Vankleek Hill Collegiate Institute

Culminating Activity 30%

Your final evaluation will consist of two parts: a Portfolio and a Transition Plan.

**Part A:**

What is a portfolio?

* A collection of personal accomplishments put together in an organized format.

What does it look like?

* It should be something professional, for example a binder or duo-tang - NOT a scrapbook.

What goes inside?

* The documents and articles are your personal choice, but you need to choose from the list provided and they should reflect your true abilities, skills, and accomplishments.

**Choose 10 items to include in your Portfolio (5 items in bold are mandatory)**

* Report Card, Transcripts, **Status Sheet\***
* Attendance Record
* Certificates of Achievement (**WHMIS**, Fall Arrest, First Aid, Babysitter’s Course, Service Excellence)
* Licences: Driver’s License, Boating License, Ski-doo License, Hunting License, other
* Award Certificates (Character Always, Attendance, Honour Roll)
* Certificates of Participation (clubs, events, ie: cadets, school clubs)
* A record of your **Community Involvement Activities\***
* Updated Cover Letter, **Updated** **Resume**
* **Reference Letter(s) (ex: from employers or supervisors from your volunteer experiences)**
* Interest Inventories (myBluePrint.ca, Career Cruising/Matchmaker)
* Membership (ex: fitness club)
* Employer evaluations
* Newspaper Articles/Clippings
* Lessons: music, swimming
* Participation Photos (clubs, teams, groups, hobbies, badges, crests, certificates)

**\*if you need items printed at Student Services, you will need to do it before the last month of the semester.**

**Part B:**

Use the following template to organize your Transition Plan. Once you have collected all of your information, you must present it in a creative way. The Transition Plan should be between 5-10 minutes.

You should present examples of what you did at your placement, either by showing pictures, videos, bring in some ‘tools of the trade’ (specific equipment that you used), and/or bring in examples of items you worked on/completed.

Some examples of how you could present your transition plan:

* PowerPoint Presentation or Prezi
* Video (Photostory, MovieMaker, or other software)
* Brochure
* Poster

**Choose 10 items to include in your Portfolio (5 items in bold are mandatory)**

* **Where you completed your co-op placement?**
* What made you decide to do your co-op placement there?
* **Explain some of the different types of work you did there?**
* What tasks you enjoyed the most and why?
* **What did you learn about yourself? (skills you like or the type of work you like)**
* Who was the best co-worker and why? (what skills did he/she possess? Not a good sense of humour)
* Skills that you learned from your placement? (3 skills)
* **Skills that you need to work on and how you will work on them? (3 skills)**
* Your goals for the future (or at least the year after high school)?
* How do you plan to achieve your future goals? Do you need special courses or training?
* If you had to start your placement over again, what would you do differently?
* **What are the chances that this career/job will be available when I graduate? Go to** [**www.workingincanada.gc.ca**](http://www.workingincanada.gc.ca) **Click on OUTLOOKS in the green section (on the right) and type in the occupation. Give us some information about whether or not the job outlook is good and where you should go to find work. This is NOT an opinion question. You need to prove proof of research.**

**General Information:**

* Both Part A and Part B are due on together (on the same day).
* DUE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* You will lose 10% if you do not hand in Part A and are not ready to present Part B
* Both Part A and Part B are worth 30% of your final mark

**Transition Plan Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Categories | Level 1 | Level 2 | Level 3 | Level 4 |
| Knowledge and Understanding |
| Quality of IdeasSet goals, identifies skills, and career prospect | Provides limited information about career goals, skills needed, and career prospects | Provides some information about career goals, skills needed, and career prospects | Provided considerable information about career goals, skills needed, and career prospects | Provides thorough information about career goals, skills needed, and career prospects |
| Thinking and Inquiry |
| Critical Thinking SkillsReflection on skills needed and planning for career goals |  |  |  |  |
| Application |
|  |  |  |  |  |
| Communication |
| Clarity | Communicates ideas with limited clarity | Communicates Ideas with some clarity | Communicates ideas with considerable clarity | Communicates ideas with a high degree of clarity |
| Overall Organization | Lacks Organization | Inconsistent Organization | Effective Organization | Highly Effective Organization |
| Grammar and Language Conventions | Use of language conventions is limited, eg: spelling, grammar | Use of language conventions is inconsistent, eg: spelling, grammar | Use of language conventions is accurate and effective, eg: spelling, grammar | Use of language conventions is accurate and effective, and virtually error-free, eg: spelling, grammar |