Writing Your Personal Logbook

The portfolio has become a well-accepted method of collecting and organizing information about one’s self. Portfolios may be print-based or electronic. The purpose of this lesson is to teach students about the content of their personal portfolios and how to build and maintain them in the Kuder system.

Objectives

At the end of this module, students will be able to:

• List and describe the kinds of information they should place in their portfolios.
• Describe how to use a portfolio to assist in career planning and job seeking.
• Maintain their personal career portfolios.
Module 10: Overview

Components

- **Introduction and Mini-Lecture: Career Portfolios**
  20 minutes

- **Activity: Building a Personal Career Portfolio**
  35 minutes

Facilitator Preparation

- Read the lesson plan and resource material.
- Become thoroughly knowledgeable of the content of the personal portfolios in *Kuder® Navigator* (including the public e-Portfolio for high school students) and how to build and edit them.
- Duplicate materials for Activity 18: Sharing Your Logbook and Handout 9: How to Update Your Kuder® Career Portfolio.
- Arrange for use of a computer lab, ideally with one computer per student and access to Kuder Navigator.
- Arrange for a computer and display device to show the PowerPoint® presentation. This presentation can be accessed online from the *Kuder® Administrative Database Management System*.

Homework Assignment

Students are asked to discuss their future career plans with their parents and complete Activity 18: Sharing Your Logbook during this discussion. Students should show their career portfolio (either online or in print form) to their parents and talk about its content, including occupations selected for research and the kind of education needed to enter them. The activity directs student to discuss the following topics with their parents:

- Looking at the results from the inventories taken, do parents think that they provide information helpful for the student’s career planning? What information would parents add?
- Looking at the occupations selected by the student for in-depth exploration, what are the parents’ reactions? What other occupations might they suggest?
- Looking at these occupational options, are the implied future education plans (i.e., vocational-technical training, two-year college, four-year college, apprenticeship, military training) acceptable to parents and supported by them?

ASCA National Standards for School Counseling Programs Addressed

- Indicator C:B1.6: Learn to use the Internet to access career planning information.
- Indicator C:B2.5: Maintain a career planning portfolio.
Module 10: Lesson Plan

Introduction and Mini-Lecture: Career Portfolios
(20 minutes)

We can capture important information and documents related to career planning by keeping a portfolio. *Kuder® Navigator* allows you to build and keep an electronic portfolio that you can view and edit for the rest of your life. When eventually you want to apply for a job or some other activity, you can build your portfolio on a web site that you can share with employers or others. Portfolios help us remember and organize important information and experiences that relate to career planning.

*In what ways do you think this portfolio would be helpful?*

Listen to student feedback and then summarize with the following list. A portfolio helps us to:

- Keep a record of the results of inventories and tests.
- Make plans for high school (or college) courses to be taken and record credits and grades.
- Keep track of choices about favorite clusters and occupations and come back to explore or re-prioritize them further.
- Keep a list of schools attended and dates.
- Keep track of part-time and full-time jobs.
- Keep notes about career plans.
- Record in-school and out-of-school activities and dates.
- Develop, update, and store résumés that can be printed out or sent electronically to potential employers (available when you enter high school).
- Post parts of your portfolio on a personal web site where schools or employers can see it with your permission (available when you enter high school).
- Keep information important for career planning organized in one place where it is easy to access and edit.

*It is very important that you continue to add to and edit your portfolio so that you enter information while you still remember it. You can do this from home, school, or any other place where you can access the Internet. Your personal portfolio will always remain at www.kudernavigator.com (or the URL of your state-specific site) and you can always*
access it by using the same user name and password that you created the first time you signed on to Kuder Navigator.

The remainder of the time in this class session can be used to give students time and assistance in updating information in their portfolios and in completing as many sections as possible at this time. If students have completed the Kuder® Career Search with Person Match and the Kuder® Skills Assessment online (as they would have done in Module 5), the results of these inventories are already stored in the portfolio, and it can be accessed by signing on to Kuder Navigator with the same user name and password with which they first entered.

Now, help students work through the sections of the portfolio with the following instructions. Because it will be difficult to keep students together on this activity, you can give each student a copy of the instructions (Handout 9), leaving yourself free to walk around the room, monitor the activity, and provide assistance to individuals as needed.

**Activity: Building a Career Portfolio**
(35 minutes)

- Access Kuder Navigator at www.kudernavigator.com or your state’s customized version of it.
- Log in with the same user name and password you used when you signed on the first time.
- Click on My Portfolio, a tab to the far right on the top of the screen. Update or complete any information in your personal account – such as your e-mail address, your parents/guardians’ e-mail address(es), or a change in phone number or address – that was not previously entered or is now incorrect. This section of the portfolio also allows you to change your system password, upload a photo to your personal home page, and opt in or opt out of receiving e-mail or text messages from teachers or counselors.
- Click on Assessment Results. This section should already contain your results from the Kuder Career Search with Person Match, the Kuder Skills Assessment, and Super’s Work Values Inventory-revised if taken. You can also:
  - Review the results of these inventories by clicking on the icons to view results.
  - View and print out a composite report, which combines the results of the interests and skills inventories.
  - Get a one-page summary of your assessment results.
  - Add information about other inventories or tests you have taken. You will be asked to enter the name of the test/inventory, the date of its completion, and
then a description (which could include its results). Click on Save to add this information to your portfolio.

• **Click on Career Goals.** This section stores favorite clusters, Person Matches, occupations, and more. Add or delete favorites, and review the descriptions of occupations you have saved. You can compare descriptions side by side. You may also prioritize the list. Using the Notes feature, add any thoughts you now have about your career goals.

• **Click on Education Plans.** This section offers four options:
  - **Desired Level of Education** – This option allows you to select or edit the level of education you plan after high school.
  - **High School Education Plans** – This option allows you to view and edit any education plans you have previously made through Kuder Navigator. From here, you may delete or edit plans. If you have not finished your four-year plan, go ahead and do it now.
  - **Postsecondary Majors** – This option allows you to view any potential majors that you have saved as favorites.
  - **Notes** – This option allows you to put notes in your portfolio about anything that may relate to your career plans. You will be asked to enter a title for the note, type in text, and click on Save.

If you are in high school or have continued your in-depth planning in the system, you will also have access to the following options.

• **Click on Schools.** This section stores schools that you can select as favorites. You can compare them and add notes.

• **Click on Financial Aid Sources.** This section stores scholarships and grants that you have saved as favorites. You can compare them and add notes.

• **Click on Job-Seeking Tools.** This section stores your cover letters, résumés, job applications, references, and notes about job seeking. You can edit any of these documents here.

• **Click on Manage My e-Portfolio.** You may not have time to use this section, but at least note that you can use this part to build a public e-Portfolio. When you release its web address (URL), a prospective employer can see this portfolio, which can include your picture, résumé, cover letter, work samples, certification, and even a short video.
Now that you have made good progress on building your personal portfolio, think about the following:

1. **What information do you need to complete your portfolio for the present?** Make a list of those items so that you can remember to find them.
2. **How will you get that information?**
3. **How often will you update your portfolio?**
4. **How will you use your portfolio?**

**Homework Assignment**

Show your portfolio, either printed out or online, to your parents and ask for their feedback. Complete Activity 18: Sharing Your Logbook while you discuss your portfolio with them. Parents can view your portfolio online if they sign on to Kuder Navigator as a parent, choose View My Child’s Portfolio, and enter your personal user name and date of birth. The activity will guide you through the following topics:

- Do your parents think that the results of the inventories taken provide information helpful to your career planning? What information would they add?
- What are your parents’ reactions to the occupations you selected for in-depth exploration? What other occupations might they suggest?
- Looking at these occupational options, are your implied future education plans (i.e., vocational-technical training, two-year college, four-year college, apprentice ship, military training) acceptable to your parents and supported by them?
- How do your parents/guardians react to the education plan that you have placed in your portfolio? What might they add or change?
The word *portfolio* (from the Latin words meaning “to carry” and “leaf”) originally referred to a case to carry papers or drawings, but over the years its meaning has expanded to include a collection of similar items (as in a portfolio of stocks and other financial investments) or of best work (as in the portfolio of an artist, photographer, or computer programmer). In this lesson, the term is being used to refer to a way to accumulate self-information on an ongoing basis as a tool for career planning.

As we look for innovative ways to improve American schools, educators are embracing the concept of the student portfolio as an authentic, performance-based form of assessment and a new way to look at student achievement and goals. It is a concept that encourages students to reflect on their own experience, performance, and learning. It is a tool for collecting self-information under logical categories for the development of an education plan, career goals, and a résumé.

In middle school, the *Kuder® Career Portfolio* has four sections, most of variable length, which collect information relevant to education and career planning. At the high school level, the portfolio contains seven sections. The document is easy to edit and offers not only a summary of self-information, but also a succinct way in which to look at favorite occupations, majors, and schools in order to collect additional information or reprioritize them. Each section and its components are described in the lesson plan.

Updating the career portfolio is a task that may require more time than is available on an ongoing basis during the school day. Therefore, it is important that students feel ownership of their career portfolios so that they will want to continue work on them outside of school in order to maintain them and continue to add to their content on an ongoing basis.

The *Kuder* portfolio accumulates information as students move from *Kuder® Galaxy* (pre-kindergarten through grade five), *Kuder® Navigator* (grades six through 12), and *Kuder® Journey* (postsecondary and adult populations). As the user progresses through these systems, additional sections are added to the portfolio, such as favorite majors, schools, and scholarships; résumés; cover letters; and a list of references. Starting in the high school years, system users can upload and scan images and documents into...
their personal portfolios. These include photos, scanned documents, Word and PDF files, and short videos. Also starting in the high school years, system users can post a public e-Portfolio to a URL assigned to them. The public e-Portfolio can be comprised of parts of the Kuder personal portfolio and additional materials that are either uploaded or entered manually. This portfolio can be customized by the topics or content included. The system users may allow others (such as school admission officers or potential employers) to view their portfolios by releasing the URL via an e-mail to these viewers.

Kuder has made a commitment to the students and adults who use its career planning systems that they can have access to their personal and public portfolios for a lifetime. This fact makes it important for students to build and maintain these portfolios over the life span as a single repository of information needed for career planning and job hunting.
Activity 18: Sharing Your Logbook

Show your portfolio to your parent(s) or guardian(s) and ask for feedback. You can print the portfolio or sign on to your portfolio in Kuder® Navigator for this viewing.

Alternatively, parents can view portfolios through the parent section of the website. To do so, parents should go to www.kudernavigator.com, sign on as a parent, and select View My Child’s Portfolio. Your parent(s) will need your user name.

Do your parents/guardians think that the results of the inventories taken reflect your interests and skills? What information would they change or add?

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What are your parents’ or guardians’ reactions to the occupations you have placed in your Favorites List? What other occupations might they suggest?

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Looking at these occupational options, are your implied future education plans (i.e., vocational-technical training, two-year college, four-year college, apprenticeship, military training) acceptable and supported by your parents/guardians? What suggestions might they add?

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How do your parents/guardians react to the education plan that you have placed in your portfolio? What might they add or change?

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Handout 9: How to Update Your Kuder® Career Portfolio

- Log on to Kuder Navigator at www.kudernavigator.com (or to the URL of your state-specific site) with your user name and password.
- Select the tab My Portfolio.
- Select Account Information and update or complete information in your personal account – e.g., your e-mail address or your parents’ e-mail address(es) – that has not been entered or is incorrect. You may also change your password, upload or select a photo for your home page, and opt in to receive e-mails or text messages from teachers or counselors.
- Click on Assessment Results on the left side of the screen. This section should contain your results from the Kuder® Career Search with Person Match, Kuder® Skills Assessment, and if taken, the Super’s Work Values Inventory-revised. You can also:
  - Review the results of these inventories by clicking on the icons under “Actions.”
  - View and print out a composite report, which combines the results of the interests and skills assessments.
  - Get a one-page summary of your assessment results.
  - Add information about other inventories or tests you have taken by clicking on the Enter Assessment Scores link under Results of Assessments Taken Offline.
    - You will be asked to enter the name of the inventory, its date of completion, and a description (which may include its results). Click on Save to add this information to your portfolio.
- Click on Education Plans on the left side of the screen. This section offers three options:
  - Desired Level of Education, which allows you to select or edit a level of education you plan to pursue after high school.
  - High School Education Plans, which allows you to view education plans you have started or completed and/or remove any that are no longer relevant. If you have not finished your four-year high school plan or you need to edit it, go ahead and do it now.
Handout 9:
How to Update Your *Kuder Career Portfolio*, cont’d

- **Notes**, which allows you to put notes in your portfolio about anything that may relate to your education plans. You will be asked to enter a title for the note, designate a topic, type in text, and click Save.

- Click on **Career Goals** on the left side of the screen. This section stores favorite clusters and occupations that you have selected in *Kuder® Navigator*. From here you can add, delete, or reprioritize favorites. You can also review and compare the descriptions of saved occupations and clusters. Update this section to reflect your current choices. Using the Notes feature, add notes about your current career goals.

If you are in high school or have continued your in-depth planning in the system, you will also have access to the following options.

- Click on **Schools**. This section stores schools that you can select as favorites. You can compare them and add notes.

- Click on **Financial Aid Sources**. This section stores scholarships and grants that you have saved as favorites. You can compare them and add notes.

- Click on **Job-Seeking Tools**. This section stores your cover letters, résumés, job applications, references, and notes about job seeking. You can edit any of these documents here.

- Click on **Manage My e-Portfolio**. You may not have time to use this section, but at least note that you can use this part to build a public e-Portfolio. When you release its web address (URL), a prospective employer can see this portfolio, which can include your picture, résumé, cover letter, work samples, certification, and even a short video.