



CLASS 2018 PORTFOLIO 11TH GRADE HR TRAINING

Mr. Castañeda & Ms. Leslie Garcia

OBJECTIVE AND EXPECTATIONS

- Portfolios are a required component for participation in the Graduation ceremony.
 - Responsibility lies with the student in executing the various components
 - Takes place in HR under the guidance of HR teachers
 - HR teachers are supported by Mr. Castaneda, Ms. Garcia and the website
 - It is a process that begins now and continues through the spring 2018 semester

By the end of the today's training, teacher will:

- Have an overall understanding of the Senior Portfolio and its various components
- Create a plan in order to teach Juniors on 4/4 the WRC component
- Be able to locate resources on the Senior website (www.jfkcougars.org/s)
- On 4/4, the expectation is that Juniors will understand the Senior Portfolio & its components, produce drafts of cover letter , resume and/or career cruising.

Vincent Ramos

Class of 2017

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Title Page

JOHN F. KENNEDY HIGH SCHOOL

HOME ABOUT US ACADEMICS PARENTS STUDENTS ATHLETICS PROGRAMS

WRC AND PORTFOLIO SENIOR FORMS


John F. Kennedy High School has a tradition of graduating students who are well prepared for the 21st century and completing the various components of the Senior Portfolios helps our students realize this goal.

2017-2018 WRC Interviews
First week in December 2017 in Small Gym
Enter through the back side of Gym/closets to Woodley

Prior to the Interview, in November, students will need to register for their WRC interview
(website link will be provided by the HR teacher)

In the below section, you can find **TEMPLATES** for either the resume and/or cover letters.

- [Resume Chrono-1](#)
- [Resume Chrono-2traditional](#)
- [Resume Chrono-3minimalist](#)
- [Resume Chrono-4vertical](#)
- [Cover ltr-1entry](#)
- [Cover ltr-2](#)
- [Cover ltr-3](#)



Resume & Cover Letter
www.jfkcougars.org/wrc

PERSONAL STATEMENT

Using the UC College Application Prompts

- There are 8 prompts total
- Senior will CHOOSE only ONE
- No more than 350 words
- Select a questions which is most relevant & best reflects you
- Responses must be typed (12pt font, double-spaced, 1-inch margins)

ONE COLLEGE APPLICATION

Print out a copy of the email confirmation

FAFSA APPLICATION

Print out proof of submission

I.G.P.

See counselor

- Usually completed in Govt/Econ
- There are 2 components to this artifact
 - Completing the service learning project (see counselor)
 - Writing a reflection for the project
 - What you learned
 - How your learning benefited the community
- 1 pg max, typed in 12pt font, double-spaced, 1 inch margin

SERVICE LEARNING PROJECT

Los Angeles Unified School District
Today's Learners, Tomorrow's Leaders

Individualized Graduation Plan (IGP)

Los Angeles Unified School District

Req Met	UC	LAUSD	Subject Area	Courses Completed	(r)Recommended/ (g)Required Courses	Graduation Eligibility
Yes	Yes	Yes	a. Social Sciences – 2 years 1 year World History, Geog, Cultures 1 year US History/Government	Minimum requirement: GEOG A 5.0 C 09 WHG: MOD WLD A 5.0 B 10 H US HIST 20TH A 5.0 C 11 H US HIST 20TH B 5.0 C 11		No
			World History minimum requirement may be met with courses from subject area "a" or "g".	Additional "f" courses: WHG: MOD WLD B 5.0 B 10 PRIN AM DEMOCR 5.0 B 12	In Progress:	Summary of categories: • LAUSD A-G : No • CDE : No • LAUSD : Yes
			Note: For UC, courses used to meet the World History requirement must be from subject area "a".			All categories must be met eligible for graduation.
				Minimum requirement: H ENGLISH 9A 5.0 C 09 H ENGLISH 9B 5.0 C 09 ENGLISH 10A 5.0 B 10 ENGLISH 10B 5.0 B 10 H AM LIT COMP 5.0 C 11 H CONTEMP COMP 5.0 C 11 AP ENG LIT A 5.0 C 12		Universities/NCAA admission information: Grade Point Averages (GPA): LAUSD Official GPA: 2.46 Rank: 237/358 UC Eligibility: UC (CAPED) GPA: 2.61 UC (W) GPA: 2.61 CSU Eligibility: CSU GPA: 2.61 NCAA Eligibility: NCAA Core GPA: 2.17 Financial Aid (CSACI) Eligible Financial Aid (Initial) GPA: 2.61 Financial Aid (Post) GPA: 2.61 AP Exams SAT Reasoning Test SAT Subject Tests CSU
No	Yes	Yes	b. English – 4 years		In Progress: AP ENG LIT B 5.0	
				Additional "f" courses:		
Yes	Yes	Yes	c. Mathematics – 3 years Algebra 1, Geometry, Algebra 2	Minimum requirement: ALGEBRA 1 10.0 C 08 GEOMETRY A 5.0 C 09 GEOMETRY B 5.0 C 09 CC ALGEBRA 2A 5.0 D 10 CC ALGEBRA 2B 5.0 C 10		
			Validation rules apply. An advanced level course may be used to validate the entire math requirement.	Additional "f" courses: INT DATA SCI A 5.0 C 11 INT DATA SCI B 5.0 C 11	In Progress:	
			Note: For UC, an advanced level course may be used to validate the entire math requirement only if Geometry A/B was attempted.			
Yes	Yes	Yes	d. Sciences – 2 years 1 year Biological 1 year Physical	Minimum requirement: BIOLOGY A 5.0 B 10 BIOLOGY B 5.0 B 10 CHEMISTRY A 5.0 C 11 CHEMISTRY B 5.0 C 11		
			Validation rule applies to Chemistry. Courses from subject area "d" may be used to meet this requirement. One course must be from "f".	Additional "f" courses:	In Progress:	
			Note: For UC, 2 courses from subject area "d" in categories biology, chemistry and/or physics.			
				Minimum requirement: CHEMISTRY A 5.0 C 11		

ATTENDANCE RECORD

10wk report card or keep 5wk
report card, just in case

5 SAMPLES OF STUDENT WORK

- Explain why you included it
- Why it is significant
- Why you are proud of it
- How it demonstrates growth
- How it helped prepare you for the future
- You may wish to put these in writing
- 2-3 sentences per sample should be sufficient

SAT/ ACT OR COLLEGE PLACEMENT TEST + MEAL TICKET APPLICATION AND A REFLECTION

There are 3 items in total for this requirement

- 1) Meal ticket application
 - See Mr. Xiong or Cafeteria Mgr for meal ticket application
- 1) Proof/print out of taking EITHER the ACT, SAT, or College Placement test
- 2) Reflection on the scores
 - 1-2 paragraphs max; state areas you did well, areas to improve, how much you studied
 - See Mr. Abarr/arc staff for assistance in SP12

COMMUNITY SERVICE HOURS

JFK COMMUNITY SERVICE HOURS

Name _____ Student's Birth Date: _____ Grade: _____ Phone # _____

Date	What Type of Work Did You Do?	# Hours Worked	Organization Where You Volunteered	Printed Name AND Signature of Adult Who Supervised your Volunteer Service	Phone Number

WWW.JFKCOUGARS.ORG/SENIORS

3-LETTERS OF RECOMMENDATION

- Can be obtained from anyone not related to student
- Each should be no more than one page

CERTIFICATES & AWARDS (2MIN)

- Can go back to 8th grade

**PARENT/GUARDIAN ATTENDANCE
REQUIRED AT PORTFOLIO
PRESENTATION**

CAREER CRUISING INVENTORY

- Online Assessment www.jfkcougars.org/library
- Click on LAUSD Digital Library (highlighted in Teal)
- Click on Career Cruising, then click on LOG-IN TO MY PLAN
- Then click on CREATE MY PLAN
- Click on Matchmaker
- @ the end of the online assessment, you will get the results, print it
- Use print out for the portfolio

WORK READINESS CERTIFICATE (WRC)

ONE COMPONENT OF THE PORTFOLIO

- Earned through the Los Angeles Chamber of Commerce
- In December, we bring community members to interview our seniors
- If seniors pass, they are put into an actual database for companies that seek student/interns (paid and unpaid positions)

HOW TO PREPARE FOR THE WRC:

- **Typed application (www.jfkcougars.org/seniors)**
- **Typed resume**
- **Dress professionally**
- **Be ready for a job-interview**
- **Take and pass a customer service test & basic math test**

WRC- LA YOUTH AT WORKBOOK

- An entire workbook of resources
- Can be accessed online (www.jfkcougars.org/seniors)
- Pages that are especially helpful:
 - P1- introductions
 - P2 My Future
 - Pg 3 – Self Assessment
 - Pg 7 & 8 – Do's and Don'ts Million Dollar Tips
 - Pg 9 – Resume Writing Tips
 - Pg 10, 11, 12 – Samples of resumes (more samples on www.jfkcougars.org/wrc)
 - Pg 13 & 14 – Resume Information and What are My Strengths?
 - Pg 15 & 16 – Sample Cover Letters (more samples on www.jfkcougars.org/wrc)
 - Pg 18-20 – Employment Application (used to hand write application information before going into the lab to type it out)
 - Pg 21-22 – What to wear to an interview & making a good impression
 - Pg 23-24 – Interview questions
 - Pg 25-26 – 8 things HR cannot ask a prospective candidate

EACH HR TEACHERS DEVISES THEIR OWN PLAN OF ATTACK

- Google Classroom
 - Edmodo
- JFK cougars website
 - Handouts in HR
 - Juno
- It should be used to grade HR
 - Organization is KEY
- FILE FOLDER for them to collect their artifacts

www.jfkcougars.org/seniors