



HIFE

COLLEGE PLANNING

Scholars

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HIFE CPP REQUIREMENTS:

- ◆ Must have a minimum GPA of 2.5
- ◆ Must seek to attend an accredited institution
- ◆ Must be willing to complete the assigned homework provided by the HIFE Coach

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Message From The Dean - Bob Fulcomer

Building a student profile is a continuous work in progress, but students should start thinking about it as early as possible. And at the latest, by their freshman year in high school, they should start formally creating it. The student profile is a version of a resume that reflects what the student has

accomplished academically and socially, as well as any other interests. It is also a chance to showcase the hard work and efforts that demonstrate the work ethic and dedication a student has. When the student profile is submitted with an admissions application, it is very easy for the

evaluator to determine if it was a last minute effort to put something together, or it was a well-documented and well-prepared profile. It can make the difference between acceptance and declination.



The Importance of a Portfolio

A portfolio is a living and changing collection of records that reflect your accomplishments, skills, experiences, and attributes. It highlights and showcases samples of some of your best work, along with life experiences, values and achievements. The personal information that you incorporate into your portfolio can greatly reflect on your abilities as an individual as well as become a useful tool in marketing yourself to employers, corporations, colleges and universities. A Portfolio does not take the place of a resume,

but it can accentuate your abilities and what you can offer in the chosen field.

Why do I need a portfolio?

A portfolio can set you apart from other applicants, whether in a professional or academic setting.

- It allows you to be more personal and creative in order to expand on and exhibit your skills, knowledge, projects and experiences.
- A portfolio is a method of self discovery and confidence building.
- It is a multi-faceted way to organize your accomplishments, goals, aspirations, and personal thought. It showcases your personality to

potential employers and organizations.

- It is a useful tool to include in an interview. It provides tangible proof of your skills and abilities and demonstrates to the employer that you are qualified for that specific job.
- It can be helpful in applying for bonuses, scholarships, grants and negotiating promotions and raises.
- A portfolio demonstrates prior work or learning experiences that can be useful for educational credit.

(next page cont.)

The Importance of a Portfolio (cont.)



How do I create a portfolio?

First, you need to determine what type of portfolio is best suited for your needs:

1. Student Portfolio

Useful in an academic setting; demonstrates knowledge attained in a given class or throughout your school career. This portfolio can be very helpful if you plan on continuing your education beyond the undergraduate level.

2. Project Portfolio

Useful in an academic and professional setting; shows the efforts or steps taken to complete a specific project or independent study.

For example, if you have the experience of producing a school play, you would create a portfolio that incorporated the materials and research that was involved. If you wanted to apply for a grant in order to do another play then you could use your portfolio as a form of proof that you did a good job and would be a prime candidate to receive the requested grant.

3. Professional Portfolio

Useful in a professional setting; demonstrates your skills, background, accomplishments and experiences. This portfolio is versatile and

can be arranged for a specific position. For example, a teaching portfolio would be a type of professional portfolio that would highlight experiences, achievements, goals and ambitions for a position as a teacher within an educational institution.

4. Online Portfolio

Useful in an academic and professional setting; enables your credentials to be more easily accessible via the internet. This should not take the place of a hard copy portfolio but be created in addition to one. This portfolio can be very helpful for those planning on applying for a job in the field of technology and/or graphic design. Also, an online portfolio can be useful to anyone in any given field. As the Information Age progresses, prospective employers are beginning to request online portfolios. Bear in mind that several employers may be located afar and with one click of a mouse, they can access your information more readily.

5. Personal Portfolio


Simply for your personal use. This portfolio is a collection or a scrapbook of things that interest you. This portfolio could be used as a stepping

block towards understanding who you are and where you would like to be in the future.

What should I include in my portfolio?

As you begin to create your portfolio, there are several different categories you should consider: Personal Information, Values, Personal Goals and History, Accomplishments and Job History, Skills and Attributes, Education and Training as well as Testimonials and Recommendations.

IMPORTANT:

 Always be as specific as possible. Your portfolio can become quite a large collection of materials. For interview purposes, it would be a wise strategy to select items from your portfolio to be included in a smaller interview portfolio. The smaller portfolio can be presented during the interview and would be less overwhelming to the interviewer.

Here is a list of possible information to include:

- Letters of reference
- Resume or Vitae
- Lists of accomplishments
- Samples of work (e.g., items produced on internship or co-op experiences, class projects, items produced from previous job)

The Importance of a Portfolio (cont.)

- Memos and/or reports (optional)
- Designs and Photographs (optional)
- Transcripts
- Licenses or Certifications
- Evidence of specific skills (e.g., writing, graphic design, public speaking, leadership, event management)

Depending upon your profession, certain items can be added to provide a more detailed representation of your knowledge and skills. As with any interview portfolio, you should include the best examples of your skills and abilities that are relevant to the position you are seeking.

Making a Portfolio

F.Y.I. First and foremost, it is very important that your portfolio:

- Looks professional and accurately reflects your skills
- Is specific and occupationally focused
- Is easy to update and view
- Is self-explanatory, if need be
- Supports information presented in your resume

Don't Forget! Second, it is vital to adopt a specific presentation format for the material within your portfolio.

For example:

1. Introductory Title Page
2. Table of Contents
 - a. Can be organized two ways—chronologically or functionally
3. Work Samples
 - a. Provide a reflection statement for each sample
 - b. Reflection statement can be in either paragraph or bulleted format
 - c. The reflection statements should contain a brief description of the sample item and its background and a detailed list of the competencies developed by the sample

To Do: When creating a smaller portfolio for an interview, please consider the following:

- Place items in a loose-leaf binder
- Use sheet protectors
- Use copies of your work and keep a master copy available
- Organize your pages by index tabs and/or dividers
- Try to keep this portfolio between 5-10 pages in length
- Avoid page numbers as this allows you to add and move things around more easily
- Be consistent with headings and placement of items
- Keep the sections job specific

Example of Portfolio additions

Education/Teaching

- Video of your teaching
- Statement of teaching philosophy (1- 2 pages)
- Evaluations (e.g., supervisor, student)
- Sample lesson plans
- Classroom Innovations (e.g., new technology, new methods)
- Relevant photographs
- Teaching honors and/or awards
- Evidence of student learning (e.g., graded exams, assignments [1 good/1 bad])
- Continuing Education/ Workshops completed

The Arts: Performance or Design

- Work samples or photo images of them
- Video/audio recording of work
- List of competencies mastered
- Course descriptions for classes/workshops completed

Reference Source:
www.careercenter.cofc.edu





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"Providing Families With College Planning Solutions"

HIFE College Planning Recommendations By Grade Level

This time of year, everyone starts thinking about summer. While school is out, it is a great time for students to work on preparing for their major. Now is the time for them to start thinking about it. Below are some tasks students need to be focused on.

Ninth Grade

- ◆ Complete the career Interest, skills confidence, and work value assessments on HIFE Kuder
- ◆ Update resume and portfolio
- ◆ Start thinking of possible majors to match jobs interest in
- ◆ Volunteer in local community
- ◆ Work with your HIFE Coach to determine classes to take
- ◆ Join your school's clubs and activities

Tenth Grade

- ◆ Conduct college search through HIFE Kuder
- ◆ Prepare/take PSAT exam
- ◆ Update your coach of classes and grades
- ◆ Apply for scholarships
- ◆ Start thinking of possible majors to

match jobs interest with

- ◆ Look at different schools and the classes required for those majors
- ◆ Work on areas that you may be weak in
- ◆ Continue to volunteer in different field within your local community

Eleventh Grade

- ◆ Register/take SAT & ACT exams
- ◆ Look at possible majors and research those majors
- ◆ Research college requirements and acceptance rate through HIFE Kuder
- ◆ Work with your coach to apply for different scholarships (10 scholarships per month)
- ◆ Try to find someone working in the field you are interested in and interview them
- ◆ Make great effort in maintaining good grades until the end of your junior year
- ◆ Visit colleges in the area and when on vacation
- ◆ Consider getting a part-time job to gain some work experience

and start saving some money for college

- ◆ Discuss with your parents on how to fund your college education

Twelfth Grade

- ◆ Retake the SAT & ACT to improve scores
- ◆ Apply to 5 to 10 different colleges of your choice
- ◆ Update resume and portfolio
- ◆ Work with your parents to create a budget for your college
- ◆ You may find it helpful to open a bank account where you are going to college. Do a little research before picking your bank, though. See if any have special accounts for students.
- ◆ Submit FAFSA as close to Jan 1st
- ◆ Continue to apply for scholarships
- ◆ Work with your Coach to review applications and acceptance/award letters
- ◆ Make sure you are registered for fall classes
- ◆ Verify living arrangements for fall
- ◆ Apply for summer jobs and volunteer opportunities

Coach's Corner

Resumes are important for all students to have. They can be used to keep track of goals, interests, and accomplishments. This will be beneficial when applying for volunteer work, internships, job opportunities, and with college applications.

Potential employers and college admissions offices use resumes to gain first impressions of students. The resume gives a quick glimpse into what a student's goals are, what is important to them, how they spend their time, etc.

If students don't have

professional work experience, they should emphasize general traits about their character and personality. Job experience isn't necessary to create a valuable resume, however, all students need to have one so they are ready for whatever opportunities the future brings.