

Due Dates

October 2017

Pick up Mock Interview packet & schedule interview

- (#11) CTE-specific Requirement Checklist
- (#3) CTE Program Brochure
- (#5-draft) Resumé & Cover Letter drafts due

October 11, 2017 - Testing Day

- Mock Interviews: Must have Resumé & Cover Letter (#5-final) > Feedback & Scoresheet (#6)
- Program presentation to sophomores

November 2017

- (#4) Personal Statement completed
- *Meet with CTE teacher to set CRLS Teamwork/Skills Goals*
- Complete & print Personal Data Sheet from Naviance
- (#8) OK to request Letters of Recommendation (2)

December 2017

- (#7) Applications: College & Employment
- (#8) Completed Letters of Recommendation (2)

January 2018

- (#10) CRLS Folder (“Career & Education Plan”)
- (#12) Outside-of-Class Hours Log Sheet (25)

February 2018

- (#13) CTE Work Samples
- (#16) Writing Samples
- (#14) Oral Communication Skills Evaluation

March 2018

- (#17) CTE Reflection Essay Draft due
- (#18) Other Interests & Activities section
- (#9) Transcript(s)

April 2018

- Statement of Originality and Confidentiality
- (#1) Table of Contents
- (#15) CTE Major CRLS Evaluation
- (#17) CTE Reflection Essay

May 17, 2018

COMPLETED PORFOLIOS DUE

May 23, 2018

CTE CELEBRATION & AWARDS

Career-Technical Education Project South Eugene High School

Portfolio Elements

- # 1: Table of Contents2 points
Statement of Originality and Confidentiality

Divider 1 - Introduction

- # 2: CTE Agreement1 point
3: CTE Program Brochure1 point
4: Personal Statement6 points

Divider 2 - Career Foundations

- # 5: Resumé & Cover Letter6 points
6: Mock Interview Feedback & Scoresheet1 point
7: Applications: Employment & College (or Letter of Acceptance)6 points
8: 1 Letter of Recommendation5 points
9: Transcript(s) (South, LCC, UO).....1 point
10: CRLS Folder (“Career & Education Plan”).....1 point

Divider 3 - CTE Program Requirements

- # 11: CTE-specific Requirement Checklist
12: Outside-of-Class Hours Log Sheet (25 hours)
13: CTE Work Samples (3-5)
14: Oral Communication Skills Evaluation
15: CTE Major CRLS Evaluation
CTE program teacher will provide program specifics30 points

Divider 4 - Written Communication Skills

- # 16: Writing Samples (CTE and other classes - 3-5).....15 points
17: CTE Reflection Essay.....10 points

Divider 5 - Other Interests and Activities

- # 18: Other High School and Personal Interests5 points
Dance Team, Debate Team, Choir, Orchestra, Volunteer Activities, Scholarships, Honors and Awards, Sports, Hobbies, etc.

- Portfolio organization, neatness & timeliness.....10 points
Total Points..... 100 points

Note: Portfolio must contain all 18 elements to pass.