



LESSON PLAN

GRADE: 9

MEETING: 9 (50 minute session)

DATE: 3/4/10

THEME: Organize Student Portfolio/
Practice Student Led Conference

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 were 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
- **Remind students they should dress up for the conference. (business or best school attire)**

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 schedule the SLC.

ESSENTIAL QUESTIONS:

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

MATERIALS NEEDED:

- **Student Portfolios.** Students will need access to their portfolios at each advisory session.
- **Checklist for the 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** (from portfolio. Students should have them in their portfolio.)

• **Note cards** (from portfolio. Students should have them in their portfolio.)

CLASSROOM REVIEW:

Finish Organizing Portfolio and/or Complete Note Cards (*10 minutes*)

- Students need to finish organizing their portfolio in page protectors. Direct students to follow the order of the **Checklist for the Class of 2013**.
- Complete note cards.
- Schedule students who returned the second page of the letter and tell students what time slots they and their parents they have. If a parent or guardian cannot make it, tell the student to choose a staff member and schedule a time slot to present. **Students have been known to get out a cell phone, call mom or dad, and schedule on the spot.**

CLASSROOM ACTIVITY 1:

Student Led Conference Practice (*40 minutes*) Practice in small groups or in front of the class. Our groups are so large it would probably be best to separate them into three or four groups. Each student should get a chance to see another student who does a good job and also get a chance to present to the group. Ask students to give **constructive** criticism of others. Walk around and help out students who are struggling or make comments.

1. Students must introduce their parents/guardians to the advisor.
2. Students then should explain their academic goal.
3. Students next should talk about their Four Year Plan. They should be able to explain that it is state law that they have this plan and that this plan will change as they mature. What classes do they enjoy now? What classes will they take in the next three years.
4. Students then should explain their career goal.
5. Students then should explain their career goal.
6. They next can discuss their WOIS results. If students haven't done the WOIS assignment, have them use the career suggestions in the learning and personality surveys. Do they have any idea where they will get training for their career? Where do they want to live?
7. Students then should explain their personal goal.
8. They next can discuss their Learning Styles Survey and Personality Profile. They can note whether their WOIS results agreed with the suggestions from the Learning Styles Survey and Personality Profile. What are their learning styles, personality traits, etc? Do they agree with the survey?
9. Students then can show the examples of their best work. Why was it their best work?
10. Finally students can end with some personal reflections. For example, have they caught on to the fact that if a student doesn't earn 21 credits, that student will not graduate from high school? Have their grades improved? Did they finish the semester with all their credits and good grades? Have they learned something

important about themselves?

11. Students must then thank their parents/guardians for coming.

CLOSE:

- **Advisors**, explain to students that they and their parents/guardians will fill out the **Student Led Conference Evaluation Rubric** which should be in their portfolio from last session. You can take the **Student Led Conference Evaluation Rubric** from them after their conference, make comments, and return it at their next advisory.

NOTE:

- **Advisors**, it's a good idea to have a list of questions to ask to help students who get stuck. Freshmen often aren't as prepared as you might wish or expect.
- If students are missing forms, tell them they can go to the Stag's Leap website to print them out by lesson.
- Also tell students that they may come to the after school program to work on the portfolio and SLC outline.



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>		

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

Front Pocket: "Checklist for Class of 2013"