Transition Portfolio Products

The Student Transition Portfolio is the cumulative product of the EIT curriculum that includes 15 elements related to College and Career Readiness (CCR).

1. *Title Page* – a self-explanatory front page of the Portfolio with student name, grade, teacher, and high school. It can be as basic as a print-out or it can be more sophisticated based on teacher direction. For instance, students may be asked to represent the contents of the Portfolio through a title page designed as a poster, collage, slide presentation, or even a video profile.
2. *Bookmarks Table* – using basic ICT literacy skills taught in EIT, students copy and paste key websites that they learn about in EIT to a table so students can refer back to the websites later as they refine their career interests and plans.
3. *O\*Net Interest Profiler Results* – students take the O\*Net Interest Profiler career self-assessment and record their results in a table that helps students connect their interests with potential careers.
4. *Compare and Contrast Career Chart* – using their O\*Net Interest Profiler results and research from the Occupational Outlook Handbook (OOH), students compare two careers on a variety of characteristics including nature of work, work environment, salary, training and education requirements, job outlook, related occupations, and advantages and disadvantages.
5. *Plan A and Plan B Career Choices Table* – students compare themselves to their top two career choices based on how well different job aspects match their preferences and interests. They also examine job outlooks. Using information collected through EIT activities, students decide which career path is Career Plan A (the dream path) and which career path is Career Plan B (the back-up).
6. *Postsecondary Goals for Career Plan A and Career Plan B* – students write meaningful postsecondary goals for their two career choices using the S.M.A.R.T. goal framework (goals that are specific, measureable, actionable, realistic, and timely).
7. *Postsecondary Education/Training Options Table* – students select three postsecondary education/training institutions and compare characteristics of each institution (type of school, degrees offered, tuition, etc.) in a table.
8. *Transition Preparation Checklist* – with an adult mentor to help provide support and accountability, students select steps from an online checklist designed to help students prepare for life after high school. Students and mentors covert these steps into goals using the S.M.A.R.T. goal framework.
9. *High School Course Schedule* – ideally with the assistance of a guidance counselor, students develop a high school course schedule that identifies graduation credits needed, credits completed, grades and GPA, and courses based on Career Plan A and B education/training requirements.
10. *Resume* – as a companion to a cover letter, students create a resume that can be customized for a desired job, field placement/internship, or other employment or educational opportunity.
11. *Job and/or College Application* – using IT literacy skills taught in EIT, students complete an online sample job and/or college application.
12. *Cover Letter* – as a companion to a resume, students create a cover letter template that can be customized for a desired job, field placement/internship, or other employment or educational opportunity.
13. *Interview a Professional* – students learn about common interview questions and apply these to an interview with a professional in a field of interest.
14. *Digital Presentation* – throughout EIT units, students create slides that summarize and present elements of their Transition Portfolio. The digital presentation can be completed in Microsoft Power Point or equivalent software or it can be reimagined using other multimedia such as a video storytelling.
15. *Career Essay* – to understand the importance of written communication, students draft, edit, and refine a five-paragraph essay that describes what they have learned about themselves and their career goals through EIT. For some college applications that require a personal statement, this narrative can be edited and repurposed. It can also be used as a template for other essay writing in other classes.