

CAM Survival Guide

Also known as

*“What are all of these
pieces of paper and
why do I need them?!”*

FAQ

What is the CAM project? CAM stands for Career-Aligned Mastery project. It is a collection of work showing your skills and expertise in a chosen subject-area.

Your skills and expertise are rated according to statewide Career Learning Standards. Adviser will go over these standards with you in your first project meeting.

What should my CAM look like? Your project will take the form of documents filed in a three-ring binder. Most documents, especially official ones such as transcripts and letters of recommendation, will be presented in page protectors. The documents are divided into five sections, just as you will see in this sample binder.

The Basics

These are the details that count toward your neatness and organization score.

The majority of this portfolio should be typed and double-spaced for readability.

You should design a template for the dividers and pages in this portfolio. The divider template should include color and graphic elements, divider title and number. Page template should include color and graphic elements, the item title and item number, and page number.

Any handwriting for applications or signatures should be done in blue or black ink.

Binder should have a cover sheet and a spine label. Cover sheet will include a graphic or photo of your choice and the following title info:

*Career-Aligned Mastery Program in
Subject Area
Your first name and last name
20xx*

Spine label should be printed in a font that fits the width of the spine and should include the following info:

Your last name – Subject CAM

You will be given a binder and a limited number of plastic sleeves. Be judicious in your use of these materials.

Portfolio schematic

Helpful hint: Use the following pages in this binder
– along with your timeline, CAM checklist and
subject-specific checklist –
to guide you as you build your portfolio.
Your pages should follow the exact order of the pages
in this binder.

Statement of originality & confidentiality

Helpful hint: Adviser has this.
It must be completed and signed in ink.

Item 1

Table of contents

Helpful hint: Do this item last, when all of your portfolio pages are completed and you can accurately number your portfolio pages.

DIVIDER 1

INTRODUCTION

Helpful hint: These are the portfolio foundation pieces, showing your agreement to do the portfolio (CAM agreement completed and signed in ink), the requirements of the program (CAM brochure), and an introduction of you as an individual.

Item 2

CAM Agreement

Helpful hint: Adviser has this for you.

Item 3

CAM Program & Brochure

Helpful hint: Adviser has these.

Item 4

Personal statement

Helpful hint: This can be subject-related, but it does not have to be, as long as it tells the CAM committee something about you and the kind of person you are. This might be something you would use in a college or job application to introduce yourself. It should be 250-500 words, edited for content, grammar and spelling.

DIVIDER 2:

Career foundations

Helpful hint: These are the items you will need in the search for employment or higher education in your subject area.

Item 5a

Cover letter for resume

Helpful hint: This document should introduce you and your skills and talents to a prospective employer.

Career Center can help with this.

Important: You will need this and your resume for your mock interview on Testing Day.

Item 5b

Resume

Helpful hint: This formula document should present your education and work history, along with the skill acquired throughout each. It should also include all your contact info and contact info for at least two references. Career Center can help to format this, or many word processing programs offer templates. Can be placed back-to-front with cover letter.

Important: You will need this and your resume for your mock interview on Testing Day.

Item 6

Mock interview score sheet

Helpful hint: You should receive a copy of this from
adviser after Testing Day.

Item 7a

Completed job application

Helpful hint: Multi-page applications can be placed
back-to-front in page protectors.

Item 7b

Completed college application

Helpful hint: Common Application will work here. Portfolio evaluators will also give credit for a college acceptance *or* rejection letter, because that shows you did complete an application. Pages can be placed back-to-front.

Item 8a

Naviance personal data sheet summary

Helpful hint: Career Center volunteers can help you
print a concise version of this.

Item 8b

Letter of reference #1

Helpful hint: Please be considerate in requesting this letter from teachers and/or counselors. You will only get full credit if you have this letter filed by the deadline set on the general requirements list.

Item 8c

Letter of reference #2

Helpful hint: Adviser will provide this by the appropriate deadline.

Item 9

Transcripts

Helpful hint: Be sure to include transcripts for *all* classes taken, including LCC, UO and online programs. Pages can be placed back-to-front.

Item 10

CRLS Folder

(No plastic page protector needed)

Helpful hint: This is available for pick-up from the Career Center any time second semester, but it must be *complete*, and the Career Center volunteers can help you to determine that.

You can either use a placeholder page here referring the evaluator to the back pocket of the binder where you can store the folder. Or you can neatly three-hole punch the entire packet and place it in this spot.

DIVIDER 3: CAM Program Requirements

Helpful hint: This is a collection of evidence showing all of the work you have put into your subject studies.

You will include writing samples, work samples, other required items outlined by your adviser, along with evaluations on your work ethic and collaboration skills.

Item 11

CAM-specific requirements checklist

Helpful hint: Adviser has these.

Item 12

Outside-of-class hours log sheet

Helpful hint: Adviser has these. Add to the log sheet regularly until your hours quota is met.

Item 13a-d

CAM Work Samples

Helpful hint: There are several components for this requirement. Please see the CAM-specific requirement checklist for details on each item.

Multi-page documents can be placed back-to-front in page protectors.

Item 14

Oral communication skill evaluation

Helpful hint: Adviser has these. See subject-specific
checklist for details.

Item 15

CAM major CRLS evaluation

Helpful hint: Adviser has these. See subject-specific checklist for details. You will complete this with adviser over the course of the year, at the start, the semester and right before the portfolio is due.

DIVIDER 4: CAM written communication skills

Helpful hint: This is a collection of writing *separate* from the writing you do for South publications. Please see the Subject-Specific Checklist for details.

Item 16a-d

Writing samples

Helpful hint: See your checklist for these assignments. There are four of them and they are separate and unrelated to the writing you have done for South publications.

DIVIDER 5

Conclusion and reflection

Item 17

Outside interests and activities

Helpful hint: This is a chance for you to show the evaluating committee what kind of person you are outside the world of your CAM subject.

Please include photos with captions, awards, honors, and documentation of hobbies and interests.

Item 18

CAM reflection essay

Helpful hint: A 250-word document that describes what you have learned in this two-year program, and what you learned through the process of putting this portfolio together. This should summarize your learning in the subject area and what you hope to do with this knowledge in the future.