

## Published Portfolio Instructions

A hard copy of your graduation portfolio must be turned into your advisor in order to receive your 5 credits.

The published portfolio must be in a 3-ring binder or professional report cover and must be organized in the following order:

- 1) Cover page with your name, the date, the name of the school, and a title for your portfolio
- 2) The results of your Skills/Strength assessment (ASVAB or other option)
- 3) Research worksheet for Career #1
- 4) Research essay for Career #1
- 5) Research Essay Rubric for Career #1 showing a passing grade
- 6) Research worksheet for Career #2
- 7) Research essay for Career #2
- 8) Research Essay Rubric for Career #2 showing a passing grade
- 9) Response to Interview Questions
- 10) Resume
- 11) Letter of Introduction
- 12) Standard Application for Employment
- 13) Budget Planning Total Expenses Worksheet
- 14) Assist-A-Grad Essay
- 15) Printed copy of PowerPoint Presentation
- 16) PowerPoint Rubric showing a passing grade

### Helpful Links:

- 1) [www.californiacolleges.edu](http://www.californiacolleges.edu): Research Community Colleges and match majors with colleges.
- 2) [www.mynextmove.org](http://www.mynextmove.org): List of careers with summary of salary, education, skills, etc.. needed
- 3) [www.whodouwant2b.com](http://www.whodouwant2b.com): Gives list of careers within all 15 pathways with videos of jobs, etc...
- 4) [www.cacareerzone.org](http://www.cacareerzone.org): Personality Assessments, Job Search, and Reality Check (#10 above)
- 5) [www.myfuture.com](http://www.myfuture.com): Job search with salary, education, etc..., Interview & Resume assistance
- 6) [www.cacareercafe.com](http://www.cacareercafe.com): Job search, Skills & Job Skills assessment, (Used by Sierra College)