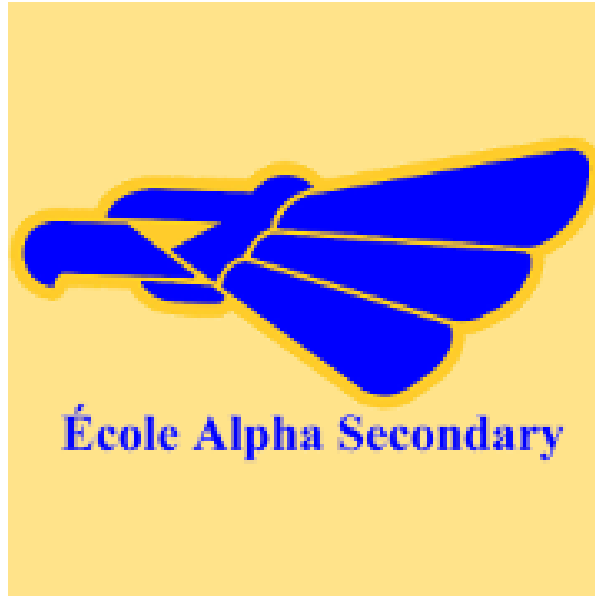


Graduation Transitions



Graduation Portfolio Project

Name: _____

Due Date Friday, May 10th, 2019

IMPORTANT NOTES

- 1) This portfolio project is a **MANDATORY** graduation requirement.
- 2) Career Cruising will no longer be in service after December 31, 2018. As a result, the portion on Career Cruising (*Part A #1-7*) is due **Friday, December 21, 2018.**
- 3) **OFFICE 365** is now the portal where we are storing ALL files related to Grad Transitions.
- 4) Naming Conventions for file storing:
 - a. LastNameFirstName – Name of Assignment
- 5) Your GT Advisor:
 - a. Last name A – La = Ms. Lo @ Veronica.Lo@burnabyschools.ca
 - b. Last name Le – Z = Ms. Gillam @ Nicola.Gillam@burnabyschools.ca
- 6) Important Dates:
 - a. **Grad Transition Interviews**
Monday, April 16, 2019 and Tuesday, April 17, 2019
 - b. **Graduation Portfolio Project** due Friday, May 10, 2019

Career Programs Portfolio Project

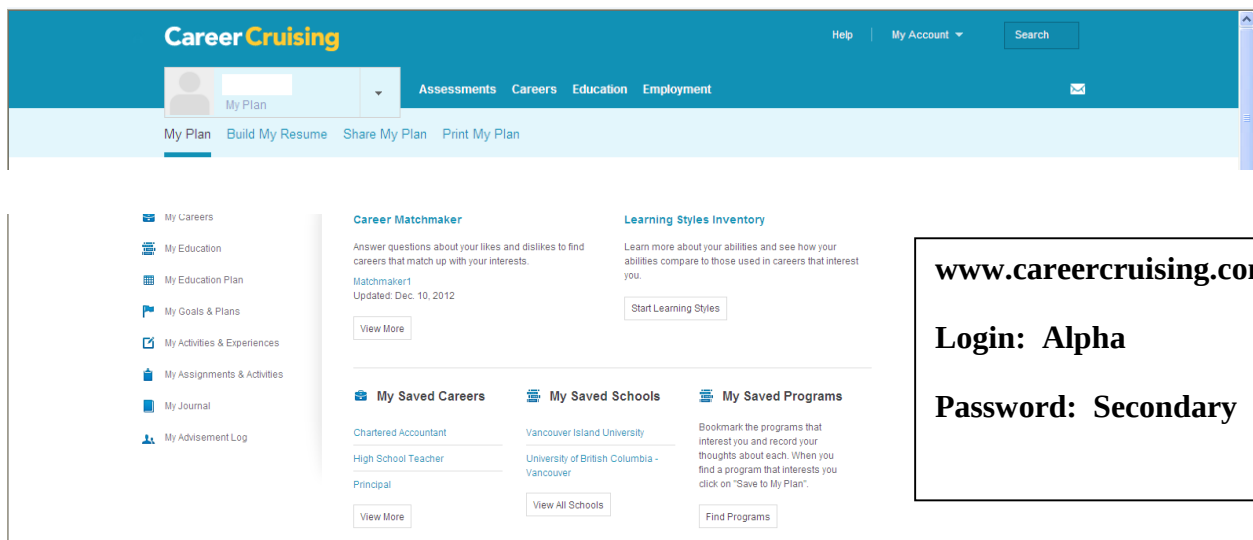
Career Transition Portfolio

A transition plan is **YOUR** plan for the future. You will identify your skills, interests and abilities and put it all together into a plan, demonstrating that you have carefully and thoughtfully researched your goals and career plans, analyzed your employability skills and developed a financial plan to achieve these goals. One way to help you through this is developing an online portfolio.

A portfolio is a living and changing collection of records that reflects your accomplishments, skills experiences and attributes. It can be a useful tool for marketing yourself to employers and post-secondary institutions. A portfolio does not replace a resume, but it can help you organize documents and show case your personality and accomplishments, especially for *your grad transition interviews*.

Career Cruising and Office 365

Career Cruising and Officer 365 are an excellent tool to help you build a career portfolio. We are using Career Cruising because many Canadian post-secondary institutions are also using it in their career centers. In Officer 365, the portfolio that you start to develop this year in Grade 12 can be maintained after high school as you will have continued access to it with all of your on-line devices.



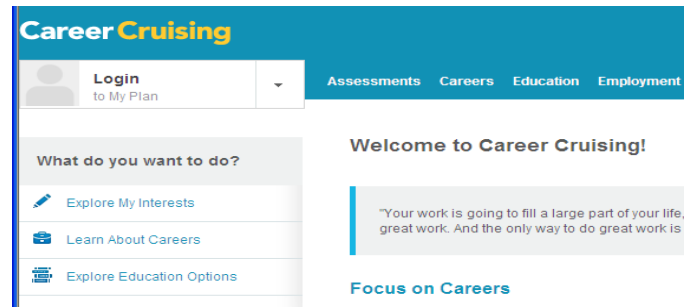
www.careercruising.com

Login: Alpha

Password: Secondary

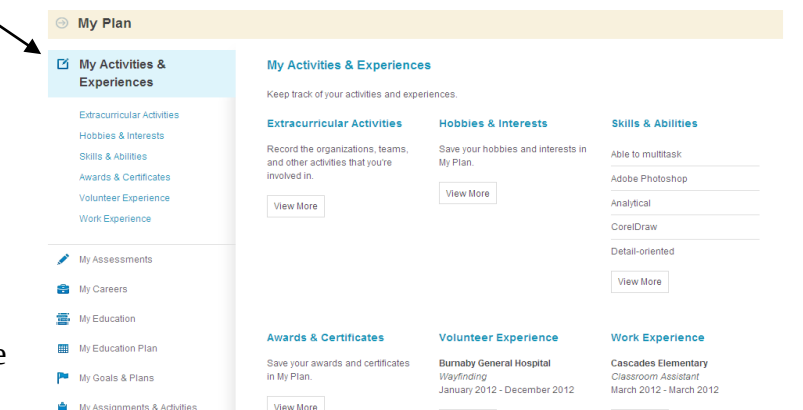
PART A:

1. Sign in : username- Alpha password: secondary
2. Click: Login to My Plan
 - a. Create your own username and password (write this down)
3. CAREER MATCHMAKER & MY SKILLS LEARNING STYLES INVENTORY
 - a. Click the assessments tab at the top of the screen. Click matchmaker and my skills.
 - b. At the completion of the questionnaire, review the list of suggested careers, choose the two careers that most interest you and **save** them to MY PLAN.
 - c. Open **MY PLAN**, Select **My Journal** from the list on the left side of screen
 - Add a new entry with the title: “My Strengths and Skills”
 - Under this heading, list **a minimum of three** strengths and skills that you possess which will make you a good fit for these careers, scroll to the bottom of the screen and **press save**. (*Examples of skills: leadership, communication, team work. Refer to the Orientation Booklet for additional suggestions.*)



4. BUILD YOUR PORTFOLIO OF EXPERIENCES

- a. Open Career Cruising, Open **MY PLAN**, select **Edit Profile** and enter your personal information: Name, Address, Phone Number and Email
- b. Select **MY ACTIVITIES AND EXPERIENCES** and enter:
 - your work experience
 - any volunteer experience
 - awards & certificates
 - extracurricular activities
 - hobbies, interests, skills and abilities
- c. Select **MY PLAN** homepage, scroll to the bottom right of the screen
- d. Upload any of your certificates to **MY FILES**.

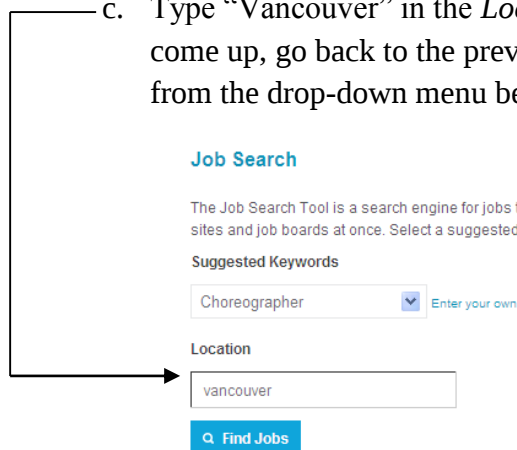


5. JOB SEARCH

Choose **one** of the two careers you saved to your plan above in Part 1. (If none of the careers suggested by Career Cruising interest you, manually search a career by clicking on the *Careers* tab at the top of the page, typing the name of the career you want to search, or typing a keyword, e.g. “retail sales associate”).

Then, follow these instructions:

- a. Click on the job title
- b. Click on the *Find Jobs* button located on the left-hand side, inside the Job Search box
- c. Type “Vancouver” in the *Location* box and click on the *Find Jobs* button (If no jobs come up, go back to the previous screen and select another related career option from the drop-down menu beside your original career choice, and try again)



The screenshot shows the 'Job Search' section of a website. It includes a description of the search tool, a 'Suggested Keywords' section with a dropdown menu currently showing 'Choreographer', and a 'Location' section with a text box containing 'vancouver'. A blue 'Find Jobs' button is at the bottom. A black arrow from step 'c' of the instructions points to the 'Location' text box.

- d. Save as a PDF the one job that is most interesting to you. You will need to upload this with your resume and cover letter in Part 7.

6. JOB PROSPECTS AND EMPLOYMENT OUTLOOK

- a. Go to: www.workbc.ca
 - Go to the *Jobs and Careers* drop-down menu and click *Explore Careers*
 - In the “search 500 career profiles by” section, type the job you are interested in into the search bar. If your search returns no results, you may need to search for a more general position.
 - Read about the career and learn about employment outlook for this type of career.
- b. Employment Outlook
 - Store all files on **OFFICE 365**
 - Start a new document and title it: “Employment Outlook”
 - In 3-4 sentences, summarize the future job prospects for this career based on the information you read on WorkBC.ca, include any other thoughts you have learnt by exploring this career.

7. **JOB APPLICATION TOOLS:** *Resume, Cover Letter and Interview Preparation*

a. **Job-Specific Resume:**

- Prepare and save as a PDF a job-specific resume for **one job posting** that you printed from the job search. The resume must **include an objective** that describes the position you are applying for and must also **list your relevant skills**.
- Upload and save your completed resume to **OFFICE 365**.

b. **Job-Specific Cover Letter:**

- Prepare and save as a PDF a job-specific cover letter that supports your resume for the job printed in Part 3.
- Upload the completed cover letter and save your resume to **OFFICE 365**
- If you need help, you can get tips from the career programs office and/or use Career Cruising.
 - *In Career Cruising, select the “Employment” tab across the bar at the top*
 - *Select “Letter Writing” on the left side and explore*

c. **Interview Preparation:**

Prepare answers to the following three typical interview questions. Type **both** the questions and your answers in a Word document, then upload and save to **OFFICE 365**

- **Interview Video - 1-minute video, answering the following:**
- Why do you feel you are a good candidate for this job? (focus on the skills you can contribute)
- What five words best describe you? (support these with examples)
- Describe a difficult school or work situation and how you handled it (make sure to connect this example to the job you are applying to)
- **SAVE AND UPLOAD VIDEO ON OFFICE 365**

8. FINANCIAL PLAN:

- Include a financial plan by completing **one of the two** options below. Save the documents as a PDF and then upload the documents to your journal entry.
- **If you will be attending a post-secondary institution, complete *option 1*, if not complete *option 2*.** (Don't do both sections)

Option 1: Attending Post-Secondary

Go to: <https://www.cibc.com/ca/education/student-budget-calculator.html>

- Answer or fill in the questions provided by CIBC student budget calculator. When you are done, save budget results as a PDF.
- **Save and upload PDF on OFFICE 365**
- Create a journal entry titled: “**Financial Plan**” and write a *detailed paragraph* explaining your results, thoughts, and ideas for remaining out of debt while attending post-secondary.

Option 2: Not Attending Post-Secondary

Go to: <https://www.cibc.com/ca/financial-advice/financial-health-check.html>

- Now complete the CIBC's Financial Health Check/
- When you are done, save results as a PDF.
- **Save and upload PDF on OFFICE 365**
- Create a journal entry titled: “**Financial Plan**” and write a *detailed paragraph* explaining your results, thoughts, and ideas for remaining out of debt.

9. WORK EXPERIENCE REFLECTION AND SUMMARY

- a. “My Career Preparation Work Experiences”
 - Create a new document in OFFICE 365
 - What did you learn from your work experience (volunteer experience), either positive or negative, that confirmed or changed your future career interests and/or choices?
 - How did your career preparation experience help you with your future plans, such as planning for post-secondary programs or further training, looking for a job, or learning new skills?
 - What suggestions/advice would you give to a student doing work experience for the first time?
- b. “My Guaranteed Rights in the Workplace.”
 - Create a new document in OFFICE 365
 - Congratulations—you have landed a job! Now it’s important for you to review the basic employee rights that are guaranteed by the BC Government. Go to the following websites to learn about the Employment Standards Act and Human Rights Code and answer the following questions.

<http://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/guide-to-the-employment-standards-act>

http://www.bclaws.ca/Recon/document/ID/freeside/00_96210_01

Please type **both** the questions and answers:

- How does an employee qualify for statutory holiday pay?
 - What is the minimum hourly wage in B.C.?
 - When you report to work, you must be paid for a minimum of how many hours?
 - After working how many hours are you entitled to receive overtime pay?
 - Does an employer have to provide a coffee break in an 8-hour period?
 - A person must not refuse to employ a person because of what reasons? (list a minimum of five)
- c. Submit a **Personal Work Experience Reflection** (discuss the details of the aspects you enjoyed and did not enjoy about your work experience)
 - d. Submit a **Reference Letter** from an employer

PART B: HEALTHY LIVING PLAN

Complete all of the below components of Part B in a Word document. Title the document “Healthy Living Plan”. When you are finished, upload your healthy living plan to Career Cruising under “My Files”

Healthy Living Plan

As you transition from high school into adult life it is important to recognize that good health is a vital component to a happy, successful and balanced life. Making thoughtful and well-informed decisions today will instill good habits that will benefit you for a lifetime. Your Healthy Living Plan must include the following items:

Step 1 – Resources and Tools for a Healthy Lifestyle

- Find, research and install an app to help motivate a healthy lifestyle
Apps to consider: Carrot, MyFitnessPal etc
- On a Word Document labelled – Healthy Lifestyle App, document on the following:
 - Why did you choose this app?
 - What are the advantages?
 - What are the disadvantages?

Step 2– Healthy Eating (analyzing your diet)

- Google “Canada Food Guide”
- Under services and information, select “Eating Well with Canada’s Food Guide”
- Then select “Eating Well with Canada’s Food Guide”
- Using the table that appears, answer the following questions:

A. For your age and gender, how many servings of each of the following food groups should you be consuming each day?

1. Fruit and Vegetables
2. Grain Products
3. Milk and Alternatives
4. Meat and Alternatives

Go to this website (<http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/basics-base/serving-portion-eng.php>) or (www.healthcanada.gc.ca)

B. To learn more about Serving Sizes. Answer the following question:

1. Explain what a serving size is?

C. Create a chart like the one below to record all the food and drinks you consumed over a 3 day period.

<u>Food/Drink</u>	<u>What type of food group is this?</u>	<u>Amount you consumed?</u>	<u>Number of official serving sizes?</u>	<u>Total Calories Consumed</u>
Cereal	Grains	60 g	2	230
1% Milk	Milk & Alternatives	375 ml (1.5 cups)	1.5	180

D. Answer the following questions based on your chart above:

- ☐ What food group did you consume the most of over the three days?
- ☐ Did you consume the minimum suggested amounts for each of the food groups as outlined by the Canada Food Guide?
- ☐ If your answer is no, name the food groups where you should consume more.
- ☐ Go to http://www.freedieting.com/tools/calorie_calculator.htm, input your personal data, select “maintenance” and calculate and record your daily calorie needs.
- ☐ Go to <http://www.mcdonalds.ca> and launch the Nutrition Calculator. Choose a burger with cheese, large fries and large milkshake.
 - How many calories were in this meal?
 - Subtract the total calories in this meal from your Daily Calorie Needs
 - How many calories can you still eat today and not exceed your daily allowance? Comment on this number.
- ☐ From what you have learned, explain **three** ways that you could improve your diet?

Step 3 – Fitness and Exercise (7 days)

The benefits of an active lifestyle are well proven. You can significantly improve your overall health and well-being by ensuring that you incorporate exercise into your life. Regardless of age, sex, race or physical ability, the health benefits of exercise can be achieved by everyone. Below are seven ways exercise can have a positive impact on your life:

- ☐ Strengthen your cardiovascular and respiratory systems
 - ☐ Keep your bones and muscles strong
 - ☐ Help you manage your weight
 - ☐ Help prevent and/or manage diabetes
 - ☐ Ease depression, and manage pain and stress
 - ☐ Reduce the risks of certain types of cancer
 - ☐ Enable you to sleep better
- (Source: The Mayo Clinic)

A. Answer the following questions:

- a. What kind of activities do you do to maintain a healthy lifestyle, for example, play sports, practice yoga, tennis etc?
- b. How many times a week do you do these activities?
- c. Why do you do these activities, for example, maintaining physical and mental health, competitively, for enjoyment etc?
- d. Do you feel fitness and exercise is important to you. Explain (provide examples)?

B. Reflect on your daily physical activity (DPA) logs:

- a. Did you meet or exceed the recommend 150 minutes per week of DPA? Why or why didn't you reach this goal?
- b. How did you keep track of your DPA? (which phone app? calendar?)
- c. What motivates you to strive for a minimum of 150 minutes per week of DPA?
- d. Will you continue to track your DPA after graduation? Why or why not?

C. Write a paragraph explaining how you plan to keep fit in the future:

- a. Outline your fitness goals
- b. Explain *where* you will achieve these goals (gym membership, yoga studio, joining a team, etc.)
- c. What is the cost of joining/participating in this activity?
- d. Provide three possible barriers that may get in the way of your reaching your fitness goals.

- e. Explain who will support you in achieving and maintaining your goals?

Step 4 – Stress Management

Stress can take many different forms and is a factor in everyone's life. Many people carry enormous stress loads and they do not even realize it. Some stress can be "good" and some can be "bad." For example, you may be feeling stress before going on stage in the school play or just before a mountain bike race – this kind of stress is often good because it may stimulate you to perform at your best. On the other hand, if you signed up for too many AP courses in Grade 12 and you are fighting with your parents at home, you may be suffering from bad stress.

- A. The important issue is that you recognize the type of stress in your life and take measures to reduce or manage the "bad" stress. Complete the stress quiz below to determine your stress level. Include anything that has happened to you during the past twelve months (1 year).**

Stress	Event Value
Death of a spouse, parent, boy/girlfriend	100
Divorce (of yourself or your parents)	65
Puberty	65
Pregnancy (or causing pregnancy)	65
Marital separation or breakup with boy/girlfriend	60
Jail term or probation	60
Death of other family member -other than spouse, parent, boy/girlfriend	60
Broken engagement	55
Engagement	50
Serious personal injury or illness	45
Marriage	45
Entering college or beginning next level of school-starting high school	45
Change in independence or responsibility	45
Any drug and/or alcohol use	45
Fired at work or expelled from school	45
Change in alcohol and/or drug use	45
Reconciliation with mate, family or boy/girlfriend (getting back together)	40
Trouble at school	40

Serious health problem of a family member	40
Working while attending school	35
Working more than 40 hours per week	35
Changing course of study	35
Change in frequency of dating	35
Sexual adjustment problems (confusion of sexual identity)	35
Gain of a new family member (new baby/parent remarries or adopts)	35
Change in work responsibility	35
Change in financial state	30
Death of a close friend (not a family member)	30
Change to a different kind of work	30
Change in number of arguments with mate, family or friends	30
Sleep less than 8 hours per night	25
Trouble with in-laws or boy/girlfriend's family	25
Outstanding personal achievement (awards, grades, etc.)	25
Mate or parents start or stop working	20
Begin or end school	20
Change in living conditions (visitors in the home, remodeling house, change in roommates, etc.)	20
Change in personal habits (start or stop a habit like smoking or dieting)	20
Chronic allergies	20
Trouble with the boss	20
Change in work hours	15
Change in residence	15
Change to a new school (other than graduation)	10
Presently in pre-menstrual period	15
Change in religious activity	15
Going in debt (you or your family)	10
Change in frequency of family gatherings	10
Vacation	10
Presently in winter holiday season	10

Minor violation of the law	5
----------------------------	---

Total Score: _____

If your score exceeds 250, you are over-stressed. You should be aware, however, that a person with a low tolerance for stress might be *overstressed* with a score of as low as 150.

- B. List and explain the three most stressful factors in YOUR life that you identified from the quiz above.**

- C. Look at the list of “Stress Management Strategies” below and identify the four that you think would be the most useful in reducing the stress in your life. Explain why you believe these will work for you.**

Stress Management Strategies

1. Make your life regular. Give yourself a definite wake up and sleep time. This sets a frame of reference for your Body Clock. It will take 2-3 weeks to synchronize your Body Clock to your schedule.
2. Give yourself a break. You must give your body adequate time to repair itself. Every morning make a list of things that you want to get done. Then, cut off the bottom half of this list!
3. Lighten up your load of social events. Learn how to say “no” and feel good about your decision.
4. Postpone making changes. Remember, change = stress. So relax and postpone making any big moves or changes for awhile.
5. Reduce the hours you spend at school or work. Working or attending school more than 40 hours per week adds 40 stress points to your life.
6. Avoid “stress” foods. Avoid the energy highs and lows caused by too much sugar, candy and coffee. Take your sugar in the form of complex carbohydrates, such as cereals, rice, pasta, bread and potatoes. Eating small, frequent meals, instead of a few large ones, also helps keep your blood sugar stable. Eat more vegetables!
7. Start exercising. The benefits of exercising three times per week for 20 minutes to two hours can not be over-emphasized. Another benefit is that most people, when exercising, do not worry.
8. Avoid using drugs to “feel better.” You may feel better in the short term, but in the long run you will do enormous mental and physical harm to yourself.
9. Take a moment to stop and smell the roses. Take a moment to stretch, relax or just gaze out the window. Meditate or take some time to close your eyes and breathe deeply.
10. Drink plenty of water. Without water you’ll have trouble concentrating and making good decisions – like how to say “no” sometimes....

(source for all “stress” material: <http://www.teachhealth.com>)

Step 5 – Personal Health Summary

A. Write a short response (100-150 words) describing:

- ☐ Overall diet, mental and physical health choices in your current life, ways to improve for the future and the real importance of maintaining a healthy lifestyle in your future.
- ☐ Has the completion of this project made you more or less reflective of a healthy lifestyle.

You are almost done PART B! Proofread your work. Title the document “Healthy Living Plan” Correct spelling and typing errors. Include headings to make your assignment look visually appealing, and hand it in.

When you are finished, upload your healthy living plan to
OFFICE 365

10. UPLOAD YOUR ASSIGNMENT AND EMAIL THE TEACHER

- ☐ Make sure all of the required elements of your portfolio are uploaded to OFFICE 365. Use the final checklist on the next page to make sure you haven’t missed anything.
- ☐ **Once your portfolio is complete email the teacher to let her know you are finished before the due date.**

Final Checklist:

Personal profile	☐ Name, Student Number, Address (with postal code), Phone number(s) & Email
PART A Career Section	☐ 1. Career search tools and Matchmaker <i>Journal entry “my strengths and skills”</i> ☐ 2. Portfolio of experiences - Work experience - Volunteer experience - Awards and certificates - Extracurricular activities - Hobbies, interests, skills and abilities ☐ 3. Job search ☐ 4. Job prospects and employment outlook <i>Journal entry “job prospects- Future demand”</i> ☐ 5. Job application tools: Resume, cover letter, interview preparation
Financial Section	☐ 6. Financial plan- Option 1 or 2 Save as PDF and upload to My Files ☐ <i>Journal entry “Financial Plan”</i>
Work Experience Reflection and Transition Summary	☐ 7. Journal entry “My Career Preparation Work Experience “ ☐ 7b. Journal entry “My Guaranteed Rights in the Workplace” ☐ 7c. Personal Work Experience Reflection ☐ 7d. Reference Letter from Employer
PART B Healthy Living Plan	☐ 8. Type Part B in a word document. Title it- “Healthy Living Plan” and upload it to OFFICE 365 - My report is typed - I’ve completed – Resources and Tools for a Healthy Lifestyle - I’ve completed– Canada Food Guide – food group consumption - I’ve completed– What is a serving size? - I’ve completed– 3 day record of the food you eat - I’ve completed– questions based on your 3 day eating chart - I’ve completed– DPA reflection – Steps A-C - I’ve completed– Stress Chart - I’ve completed– Personal stress factors identification - I’ve completed– Stress management strategies identification - I’ve completed– Personal Health Summary
Finalize	☐ Review and edit your work ☐ Remember the proper naming convention for each file ☐ If you last name falls between A – La, email Ms. Lo at Veronica.Lo@burnabschools.ca and if your last name falls between Le – Z, email Ms. Gilliam at Nicola.Gillam@burnabyschools.ca ☐ Email your corresponding teacher and notify her that your portfolio is ready to be marked