



SENCAP Portfolio Curriculum

Spring Semester Portfolio for Year 2 Students

This document is a digital package of all assignments assigned to the Year 2 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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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

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:

Click here if you need more guidance: [How to Write SMART goals](#)

[Or here to watch a video about SMART Goals](#)

Week 2

My Brand Statement

Creating a brand statement will help you articulate how your strengths work together to make you unique.

For this assignment, you will need your Top 5 Gallup Strengths. If you need to locate your Top 5 Gallup Strengths, visit the [Gallup Strengths Center](#) and log in to retrieve your Top 5 Gallup Strengths.

Complete all sections.

Section 1: Use the questions below to help you plan your brand statement.

List your Top 5 Strengths and with each theme, list 1-3 words that describe this theme in you. The strength descriptions in this **Theme Description Document** may be helpful.

What do my strengths help me do?

What do I use my strengths to do?

What can people always count on me for?

What is my greatest contribution to a partnership or group?

Section 2: Create your brand statement

Using the information from Section 1, craft a memorable brief statement starting with "I bring....", "I help.....", or "I lead....."

Statement:

[Click here to view an example.](#)

Section 3: Submit your Brand Statement along with the answers to the questions below.

What could you use your brand statement for?

Who would you share your brand statement with and why?

Week 3

CliftonStrengths Revisited & Tell Me About Yourself Response

Part 1: Review your Top 5 Themes

- Log into your CliftonStrengths Profile. [Click here to login](#). If you can't remember your username (usually your email) and password, then use the [Need help with your username or password link](#).
- Review your top 5 themes, spend a few minutes exploring and reading about them.

Part 2: Accomplishing More Using Your CliftonStrengths

People perform better when they get the chance to do what they naturally do best. You give yourself a better chance to succeed when you know your CliftonStrengths and use them in a thoughtful, meaningful way.

Think about the answers to the following questions...

1. What are your Top 5 themes.
2. Briefly describe a recent success you've had.
3. How do you think your CliftonStrengths play a role in this success?
4. What is one goal (could be one of your SMART goals) you are currently working toward?
5. Which of your themes do you think you can most rely on to accomplish this goal?
6. Now, combine the strongest aspects of each answer to create a written answer to the common interview question "tell me about yourself".

Your statement could be a combination of:

For example: Tell a little bit about where you've been (**Question 2 - recent success**), how you approach a task or job responsibility (**Questions 1, 3, 5 - Gallup strength**), and where are you going (**Question 4 -a goal or statement connecting to why you are interviewing**).

- TIP: When you read it back to yourself, your response should last 45-60 seconds.
- ***This written response may be useful when you create your cover letter later on in the semester.

NOTE for **Video Prep**: You will create a video **after** you submit your written response and receive feedback from your Coordinator.

Week 4

Strengths and Career Discovery: Planning

It is mid-March and graduation is right around the corner.....and so are other planning deadlines such as applying for college admission, scholarships, apprentice training application, enlisting in the military, or finding a full-time job. Hopefully the last 2 years in SENCAP has helped you learn more about your talents, strengths, after high school aspirations and how they connect.

You will need your top 5 Gallup Strengths for this assignment.

[Click here to visit the Applying Talents in Career Discovery website.](#) Click on each one of your Gallup Strengths and read the observations and suggestions. As you read them, recognize the statements that apply to you best.

After you research the website, answer the following questions in complete sentences.

1. What are your plans after high school graduation? (college, military, job, etc.) Be as specific as you can.
2. Consider the deadline referenced above. Are there any deadlines relating to your plans that concern you at the moment? If so, what can you do about meeting those deadlines? Who can assist you?
3. What potential career paths you are considering? (list one or more)
4. Using your research from the Applying Talents in Career Discovery website, select two of your strengths and share which observations and suggestions you identified with. And then also write about how that observation connects to your career paths you are considering.

If you need some examples or inspiration for this assignment, [click here](#).

To read:

After I graduate from high school, I plan on attending UNL in the music education program. I have already applied and been accepted so there are no other deadlines I need to worry about other than scholarship applications. I have essays already written for the scholarships, I just need to submit them. And, I am just waiting to hear back from UNL about what else I need to do. I am so ready! I am pretty set on becoming a music teacher but I could also consider teaching/education in general as another career path.

One of my strengths is Learner and I connected with the suggestion that I should "Choose a work environment that encourages constant learning." I feel like teaching/education is a work environment that definitely encourages constant learning. I would be able to learn and the students would be learning as well. Another Gallup strength I have is Individualization. I connected with the statement "A career in education would directly use your talents because you would value and treat each student as an individual." As a teacher, I would be able to treat each student as an individual. Honestly, I was really surprised that I connected with so many of the suggestions. I feel like my strengths compliment my career choice.

[To watch follow this link](#)

Week 5

Tell Me About Yourself Video

For this assignment, you will submit a recording of your Tell Me About Yourself Response.

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 6

Trending on LinkedIn

The stories you see in your feed under the label ***What people are talking about now***, are the top professional news and conversations of the day. These stories are surfaced to help you stay informed about topics that colleagues, partners, peers, and other members may be talking about today. These topics are selected and curated by LinkedIn news editors, leveraging data on and off LinkedIn. Each person will have different articles displayed to them based upon their industry and interests. [Click here to read about why you should care about trending topics.](#)

For this discussion forum:

1. First read a LinkedIn article: You can find the article by logging into LinkedIn, click the home button at the top of the page and take a look at the top right corner of your home profile page. There you will find the articles; so, select an article, read it, follow the hashtags, and learn about what the article says.
2. In this discussion forum, write the title of the article and then write a 1-2 sentence summary.

Week 7

Transitioning into the workplace

After graduation, you may be entering into some sort of post secondary education, the workplace, or both. **SENCAP courses have allowed you an opportunity to try out college classes** and hopefully have helped you make a decision about college.

In the workplace, entry-level jobs can help you make a decision about careers. [Entry-level jobs are jobs](#) that allow an individual to enter the workforce, often with little experience or education. These positions are sought after by students right out of school and older workers seeking a new direction in their careers.

As you transition into the workplace, it is good to know what skills are desired by companies.

According to the chart below, **there are four "absolutely essential/essential" competencies desired** by hiring organizations.

1. [Critical Thinking/Problem Solving](#)
2. [Professionalism/Work Ethic](#)
3. [Oral/Written Communications](#)
4. [Teamwork/Collaboration](#)

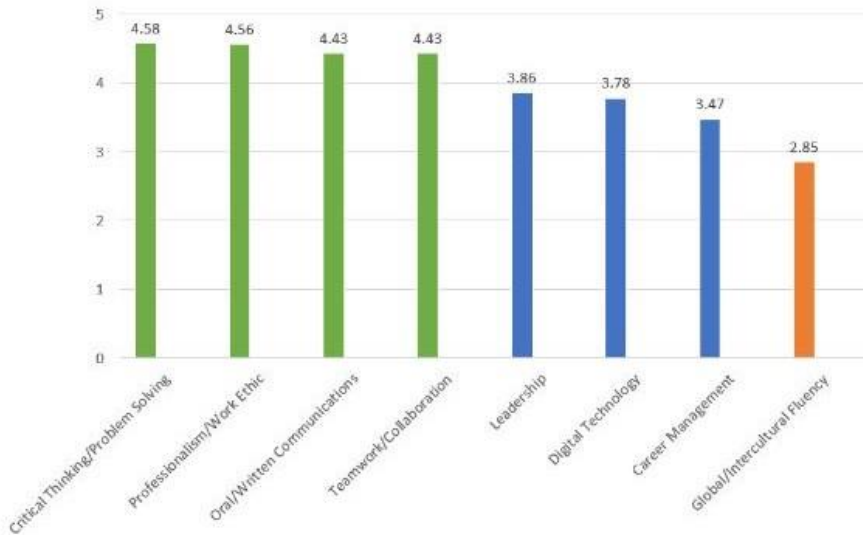
For this assignment, you are in an interview and have been asked to give an example of a time you used your _____ skills. Select one skill from skills 1, 2, 3, or 4 above to fill in the blank and write about. If you would like an example of how to answer the question, click on the links. The [STAR technique](#) is also a usual tool in writing this answer.

To recap: For this assignment, answer the following statement:

Give an example of a time you used your (select either 1,2,3, or 4) skills.

Career Readiness Skills Needed to Transition into the Workplace

Career readiness competencies identified as "absolutely essential/essential" by large and small hiring organizations across the U.S.



5=Absolutely essential; 4=Essential; 3=Somewhat essential; 2=Not very essential; 1=Not essential;
Source: Job Outlook 2017, National Association of Colleges and Employers

Week 8

Why use LinkedIn?

Warning: This discussion board requires you to use your imagination.

Imaginary scenario:

You recently found out about a part-time job that would be perfect for you. It is meaningful work for good pay, and it gives you time to also concentrate on the college classes required for your dream job. Part of the application for this job requires that you come up with **the most convincing arguments for...Why use LinkedIn?**

To be considered for the interview for the job there are minimum requirements/qualifications for your post.

Minimum qualifications: **Why use LinkedIn?:**

- Exactly 3 reasons answering "Why use LinkedIn?"
- Support/evidence for each reason
- Provide the source of your information

Now, convince the reader, and be selected for the interview.

Week 9

Prepping to Interview a Professional

In Week 11, you will need to interview a professional. It might take some time to get the interview scheduled...so we suggest that you start to make some contacts NOW so you can call, email, or talk in person with a professional in any job/career that you want.

You have **2 weeks to complete this assignment** but start on this right away, as it may take a couple days to get a hold of someone.

Be prepared to ask the professional the following questions, then record the answers. You will not submit the answers here because this is the prep assignment.

Ask the professional the following questions, then record the answers. Submit the answers here in Week 11: Interview a Professional

1. What was the first job you had and what did you learn from it?
2. What is your current job?
3. What's a typical work week like?
4. How did you get started?
5. What do you like about what you do?
6. What do you dislike?
7. What is a basic starting salary in this area?
8. What is your salary? (they may not want to answer this, it's fine if they don't)
9. What education or skills are needed to do this?
10. What advice would you offer someone considering this career?
11. How much time off do you get/take?
12. What is a common misconception people have about what you do?

(Earn 1 point of extra credit for each additional question that you ask and record the answer.)

Now, to earn the points for this assignment, answer the following:

1. Who will you interview? Give at least 2 possibilities.
2. How will you contact them? Do you have their phone number? Email?
3. If you don't get a response on your initial contact, how long will you wait until you contact them again?
4. If you get no response at all, how long will you wait before trying a different contact?

SMART goals status update

Do you remember those SMART goals that you created in Week 1?

If not, take a moment and go back to Week 1 and reread your goals because it is time for a quick "status update" on your goals.

**Answer in complete sentences and use correct punctuation, grammar, spelling, etc.

Answer the following questions with regard to your goals. (Detail out each goal as that will help you articulate your answers.)

1. Have you accomplished your goal(s) or are you making progress in a positive direction? Explain.
2. Are these goals still important in your life or has something changed? Explain.
3. If yes, please share your accomplishment or your forward progress.
4. If not, tell how you are going to take necessary steps or make necessary changes to meet your goals.

Update on Goal #1:

Update on Goal #2:

Update on Goal #3:

Week 10

Submit Updated Resume and References

Update your resume and references and submit them here.

***Remember that "mock interview" you completed last semester - use resume feedback from that experience.

Unsure if yours has the look and feel of a professional resume? Look here: [Resume Examples for High School Students](#)

Wondering about how a references page should look? Look here: [Reference List Examples](#)

Week 11

Interview a Professional

Call, email, or talk in person with a professional in any job/career that you want. Ask them the following questions, and then record the answers.

1. What was the first job you had and what did it teach you?
2. What is your current job?
3. What is a typical workweek like?
4. How did you get started?
5. What do you like about what you do?
6. What do you dislike?
7. What is a basic starting salary in this area?
8. What is your salary? (they may not want to answer this, it's fine if they don't)
9. What education or skills are needed to do this?
10. What advice would you offer someone considering this career?
11. How much time off do you get/take?
12. What is a common misconception people have about what you do?

(Earn 1 point of extra credit for each additional question that you ask and record the answer.)

Week 12

Interview a Professional Thank You

It's a good idea to thank the person that you shadowed. [Click here to read more information about thank you notes.](#)

For this entry, you need to write about how you decided to thank them. Here's some questions that will guide your entry:

- Did you call them?
- Did you hand write a thank you?
- Did you send an email?
- What did you say? Did you say anything specific about something that happened during your shadow?
- What are the benefits to writing a thank you?

Request your transcript

For this assignment, you will request your SCC transcript and share the number of credits.

Request the transcript be sent to your home.

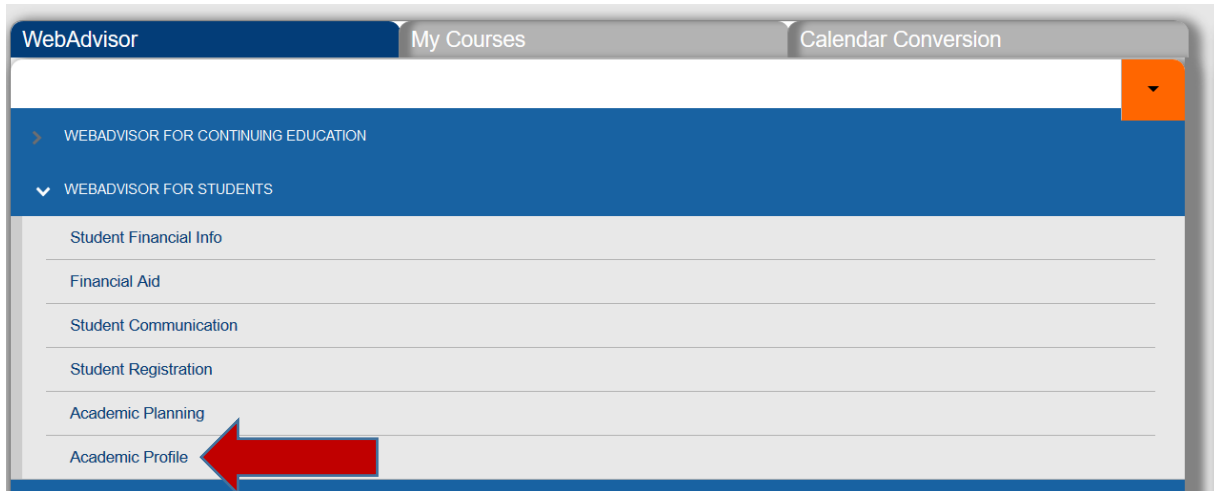
After you request your transcript, click on transcript to see how many credit hours you have earned. Enter your current number of credits for this assignment.

NOTE: Your current course will not show up on this transcript since it is "in progress." Remember, you will need to request your final transcript AFTER your course concludes or after you graduate in May.

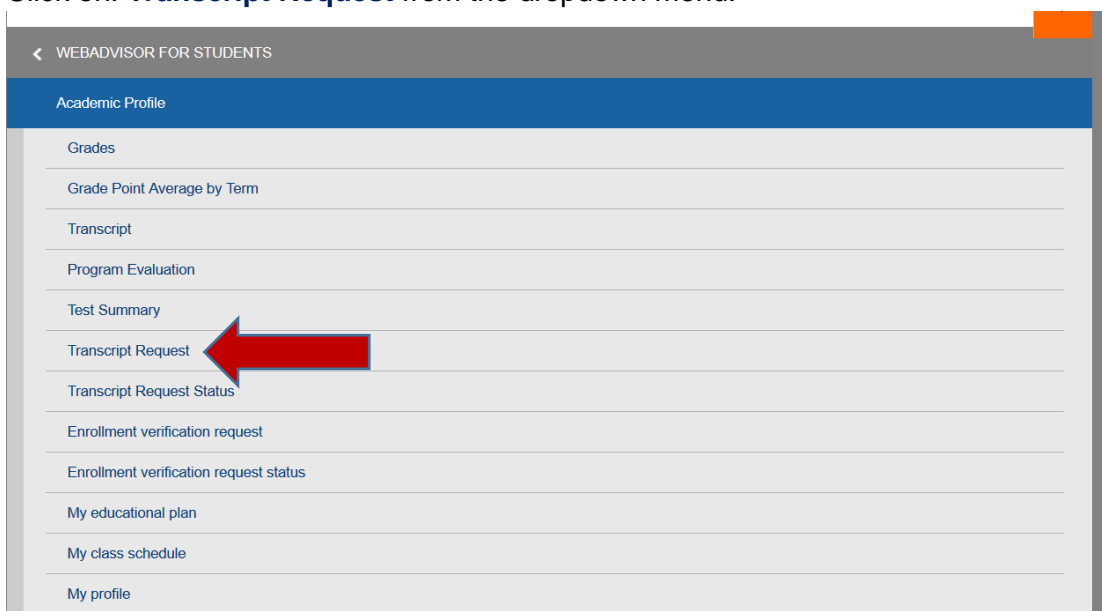
Step by Step instructions for transcript

If you are applying to other colleges and need to request an official SCC transcript, please complete the following steps.

Login to **The HUB**, then click on: **WEBADVISOR for STUDENTS** then **Academic Profile** from the dropdown menu.



Click on: **Transcript Request** from the dropdown menu.



Click on: **Credit Trans – Mailed from Lincoln**
then complete the form for the recipient/college or university of your choice or send them to your house.

* = Required

Transcript Type*



Recipient*

Modifier

Address*

City*

State*

Zip Code*

Copies to be sent*

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 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. ***Please choose a **DIFFERENT** site than first semester, if you are a returning student.

- [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

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.

- 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?

- 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?

- 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.

- 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?

- 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.

- 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?

- 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 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've 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?