

Career Pathway Portfolio Event

Rules (08/11)

(State Event Only)

Career Pathway Portfolio, an individual event, recognizes an affiliated member who is or has been enrolled in FACS classes that contribute to pursuing a pathway in one of the following options:

- Early Childhood
- Education and Training
- Family & Community Services
- Hospitality and Tourism
- Visual Arts
- Personal Care Services
- Consumer Services

Event Category

Occupational, grades 10—12

Eligibility

1. A participant's grade is determined by grade placement during the current school year.
2. Participation is open to any nationally affiliated FCCLA occupational chapter member.
3. Participants must have paid dues prior to participation at State Leadership Conference (in 2009) and the following years prior to Regional STAR Events Meeting.
4. Participants must be or have been enrolled in an occupation-related FACS course or program.
5. The Career Pathway Portfolio project must be developed and completed between July 1 and April 1 of the current school year.
6. The Career Pathway Portfolio project and all supporting materials must be planned, conducted and prepared by the participant only. **Exception:** Some of the materials included in the appendix may be created by others (i.e., brochures, pamphlets, letters of recommendation, reports, etc.). If a resume is included, it is to be the work of the participant.

Procedures and Time Requirements

1. At the time and location specified in the meeting/conference schedule, each participant will submit to the room consultant his/her Career Pathway Portfolio.
2. Evaluators will review the portfolio in advance of the participant's oral presentation.
3. At the scheduled time, each participant will meet with evaluators for a 5-10 minute oral presentation to share their portfolio followed by a 5 minute question/answer period.
4. Evaluators will use the rating sheet to score and write comments for participants. When time permits, they may meet with participants to discuss strengths and make suggestions for improvement.
5. The total time required for participation in this event is approximately 30 minutes: 15 minutes for evaluators to examine the portfolio, 5-10 minute oral presentation, and 5 minute question/answer period.
6. Career Pathway Portfolios will remain with evaluators after participant's oral presentation and question/answer period. The room consultant will turn portfolios into the Tab Room.

General Information

1. Spectators are not allowed to view this event.
2. Portfolio contents should be contained in a notebook, binder, or FCCLA scrapbook. Contents must fit within the dimensions of the portfolio.
3. Audio and/or videotapes are not allowed and will not be considered by the evaluators.
4. Career Pathway Portfolios will be returned with rating sheets to chapter adviser at conclusion of meeting/conference.

Career Pathway Portfolio Specifications

Portfolio

The Career Pathway Portfolio is a factual representation of the participant’s work to pursue a FACS-related career pathway. The pathway options include:

- Early Childhood
- Education and Training
- Family & Community Services
- Hospitality and Tourism
- Visual Arts
- Personal Care Services
- Consumer Services

This compilation of materials must be contained in a notebook or binder (no larger than 12” high and 11” wide) and the contents must fit within the dimensions of the portfolio. Audio and/or videotapes are not allowed and will not be considered by evaluators. The portfolio must be neat, legible, professional looking and use correct grammar and spelling. At the time and in the room specified, the Career Pathway Portfolio will be submitted to the Room Consultant. The portfolio must contain no more than 34 pages: 1 project identification page, 1 planning process summary page, 1 table of contents page, 0-6 divider pages, and no more than 25 content pages. Divider pages may only include name of the section, thematic decoration and page numbers; they may not include content. Content pages are to be single sided only. Stacking and overlapping are not allowed. Appendices are not considered content pages.

Project Identification Page	8 ½” x 11” project identification page includes: name of event, category of event, participant name, chapter name, school, and career pathway.
FCCLA Planning Process Summary Page	Summarize how each step of the planning process was used to plan and develop the portfolio. This may also be described in the oral presentation.
Four-Year Plan for Secondary Coursework	Provide plan of study to illustrate courses to take during grades 9-12. Include graduation requirements plus electives. Highlight classes that contribute to chosen career pathway.
Post-Secondary Options	Identify choices of short-term training, technical college programs, and 4 years (or more) college/university degrees related to chosen career pathway. Include occupation(s) available as a result of each of these post-secondary options.
School-Based Learning	Include examples or samples of Family and Consumer Sciences and academic coursework. Explain the connection between chosen career pathway and examples/samples provided.
Work-Based Learning	Describe what you learned through your work-based learning experience(s) about yourself personally and as an employee. Include such information as: job title, description, responsibilities, qualities that influenced job performance, and how this experience contributed to the pursuit of chosen career pathway.
Curricular-Related Activities & Service Learning	Document participation in curricular-related activities and service learning that relate to chosen career pathway. Provide evidence and explanation of knowledge/skills gained through each of these experiences.
21 st Century Skills	Identify three to five 21 st Century Skills that participant has developed/refined during the year and how these skills are essential to the career pathway being pursued. Provide example(s) of activities/work completed that led to the development of each skill participant identified.
Appendix	Include information and materials to support the content sections of the portfolio. These may be a resume, brochure, pictures, letters of recommendation, etc. contents must fit within the dimensions of the portfolio.
Appearance	Must be neat, legible, professional, and use correct grammar and spelling.

Oral Presentation

The oral presentation will be 5-10 minutes in length and is delivered to evaluators. The presentation should be professional in nature and summarize, through the creation of the Career Pathway Portfolio, the participant's pursuit of a FACS related career pathway. The presentation may not be prerecorded. Participants may not carry in additional props or materials for the oral presentation. Audio and videotape recordings are not allowed. The portfolio may be used as a visual during the oral presentation.

Organization	Concisely and thoroughly deliver oral presentation in an organized manner while using portfolio.
Knowledge & 21 st Century Skills	Summarize knowledge and 21 st Century Skills gained as a result of pursuing the chosen career pathway and developing portfolio.
FCCLA Purpose(s)	Explain how the development of the Career Pathway Portfolio and related activities represents one, or more, FCCLA purposes
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language, including gestures, posture, mannerisms, eye contact and appropriate handling of portfolio and/or notes.
Grammar and Pronunciation	Use of proper grammar and pronunciation.
Response to Evaluators Questions	Provide clear and thoughtful answers to evaluators' questions regarding portfolio. Questions are asked after the presentation.

WI STAR Events Point Summary Form - Career Pathway Portfolio

Participant(s) Name(s)	Chapter
Category	School

1. At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rating sheets and paper clip all items related to the presentation together. **Please DO NOT staple.**
2. ROOM CONSULTANTS WILL KEEP ALL PORTFOLIOS AND TURN INTO TAB ROOM.

ROOM CONSULTANT CHECK

STAR Events	0	5	Points Earned
STAR Events Orientation Mtg. 0 to 5 points	Did not attend/incomplete team attendance.	The individual or ALL participating members of the team attended.	
Portfolio 0 to 1 point	Print materials not contained in standard notebook or binder (as described in event rules) and/or materials extend beyond dimensions of notebook/binder	Print materials contained in standard notebook or binder (as described in event rules) and materials contained within dimensions of notebook/ binder	
Portfolio Pages 0 to 1 point	Portfolio exceeds the page limit	Portfolio contains no more than 34 pages: 1 project ID page 1 table of contents page 1 Planning Process summary page Up to 6 divider pages Up to 25 content pages	
Project Identification Page 0 to 2 points	Project ID page is missing	Project ID page is present but includes incorrect information 2 Project ID page is present and completed correctly	
Punctuality 0 to 1 point	Participant was late for presentation	Participant was on time for presentation	
Room Consultant Total (10 points possible)			
Average Evaluator Score (90 points possible)			
Final Score			

Evaluators' Scores

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Verification of Final Score and Rating (please initial) Room Consultant _____

Rating Achieved (circle one)

Gold: 90-100

Silver: 70-89.99

Bronze: 1-69.99

Career Pathway Portfolio Rating Sheet (State Event Only)

Name of Chapter	Name of Participant
Name of School	Category: Occupational

Instructions: Circle the exact number and write in the appropriate rating under the “Score” column. If information or evidence is missing, assign a 0. Make comments that will help participants identify their strengths and areas for improvement. Use back of rating sheet if necessary. Total your points.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score	Comments
Portfolio							
Summarized how FCCLA planning process was used	1	2	3	4	5		
Four-Year Plan: provide four-year plan for high school with courses listed	1	2	3	4	5		
Post-Secondary Options: identify training & degree programs related to pathway, include occupations available as result of each training/degree programs listed	1	2	3	4	5		
School-Based Learning: provide examples of school work, explain connection to career pathway	1	2	3	4	5		
Work-Based Learning: document participation, explain knowledge/skills gained	1	2	3	4	5		
Curricular-Related Activities & Service Learning: document & explain knowledge/skills gained	1	2	3	4	5		
21st Century Skills: identify 3 to 5 developed during year, relate to pathway	1 2	3 4	5 6	7 8	9 10		
Appendix: provide evidence to support content of portfolio	1	2	3	4	5		
Appearance was neat, legible, creative, used correct spelling & grammar.	1	2	3	4	5		
Oral Presentation							
Organized, sequential, concise and thorough in presenting the portfolio	1 2	3 4	5 6	7 8	9 10		
Summarized knowledge & 21 st Century Skills gained	1	2	3	4	5		
Explains how portfolio project relates to one or more FCCLA purposes	1	2	3	4	5		
Spoke clearly with appropriate pitch, tempo & volume	1	2	3	4	5		
Used appropriate gestures, posture, mannerisms, eye contact; handled notes and/or portfolio appropriately	1	2	3	4	5		
Used proper grammar & pronunciation	1	2	3	4	5		
Provided clear & concise answers to evaluator’s questions	1	2	3	4	5		
Total Score							
Evaluator Signature				Room Consultant Initials			