

## PDP Lesson Plan

### 2.16 – Assemble Your Employment Portfolio

Time: One class period

Materials Needed: Access to Computer  
Level 2 Student Workbook

#### Outcome:

Students will be able to effectively demonstrate the skill of “showcasing” their abilities and accomplishments through the development of a personal/professional portfolio.

#### Introduction:

Begin the class by introducing the concept of a portfolio. Conduct a discussion around the uses of a portfolio (e.g. job interviews/college interviews). Brainstorm format for portfolio OR teacher presents format for all to follow including arrangement (chronologically, by subject, etc).

Tip: Several portfolios on display might give the students an idea for their end product. If the students have not seen one, it may be difficult to visualize the possibilities.

#### Instructions for Paper Version:

Ask students to read the introduction on Pages 66-70 and begin building a portfolio using the guidelines in the text.

#### Instructions for Online Version:

Ask students to complete online module 2.16.

#### Summary and Closure:

“In this lesson you learned the contents of a portfolio, the importance of a portfolio. Whether you decide to build a notebook portfolio or electronic portfolio, the components should be developed in such a way as can be easily updated.”  
Identify timeline for portfolio development and updates.

#### Assessment:

Identify timeline for portfolio development and updates. Students will be evaluated according to the quality and organization of the materials suggested for the inclusion in the portfolio.

#### Optional Activities:

Each student will search the web for the occupation of his/her interest. Each will identify the entry-level requirements for that occupation and establish a plan to update their portfolio as they achieve each of the requirements (Technology Search). Each student will write a list of all entry-level requirements from their search and include it in their portfolio as a checklist.