EDUC 1300 – Career Portfolio Project

DUE DATES are for both Friday and Saturday Classes

**IMPORTANT: I will be at Stafford W118 to receive Career Portfolio from: 6-7:30 pm on 2 days**

**Monday, December 8, 2014 AND Tuesday, December 9, 2014**

Instructions: Portfolio can be a notebook or folder but items must be compiled in the order listed in your table of contents. (points will be deducted if instructions are not followed and material is out of order in your folder or notebook) **- 100 pnts**

**\*\*\*TYPE A TABLE OF CONTENTS PAGE for 1 page in folder/notebook - (these 5 sections are numbered and underlined)**

1. **Career Report** – **50 pnts:** Use college resources: Library, Writing Centers, You may also use Ask Online tutoring to review your report before submitting this assignment (proofread work as points will be deducted for grammar, spelling, context and punctuation. Plagiarism will result in a ZERO on this assignment.

Type a 3-4-page report in word; double-spaced, 12-point Times New Roman font. Create a Cover Page (name, assignment, date, course, and instructor’s name) and a bibliography OR reference page (a minimum of 4 sources for works cited - one source must be a book and 2 can be internet sources with active links included if I want to click on them). The remaining one (1) source can come from periodicals, magazines, journals etc. In your report, answer the following six (6) questions. You can use information you gained from the TypeFocus assessments and from the chapters you read in your textbook.

* Why did you choose this career to research and write about? (10 pnts)
* What are the educational requirements? (5 pnts)
* List skills and/or qualities you already possess for this career (10 pnts)
* What is the outlook for future employment in the career field/ entry/advanced salary projections (5 pnts)
* What did you learn about the career you did not know before you did your research? (10 pnts)
* After your research, do you still wish to pursue or are interested in this career? Why or Why not. (10 pnts)

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2 ) **Typefocus Report** **– 20 pnts**: You will PRINT “combined reports” which is under the last tab at the top of the page. This report will combine all the work you did under each tab. READ Chapter 15 PLAN for career information and follow guidelines to prepare OR update a new or existing resume. TypeFocus Password: HCC88.

3)**Informational Interview** **– 20 pnts**: Identify a professional in the occupation that you did your report onand conduct an interview (in person, phone or online). Complete the following 3 tasks for full credit:

**(A)** Type a 2-page reflection essay about what you learned from talking with this person. At the end of the essay, give their Name, Job Title, Company, Work Phone # and Work Email (not personal). [double spaced, 12 font, New Times Roman – check spelling and grammar etc]

(10 pnts)

 **(B)** Type up the 7 - 10 questions that you asked the person with their answers and include in your portfolio. (7 pnts)

(**C)** Send a written “thank you” (note or email acceptable) to that person for helping you with this assignment and make a copy to include in your portfolio. (3 pnts)

4) **Advisor Visit Notes/Logs** – Log sheet must be signed/dated by your Senior Advisor **- 5 pnts**

This requirement was assigned during week 3 of the course AND your Senior Advisor knows that you need the Signed “Advisor Visit Notes/Log Sheet for your Career Portfolio.

1. **READ** **Chapter 15 PLAN** Type answersto the seven (7) SQ3R Mastery Questions at the end of the chapter. **Use your own words to answer questions! 5 pnts**