



LESSON PLAN

GRADE: 9

MEETING: 8 (1 hour session)

DATE: 2/18/09

THEME: Organize Your Portfolio/
Create SLC Outline

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.

Portfolio covers are due today!

- **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 fill out the SLC outline form.
- Students will organize their portfolios according to the **Checklist for the Class of 2013**.
- Students will take home the SLC letter and schedule an appointment.

ESSENTIAL QUESTIONS:

Who am I?
How do I organize my portfolio?
How do I organize my SLC?

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.)
- **Student Led Conference Planning Worksheet** (from portfolio.)

Students should have them in their portfolio.)

- **Student Led Conference Evaluation Rubric** (class set)
- **Checklist for the Class of 2013** (class set)
- **Letter to parents** (class set)
- **Note cards** (one packet per student)

CLASSROOM REVIEW:

Four-Year and Beyond Plan (*10 minutes*) Allow students some time to complete their **Four Year & Beyond Plans (front and back)**. Circulate and answer any questions

**CLASSROOM
ACTIVITY 1:**

View video of SLC (*10 minutes*)

**CLASSROOM
ACTIVITY 2:**

Organizing the Portfolio (*15 minutes*) Direct students to continue organizing their portfolios by the order on their **Checklist for the Class of 2013**. Remind them they need to have all assignments completed and in page protectors before the SLC on March 24, 25, and 26.

- If they are missing forms, tell them they can go to the Stag's LEAP website to print them out by lesson. If they need the links to the "Personality Sorter" and/or "Learning Styles Inventory," tell them they can click on the "Archived Lessons" link and scroll down to the respective links under "9th Grade Assignments."
- Also tell them that they may come to the After School Program to work on the portfolio and SLC outline.

**CLASSROOM
ACTIVITY 3:**

SLC Planning Worksheet (*20 minutes*) Explain this is how students should organize what they will say to their parents at their SLCs. Help them decide what they will say using what is in each section of the portfolio. These forms should be placed in the **Personal and Social Development Section** of the portfolio. Hand out the note cards and have students transfer their notes to the cards. They will be required to use them for their SLCs. **Keep these cards. When finished with the SLC students are to attach the ring to a ring on their binder to re-use next year.**

**CLASSROOM
ACTIVITY 4:**

SLC Letter to Parents (*5 minutes*) Hand out a letter to each student. Tell the students to take the letter home. Parents are to mark the three times that are best for them to come to a SLC. Students are then to take the marked page (second page of the letter) to their advisor to schedule their SLC time.

Advisors: After writing down the scheduled time on the advisor's schedule sheet, circle the time on the marked page and return it to the student who is to take it back to his/her parent/guardian.

The SLC is mandatory! If a parent cannot attend a scheduled time, try and find an amenable when the SLC can be completed. If a parent refuses to attend, schedule a time with the student when the SLC can be completed without the parent.

If students do not do an SLC, they fail advisory.



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 post secondary 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> | | |

C O N F E R E N C E E V A L U A T I O N R U B R I C

DIRECTIONS: Students are expected to be proficient in each of the following areas. Please evaluate each student's performance in each area. Please also discuss with each student what the student did very well and how the student can improve.

Student: _____ Grade: _____ Advisor: _____

| RATING | Distinguished | Proficient | Emerging (Comments) |
|---|---|---|------------------------|
| Introduction | <input type="checkbox"/> 4 of 4 boxes checked | <input type="checkbox"/> Greets guests <input type="checkbox"/> Introduces self <input type="checkbox"/> Makes eye contact <input type="checkbox"/> Explains purpose of conference <i>(Need 3 of 4 boxes checked)</i> | |
| Appearance | <input type="checkbox"/> Wearing dress clothes | <input type="checkbox"/> Clothing is acceptable for presentation | |
| Academic Development <i>(Base assessment on student's grade level)</i> | <input type="checkbox"/> Shows and discusses at least three samples to describe academic performance <input type="checkbox"/> Explains why these samples were chosen | <input type="checkbox"/> Shows and discusses at least three samples to describe academic performance | |
| Career Development <i>(Base assessment on student's grade level)</i> | <input type="checkbox"/> Shows and discusses at least three samples to describe career exploration <input type="checkbox"/> Explains why these samples were chosen | <input type="checkbox"/> Shows and discusses at least three samples to describe career exploration | |
| Personal & Social Development <i>(Base assessment on student's grade level)</i> | <input type="checkbox"/> Shows and discusses at least three samples to describe personal interests or achievements <input type="checkbox"/> Explains why these samples were chosen | <input type="checkbox"/> Shows and discusses at least three samples to describe personal interests or achievements | |
| Conclusion | <input type="checkbox"/> PLUS has a neat, high-quality portfolio | <input type="checkbox"/> Answers questions promptly <input type="checkbox"/> Thanks parents and advisors | |

Please circle student's rating: **Distinguished** **Proficient** **Emerging**



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
- "Latest Transcript"

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