



LESSON PLAN

GRADE: 9

MEETING: 7

DATE: 2/4/10

THEME: Organize Your Portfolio

NAVIGATION 101:

CLEAR, CAREFUL, AND CREATIVE PLANNING FOR LIFE BEYOND HIGH SCHOOL

ANNOUNCEMENTS:

- If students miss advisory it is their responsibility to find out what they missed and makeup the assignments. Successfully completing advisory earns students .25 credit for each year and 1 full credit toward graduation at the end of the senior year. Also be aware that some of what we do in advisory is required in the senior portfolio in order for students to graduate.
- **IMPORTANT REMINDER:** Half the school year is over. Be sure you are gathering examples of your best work from each course and saving them in your portfolio.
- **Portfolio covers are due on Feb. 18.** Each student must have a personal, colored, computer-designed cover inserted in the front of their portfolio. The design must include:
 - Each student's full name
 - The words "Class of 2013"
 - A school appropriate picture which represents some academic, career, or social aspect which represents each a student

LESSON GOALS:

- Students will continue to develop the **Four-Year and Beyond Plans**.
- Students will look over the Student Led Conference format.
- Students will organize their portfolios according to the **Checklist for the Class of 2013**.

What do I want to do in the future?

How can I plan for my future?

ESSENTIAL QUESTIONS:

MATERIALS NEEDED:

- **Student Portfolios.** Students will need access to their portfolios at each advisory session.
- **High School and Beyond Worksheet** (from portfolio. Students should have them in their portfolio.)
- **Four-Year and Beyond Plan** (from portfolio. Students should have them in their portfolio.)
- **High School Requirements for Class of 2013** (from portfolio. Students should have them in their portfolio.)
- **First Semester Transcript** (class set)
- **Student Led Conference Planning Worksheet** (class set)
- **Student Led Conference Information Sheet** (class set)

- **Checklist for the Class of 2013** (class set)
- **Work Sample Reflection Forms** (extra for anyone who needs it)

CLASSROOM REVIEW:

Goal Worksheet Review (*10 minutes*) Allow students to finish the **Four Year & Beyond Flow Chart** from the last lesson. Circulate and answer any questions students may have about graduation requirements and career goals.

CLASSROOM ACTIVITY 1:

Transcript Distribution (2 minutes) Give each student a copy of their transcript. Have students file them in the **Academic Section** of their portfolios.

CLASSROOM ACTIVITY 2:

Student Led Conference Planning (23 minutes)

- Give each student a **Student Led Conference Information Sheet** and **Planning Worksheet**.
- Ask the group to share what they remember from their SLCs at DPMS.
- Explain that it is great that they have background knowledge about this important activity. Also explain that the **Student Led Conference Information Sheet** outlines the way their SLC should be organized when they present their Grade 9 SLC to the parents on March . Show students how the portfolio they have been working on is the material to which they will refer during their SLC.
- Have students begin to fill out their **Student Led Conference Work Sheet** based upon what they find in their portfolio. Remind them that their **Four-Year and Beyond Plans, Keirseay Temperament Sorters, and Learning Style Surveys and Reflections** give them a wealth of information to talk about.
- When finished these forms should be placed in the **Personal and Social Development Section** of the portfolio.

CLOSE:

Portfolio Checklist (*10 minutes*) Give each student a **Portfolio Checklist**. Direct students to organize their portfolios by the order on the checklist. Remind them they need to have all assignments completed and in page protectors before the SLC on March 24 & 25.

HOMEWORK:

Portfolio covers are due on Feb. 20. Each student must have a personal, colored, computer-designed cover inserted in the front of their portfolio. The design must include:

- Each student's full name
- The words "Class of 2013"
- A school appropriate picture which represents some academic, career, or social aspect which represents each a student



STUDENT LED CONFERENCE INFORMATION SHEET

or HOW SHOULD YOU ORGANIZE YOUR STUDENT-LED CONFERENCE?

Here's a sample outline for a student-led conference. **You don't need to cover every point in this outline.** Instead, use it as a guide. Take notes on the next page.

You'll have about 12 minutes for your conference. Plan to speak for about 10 minutes and leave the rest of the time for introductions and questions.

INTRODUCTION

- Introduce your parents, guardians, or other guests to your advisor.
- Introduce yourself to anyone you do not know.
- Thank everyone for attending.

EXPLAIN THE PURPOSE OF THE CONFERENCE

- Explain that the purpose of the conference is to answer three questions:
 - *What have I accomplished in school this year?*
 - *What do I hope to do in the future?*
 - *Who am I?*

ACADEMIC DEVELOPMENT (*What have I accomplished in school this year?*)

You should show and discuss at least three things from your portfolio

- Discuss your classes and teachers (don't forget to share work from your portfolio).
 - Which classes have you enjoyed? Which are the most challenging?
- Explain your plans to improve academically (share your Academic Inventory).
- Discuss the classes you plan to take next year.
 - Why do you want to take these classes? What do your electives say about you?
- Review your course registration form for next year.

CAREER DEVELOPMENT (*What do I hope to do in the future?*)

You should show and discuss at least three things from your portfolio

- What do you want to do after high school? What are your interests?
- Explain what you've learned about life after high school and postsecondary education.

PERSONAL & SOCIAL DEVELOPMENT (*Who am I?*)

You should show and discuss at least three things from your portfolio

- Discuss what's most important to you:
 - The activities you do in your free time.
 - The activities you're involved in at school. (Which activities? Why?)
 - Your contributions to the larger community (Volunteer Service).
- Explain what you've accomplished this year that is important to you.

ASK YOUR GUESTS IF THEY HAVE QUESTIONS FOR YOU

- Listen carefully to their questions.
- Answer respectfully and as completely as you can.

THANK YOUR GUESTS FOR ATTENDING YOUR CONFERENCE

Use the outline on the previous page as your guide. Take notes below. Transfer your notes to note cards. Remember that you don't need to cover every point but you should talk about three different things in each area. Use Post-it notes or paper clips to mark the pages you want to show from your portfolio.

Student Led Conference Planning Worksheet

Topic Area	What I should say	What I can show from my portfolio
<p>ACADEMIC DEVELOPMENT</p> <p><i>What have I accomplished in school this year?</i></p>		
<p>CAREER DEVELOPMENT</p> <p><i>What do I want to do in the future?</i></p>		
<p>PERSONAL & SOCIAL DEVELOPMENT</p> <p><i>Who am I?</i></p>		



Checklist for Class of 2013

(Keep in front pocket of your binder)

- Cover Page** (A personal, colored, computer-designed cover inserted in the front of their portfolio.)
The design must include:
 - Each student's full name
 - The words "Class of 2013"
 - A school appropriate picture which represents some academic, career, or social aspect which represents each a student

Academic Development Portfolio Section

- "Academic Development" Portfolio Section Divider
- "Academic Goals" (Lesson 5)
- "Four-Year and Beyond Plan" (Lesson 6)
- "High School and Beyond Worksheet" (Lesson 6)
- "High School Requirements for Class of 2013" (Lesson 6)
- "Grade 9 Academic Inventory Handout" (Lesson 4)
- "Grade Progress Report" (date 11/07) from Skyward

Career Development Portfolio Section

- "Career Development" Portfolio Section Divider
- "Career Goals" (Lesson 5)
- WOIS "Career Interest Areas Results" (from Digttools or find on Stag's Leap website)
- WOIS- "Interest Profiler Results" (from Digttools or find on Stag's Leap website)
- WOIS "Which Training Plan Is Best for Me?" (from Digttools or find on Stag's Leap website)

Personal and Social Development Portfolio Section

- "Personal and Social Development" Portfolio Section Divider
- "Citizenship Goal Worksheet" (Lesson 1)
- "Learning Styles Inventory" (from Digttools or find on Stag's Leap website)
- "Overview of Learning Styles" (Lesson 3)
- "Keirsey Temperament Sorter" (from Digttools or find on Stag's Leap website)
- "Learning Styles Reflection/Keirsey Temperament Sorter Reflection" (Lesson 4)
- "Student Led Conference Planning Worksheet" (Lesson 7)
- "Student Led Conference Rubric" (Lesson 8)
- Four Examples of Best Work with completed "Work Sample Reflection Forms"
- Awards and Certificates

Front Pocket: "Checklist for Class of 2013"



Name: _____ Date of assignment: _____

• Level of Effort (1/lowest – 5/highest) _____

• Overall Quality of Work (1 – 5) _____

• Why did you choose this work sample?

• What did you learn from this assignment?

• What did you do well in this assignment?

• In the future how will this sample help you?

Date added to portfolio: _____ Advisor's Name: _____