

## **Portfolio Introduction**

To the student:

A "Portfolio" is a collection. It can be a collection of art work, personal writings, photographs, samples, stock certificates, etc. Your portfolio will be a collection of items which represent the skills, knowledge and personal attributes you have gained while participating in a Career & Technical Education program. The purpose of the portfolio is to present your skills and achievements to your teacher, employer, or college admissions officer in an organized and professional manner.

Throughout your academic career at the Career and Technical Education Center, you will be completing many projects which will teach you the skills of that particular trade or career area you have chosen. Keeping a visual or written record of your projects and activities will assist you in evaluating your own progress. The collection of these visual or written records will become your "portfolio." When you approach a prospective employer in an interview or apply to a post-secondary program, you will be able to document the skills and activities you have learned and participated in while attending the Career and Technical Education Center.

Some of the activities and projects may appear unimportant to your trade or career area. All of the activities and projects are aimed at developing skills that have been identified by employers as critical to successful employment. These skills will be important throughout your lifetime, no matter what career area you work in, and no matter how far you go with your education.

Your teacher will guide you in the development of your portfolio. Some activities have worksheets to help document your progress. It is your responsibility to use them and complete them in a timely and orderly manner. A folder will be provided to you for collecting and maintaining your portfolio items. Other items may be represented in a variety of ways depending on your goals and/or your teacher's requirements. Which of the items you use for self-promotion, and how you present them in an interview will be your decision.

All students are required to develop and complete a portfolio. It is important that you add to your portfolio throughout the school year, as you receive a portfolio grade on your 2nd quarter report card as well as the 4th quarter. Doing so will help you review your progress throughout the year. At the end of the year, you may select some key items that are representative of your accomplishments to be included in your personal presentation portfolio. All students are required to keep their portfolio items in folders appropriate to their program requirements.

# Background Information Worksheet

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Instructor \_\_\_\_\_

This information will give your teacher the opportunity to know you better on a personal level. It will also give you an opportunity to reflect on past experiences and how they impact your career goals.

1. On a scale from 1 to 10, 1 being the easiest and 10 being the hardest; how do you rank these courses?

math \_\_\_\_\_ reading \_\_\_\_\_ art \_\_\_\_\_  
science \_\_\_\_\_ writing \_\_\_\_\_ gym \_\_\_\_\_

2. Describe why you ranked the above course the easiest:

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3. Describe why you ranked the above course the hardest:

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4. List your in-school activities:

_____	_____
_____	_____
_____	_____
_____	_____

5. List your out-of-school activities:

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6. List your community service:

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7. List your work experience:

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8. What do you feel is your greatest personality strength?

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9. What do you feel is your greatest personality weakness?

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10. How do you expect to benefit from your BOCES program?

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# Career Goal Planning Worksheet

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Instructor \_\_\_\_\_

The purpose of the worksheet is to help you to identify your career plans, and to assist you in achieving them. Your goals and the steps to achieve these goals may change as the year progresses, therefore you should review and revise this form as needed.

**Your Career Goal:**

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**Benefits from achieving this goal:**

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**Possible Obstacles:**

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**Possible Solutions:**

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Specific action steps for achieving this goal:	Target Date	Achieved
1. _____ _____		
2. _____ _____		
3. _____ _____		
4. _____ _____		
5. _____ _____		
6. _____ _____		
7. _____ _____		
8. _____ _____		
9. _____ _____		
10. _____ _____		
11. _____ _____		
12. _____ _____		

# Individual Project Worksheet

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Instructor \_\_\_\_\_

Task/Project: \_\_\_\_\_

Vocabulary Words:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Procedures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Materials/Supplies:

_____	_____	_____	_____
_____	_____	_____	_____

Tools:

_____	_____	_____	_____
_____	_____	_____	_____

Equipment:

_____	_____	_____	_____
_____	_____	_____	_____

Skills:

_____	_____	_____	_____
_____	_____	_____	_____

Safety concern:

\_\_\_\_\_  
\_\_\_\_\_







# Individual Project Worksheet

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Instructor \_\_\_\_\_

Task/Project: \_\_\_\_\_

Materials/supplies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of steps: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do I rate my own performance on this project?	Excellent					Poor				
Completed on time? .....	5	4	3	2	1					
Followed safety procedures? .....	5	4	3	2	1					
Used materials/supplies appropriately? .....	5	4	3	2	1					
Overall performance .....	5	4	3	2	1					



# Individual Project Worksheet

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Instructor \_\_\_\_\_

Task/Project: \_\_\_\_\_

Materials/supplies:

_____	_____
_____	_____
_____	_____
_____	_____

Process/steps to completion of project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reflection:

1. What new things did I learn? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What skills were needed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. How will I use this information or skills in the future? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. How do I rate my own performance on this project?	Excellent			Poor	
Completed on time? .....	5	4	3	2	1
Followed safety procedures? .....	5	4	3	2	1
Used materials/supplies appropriately? .....	5	4	3	2	1
Overall performance .....	5	4	3	2	1

# Self-Reflection Worksheet

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Instructor \_\_\_\_\_

This form is meant to help you as a student to identify what you have learned, and to identify what may not be clear to you. The process of reflection is necessary for life-long learning.

**Please use complete sentences to answer all questions.**

1. What exactly did I learn this week?

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2. What did I learn well enough to teach a friend? Explain exactly how I would teach this task to my friend.

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3. Of the tasks that I have done this week, what would I like to know more about? \_\_\_\_\_

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4. What aided in my learning? (video, demo, handouts, projects, etc.)

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5. Am I confused about anything I have learned this week?

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# Resume Worksheet

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: (315) \_\_\_\_\_

## EDUCATION

Home School: \_\_\_\_\_

Address: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Oneida County

Career and Technical Education Center

New Hartford, NY

Program: *(example: 2 year Residential Electricity, 1 year Criminal Justice, etc.)*

Completion Date: \_\_\_\_\_

**Special Skills and Abilities:** (computer programs, specific machines, tools, leadership, inventory control, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Interest and Activities:** (clubs, hobbies, community service, church groups, etc.)

\_\_\_\_\_  
\_\_\_\_\_

## WORK EXPERIENCE (most recent first, then in order to least recent)

Dates: \_\_\_\_\_

Name and address: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_

Name and address: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

**WORK EXPERIENCE** (most recent first, then in order to least recent)

Dates: \_\_\_\_\_

Name and address: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

(Use another sheet if necessary)

**COMMUNITY/VOLUNTEER ACTIVITIES** List activities and describe as space allows

(most recent first, then in order to least recent)

Dates: \_\_\_\_\_

Name and address: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_

Name and address: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_

Name and address: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

**REFERENCES** (you should ask permission to use someone as a reference)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

# Group (Team) Activity Worksheet

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Instructor \_\_\_\_\_

Group activity/project \_\_\_\_\_

Description of group activity/project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Group participants

_____	_____
_____	_____
_____	_____
_____	_____

Facilitator \_\_\_\_\_

Recorder \_\_\_\_\_

How were decisions made by the group?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If I were involved in another group activity, what would I do differently?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will I use the information learned in this activity in a future setting?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Career Research Worksheet

Name \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Instructor \_\_\_\_\_

Career Choice: \_\_\_\_\_

1. Why did you choose this career?

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2. Why do you think you would be successful at this career?

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3. What kind of education do you need? \_\_\_\_\_

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4. What is the pay range for this career?

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5. Would you be willing to relocate? \_\_\_\_\_

6. What will be needed to advance in this career?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What other careers are related to your first choice?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. How old will you be in the year 2010? \_\_\_\_\_

9. What do you see yourself doing in the year 2010?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. How many jobs will be available in this career in 2010 in New York State? \_\_\_\_\_  
or any other state? \_\_\_\_\_

11. What are the working conditions? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Lab Report Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Lab # \_\_\_\_\_

Purpose/Problem:

Hypothesis:

Materials/Supplies:

Procedure:

Observations/Data:

Conclusion:

# Personal Budget Worksheet

Monthly Budget

**TOTAL Income:** \_\_\_\_\_

Fixed Expenses:

Car Payment \_\_\_\_\_

Car Insurance \_\_\_\_\_

Gasoline for Car \_\_\_\_\_

Student Loan \_\_\_\_\_

Rent \_\_\_\_\_

Electric/Gas \_\_\_\_\_

Cable \_\_\_\_\_

Phone \_\_\_\_\_

Cellular Phone \_\_\_\_\_

Internet \_\_\_\_\_

**TOTAL Fixed Expenses:** \_\_\_\_\_

Variable Expenses:

Food \_\_\_\_\_

Miscellaneous

Movie & Popcorn (\$15) \_\_\_\_\_

Books (\$10) \_\_\_\_\_

Pets (\$20) \_\_\_\_\_

Gifts (\$25) \_\_\_\_\_

Clothing (\$25) \_\_\_\_\_

Trips (\$150) \_\_\_\_\_

Video Rentals (\$4) \_\_\_\_\_

Magazine (\$3) \_\_\_\_\_

Haircut (\$20) \_\_\_\_\_

Concert Tickets (\$30) \_\_\_\_\_

CD's (\$15) \_\_\_\_\_

Sporting Events (\$25) \_\_\_\_\_

Medicine (\$10) \_\_\_\_\_

Household Supplies (\$10) \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

TOTAL Miscellaneous Expenses: \_\_\_\_\_

**TOTAL Variable Expenses:** \_\_\_\_\_

**TOTAL Expenses:** \_\_\_\_\_

**TOTAL Savings:** \_\_\_\_\_

**TOTAL Expenses and Savings:** \_\_\_\_\_

**BALANCE:** \_\_\_\_\_

# Fuel Economy Worksheet

Type of Car \_\_\_\_\_

Miles per Gallon

City \_\_\_\_\_

Highway \_\_\_\_\_

Miles Traveled

City \_\_\_\_\_

Highway \_\_\_\_\_

Gallons of gas used

City \_\_\_\_\_

Highway \_\_\_\_\_

Cost of gas

City \_\_\_\_\_

Highway \_\_\_\_\_

**TOTAL Cost of Gas** \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Mock Interview Worksheet

## Second-Year ELA Requirement

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Instructor \_\_\_\_\_

The questions on this form are provided to help prepare you for a real job interview.

Be prepared to ask questions and answer questions posed to you.

### Interviewer:

1. Why are you applying for this job?
2. What experience do you have in this field?
3. How would your boss (or teacher) describe you?
4. What part of your last job did you like best (least) and why? or  
What part of this job do you think you will like best (least) and why?
5. What do you know about our company?
6. How do you spend your spare time?

### Interviewee:

1. What is required to do this job well?
2. What is the next step above this position?
3. Is there an in-house training program here?
4. Do raises depend on job performance?
5. What tools, instruments, and equipment will I be using in this position?
6. Is there travel involved in this position?

# Second-Year Student Research Worksheet

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Program \_\_\_\_\_

Directions: Choose a topic (person, event, invention, object, etc.) that you are interested in. Answer the following questions, and then get your instructor's approval to research this topic.

Topic: \_\_\_\_\_

1. Why do you want to research this topic? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What are your expectations (what do you want to find?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Research your topic using either the internet or any other sources of your choice. Make sure to write down **ALL** the information needed to document your sources accurately. Once you gather all the information about your topic, you will develop a powerpoint presentation that highlights the importance and relevance of the information you find.

1. What is the time frame and/or location for your topic? Why/why isn't it important?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe or define your topic, using at least **five** facts. Add any details or descriptions that help support your topic.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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3. Find two ways that your topic has contributed to society, or to any developments to our culture.

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4. What kind of relationship to the future or impact on the future might your topic have?

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# Checking Account Worksheet

Please enter all the transactions from the Mock Bank Statement into this bank register.

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	FEE (-)	DEPOSIT/CREDIT (+)	BALANCE	
						\$	

# Mock Paycheck

Metro Services						27155	
po756 Emp No	John Doe Employee Name		123-45-6789 Social Security No		02/02/98 Period Begin	02/14/98 Period End	
<b>Earnings</b>	<b>Hrs</b>	<b>Current Amount</b>	<b>Year to Date</b>	<b>Deductions</b>	<b>Current Amount</b>	<b>Year to Date</b>	
\$6.00	80	\$480.00	\$1,440.00	Federal	\$4.81	\$14.43	
				FICA	\$29.76	\$89.28	
				Medicare	\$6.96	\$20.88	
				State	\$13.55	\$40.65	
				City	\$4.80	\$14.40	
				County	\$2.40	\$7.20	
				Health	\$71.05	\$213.15	
				Disability	\$2.25	\$6.75	
\$6.00 Pay Rate	\$480.00 Current Earnings	\$135.58 Current Deductions	\$344.42 Net Pay	\$1,440.00 YTD Earnings	\$406.74 YTD Deductions	\$1,033.26 YTD Net Pay	

<b>MS</b> Metro Services		27155	
Birmingham, AL 35222			
	DATE	AMOUNT	
	02/21/98	\$344.42	
PAY	THREE HUNDRED FORTY-FOUR AND 42/100		
TO THE ORDER OF	John Doe		
FIRST BANK OF ALABAMA BIRMINGHAM, AL 35296		 AUTHORIZATION SIGNATURE	
:02155 678  :072006789 : 1 2 36 789			

1. How much does John get paid an hour?
2. What amount did he pay toward city taxes in this paycheck?
3. What does FICA stand for?
4. What is John's net pay for the year so far?
5. How much is John's take home pay for this pay period?

## Income Tax Worksheet

**Directions:**

Using the 1040EZ form provided, prepare a 2004 income tax return for Pat Brown.

- His address is 26 Main Street, Utica, New York 13502.
- His social security number is 111-22-3333.
- He is a teacher.
- He is single and claims himself as an exemption.
- He donates \$3 to the Presidential Election Campaign.

The following information is from Pat Brown's W2 Form.

- His salary is \$32,560.
- His Federal income tax withheld is \$5058.
- His taxable interest income is \$172.

To complete line 10, refer to the tax table provided.

**Questions:**

1. Will Pat receive a refund or will he owe the government more money?

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2. What conclusions can you make from this? Should Pat have done something differently?

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