, school work, navigate online learning, etc.?
- Have you just slowed down and noticed the outside more?
- It could be anything that is important to YOU!

Now, tell us **YOUR positive or highlight!**

Write a paragraph (5-6 sentences) using complete sentences, correct spelling, punctuation and grammar. If you want to attach a photograph to help show your positive, please do! Or, if you want to create a brief video telling about your positive or highlight, please do!

Week 15

Semester Reflection

Reflect on the Semester

1. Explain if you felt SENCAP was effective in introducing you to college-level coursework and careers or colleges you are interested in pursuing.
2. Reflect over the SCC course, 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. What was one thing you learned from your college class that you can apply to your life?
3. Identify what you think was most beneficial to you in the portfolio this semester: field trips, job shadows, the course itself, etc.
4. Write your SMART goals and give an update on your progress (or lack of progress). Look back at the SMART goal assignment if you can't remember what they were.
5. If you could change one thing about this semester what would it be?
6. Overall, what has this experience taught you - what have you learned?
7. Are you planning to continue with SENCAP next fall? 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?