* + [**Career**](https://moodle.tru.ca/course/view.php?id=6090&section=16#fp) **Portfolio**

This assignment is designed to help you pull together your own information as it relates to Career Development. You will develop a portfolio that will not only assist you in preparing to apply and interview for positions/career opportunities. This assignment is intentional in requiring you to create a portfolio that will assist you in the next stage of your career. It will include:

* + - An up-to-date and complete resume.
		- A sample cover letter that responds to a future job prospect and the job posting.
		- A Career Action Plan: What kind of Career are you seeking? Where do you find job postings? When is a good time to apply for jobs? What is your job seeking strategy? What network can you use to help you identify and secure a job? What might be some sample interview questions? What is an effective follow-up plan after interviewing? This plan should be a minimum of **three** or **four** pages and should be very specific in terms of your strategies. It also should include a method of assessment. How will you assess your plan?
		- Your Career Exploration Materials: This would include any inventories you completed, and interview notes or reflections from practitioners you contacted or shadowed.
		- Supplemental materials in your portfolio and other information/items you think might be helpful, for example, class projects or papers: Be sure to provide a brief explanation why they are included. Commendations, awards, or notes to document your success also may be useful.

The following rubric provides more information on how this project will be evaluated.

Suggested Career Portfolio Rubric

|  |  |
| --- | --- |
| **Criteria** | **Standards/Levels Of Excellence** |
|   | **Excellent**(5 Points for each criteria) | **Good**(4 Points for each criteria) | **Adequate**(3 Points for each criteria) | **Needs Improvement**(0–2 Points for each criteria) |
| **Purpose of Assignment** | Understands how the assignment is integral to counselor/professional development. | Understands why assignment is important in the process. | Has completed assignment primarily to organize content. | Has completed assignment because it is required. |
| **Organization of Assignment** | Portfolio is clearly organized visually and presented well; some creativity evident and reflects an understanding of purpose and intent. | Portfolio is organized and well presented. Easy to follow and find content. | Assignment is organized but lacks some clarity, and is perhaps incomplete in a few areas. | Unorganized or incomplete materials. |
| **Contents and Professionalism** | Critical and relevant information is presented professionally. | Information is presented, but lacks critical thought. | Information was presented. | Information lacked professionalism. |
| **Critical Thinking and Self-Reflection** | Exceptionally well-supported, thoughtful, and insightful comments. | Some evidence of insights. | Limited evidence of insights. | No evidence. |
| **Writing Skills, Including APA Formatting, Grammar, and Spelling** | Exceptionally well written; APA format is strictly followed; no grammatical and/or spelling errors. | Well written; APA is accurately followed; a few grammatical and/or spelling errors. | Adequately written; APA is somewhat followed and the paper has numerous grammatical and/or spelling errors. | Poorly written with little use of APA formatting; substantial grammatical and/or spelling errors. |
| **Total possible marks 25** |  |  |  |  |