

SENIOR PORTFOLIO/HIGH SCHOOL & BEYOND PLAN REQUIREMENTS
CLASS OF 2022
FIRST SEMESTER



*****ALL PARTS OF THE SENIOR PORTFOLIO MUST BE COMPLETED BY JANUARY 21, 2022*****

Your 1st semester grade in NAV will be based solely on the completion of your portfolio. You will earn either an A or an F.

Second semester NAV will be focused on your Senior Presentation.

Assignment Details and Due Dates:

- October 29th--Activity Record due in Final Draft form**
- November 10th--Autobiography due in Final Draft form**
- November 17th--Resume AND Cover Letter due in Final Draft form**
- December 1st--Letter of Recommendation due (at least 1)**
- December 8th--High School & Beyond Plan (100% completed online)**
- December 15th--Community Service Hours done**

DESCRIPTION OF EACH ASSIGNMENT

Activity Record: Found on the [GHS/CCC/Senior Files website](#). The final draft must be typed with no mistakes. Be consistent with capitalization. Nearly all scholarship applications ask for this document--so make it look professional. You will share your final draft with your NAV advisor & Mrs. Lee to get approved then upload it to the online portfolio in your [High School & Beyond Plan](#) under "Career Planner".

Autobiography: Found on the [GHS/CCC/Senior Files website](#). Many colleges and scholarships require an essay. This Autobiography assignment was created by looking at college websites and scholarship applications. Upon completion, students will have a good start on an essay that can be edited to fit multiple purposes. **Final draft must be typed with fewer than 5 mistakes. Please have Mrs. Lee or an English teacher proofread before submitting.** You will share your final draft with your NAV advisor & Mrs. Lee to get approved then upload it to the online portfolio in your [High School & Beyond Plan](#) under "Career Planner".

Resume: Many students have already created a resume in one of their classes. Simply update it with current goals, work experience, skills & activities. If you haven't made one yet, please use the "Assemble Portfolio" tab in your online [High School & Beyond Plan](#) under "Career Planner".

Cover Letter: Found on the [GHS/CCC/Senior Files website](#). Again, you may have completed this already in a previous class. Simply look it over to make sure there are no errors or update it if necessary. The cover letter is used to introduce yourself to a potential employer and accompanies a resume so it must look professional. You will share your final draft with your NAV advisor & Mrs. Lee to get approved then upload it to the online portfolio in your [High School & Beyond Plan](#) under “Career Planner”.

Letter(s) of Recommendation: Found on the [GHS/CCC/Senior Files website](#). Each senior will be required to have at least ONE letter of recommendation, but keep in mind that some colleges and scholarships require more. Letters should be gotten from someone in one or more of the following 3 groups of people: 1. *Teacher or Coach or Counselor* (speaking to your work as a student and/or athlete), 2. *Work Supervisor or Boss* (speaking to your abilities in the workplace), 3. *Community Member* (speaking to the student’s character or community work). DO NOT WAIT TO GET THIS STARTED. It takes people quite a while to write a nice letter and get it back to you! Remember, people can only write about the experiences they’ve had with you--be sure to choose people who have positive things to say about you! You will share your final draft with your NAV advisor & Mrs. Lee to get approved then upload it to the online portfolio in your [High School & Beyond Plan](#) under “Career Planner”.

High School & Beyond Plan: This will all be done online with the new High School & Beyond Program through School Data Solutions
<https://goldendale.schooldata.net/v2/high-school-and-beyond/#/>

You will need to complete the following tasks in the online program:

Under 4 Yr Plan Tab:

1. 4 Year Plan (all of the courses you have completed and are completing)
2. Financial Information Survey

Under Career Planner Tab:

1. Self Assessment (Interests, Preferences, Skills)
2. Research Careers (select 5-10 careers by clicking on the “heart”)
3. Reality Check (Budgeting)
4. Find Programs (“heart” a minimum of 3 programs)
5. Find Schools (“heart” a minimum of 3 schools)
6. Assemble Portfolio (UPLOAD resume, transcript, community service sheet, cover letter, letter(s) of recommendation, autobiography)
7. Add 2 Educational Goals, 2 Career Goals & 2 Personal Goals

Community Service Hours: You must complete 15 hours of community service. This is 5 hours less than usual due to the COVID. To track this, you may have completed pink slips throughout the years with hours from various service events. Please transfer the hours onto the Community Service Record Sheet found on the [GHS/CCC website](#). You will upload your final draft to the online [High School & Beyond Plan](#) under “Career Planner”.