

Effective Student Portfolios



John Hanson, VE Facilitator
Neuqua Valley High School
Naperville, IL



How to Assess VE Students?



Something that works for all

...that allows for student choice

...that showcases career readiness

...that is useful beyond VE & high school



S. PAOLUCCI

Personal Information Spectrum Professional Leadership Core Technology Functional

SARAH PAOLUCCI

CHIEF PROJECT MANAGER



Maggie Martin

MAGGIE MARTIN

Chief Financial Officer, Spectrum

Bryan Johnson Online Portfolio

Home

Personal Information

Business Information

Leadership

Professionalism Functionality

Bryan Johnson- Online Portfolio

~Welcome~

Hello! My name is Nicholas Szimon and I am the Chief Executive Officer of Affinity!

Student Choice

Platform - Weebly, Google Sites, etc

Design Aspects & Organization

Content - What to feature... & When



Each VEI student must complete a professional online portfolio throughout the course of the school year as a component of assessment. The portfolio should showcase the student, as well as his/her achievements, accomplishments, contributions and growth throughout the year as they pertain to aspects of both the individual and company.

Format:

- Students may choose their own platform for developing their online portfolio website. Options for the development of the portfolio include Google Sites, Weebly, SquareSpace, etc. The site and all of its links and contents must be accessible to the VEI facilitator and anyone else with the link.

Accountability:

- Students must follow the timeline shown below. **The deadline to complete and submit each month's component(s) is 2:25 pm on the last regular school day of the calendar month** (unless otherwise noted or arranged). In order to officially submit work to be graded, students must compose and send a professional email to the VEI facilitator by the deadline in order to provide official notification of the completion of that month's component(s).

Components - Portfolio Pages/Tabs:

- **December 19, 2017**
 - PERSONAL INFORMATION
 - Personal Bio, Resume, Cover Letter, Personal Elevator Pitch
 - COMPANY INFORMATION
 - Company Logo & Identification, Company Bio, Business Plan, Employee Handbook, Collective Commitments
- **January 31, 2018**
 - Complete one of the four dimensions.
- **February 28, 2018**
 - Complete one of the three remaining dimensions.
- **March 23, 2018**
 - Complete one of the two remaining dimensions.
- **April 30, 2018**
 - Complete the last remaining dimension.
- **May 18, 2018**
 - Finalize personal information
 - Update resume & cover letter
 - Add final elevator pitch
 - Finalize company information
 - Add annual report
 - Finalize overall online portfolio
 - Professional - grammar, organization, appearance
 - Functional - navigation, tabs, menus

[VEI Career Readiness Framework](#)

**LEADERSHIP
PROFESSIONAL
FUNCTIONAL
CORE TECHNOLOGY**

The competency model identifies four dimensions of knowledge, skills, and abilities that VE students develop throughout the program; each is comprised of several core competencies associated with that dimension.

**1st semester
requirements to be
updated for '18-'19**



[Document Link](#)



Career Readiness

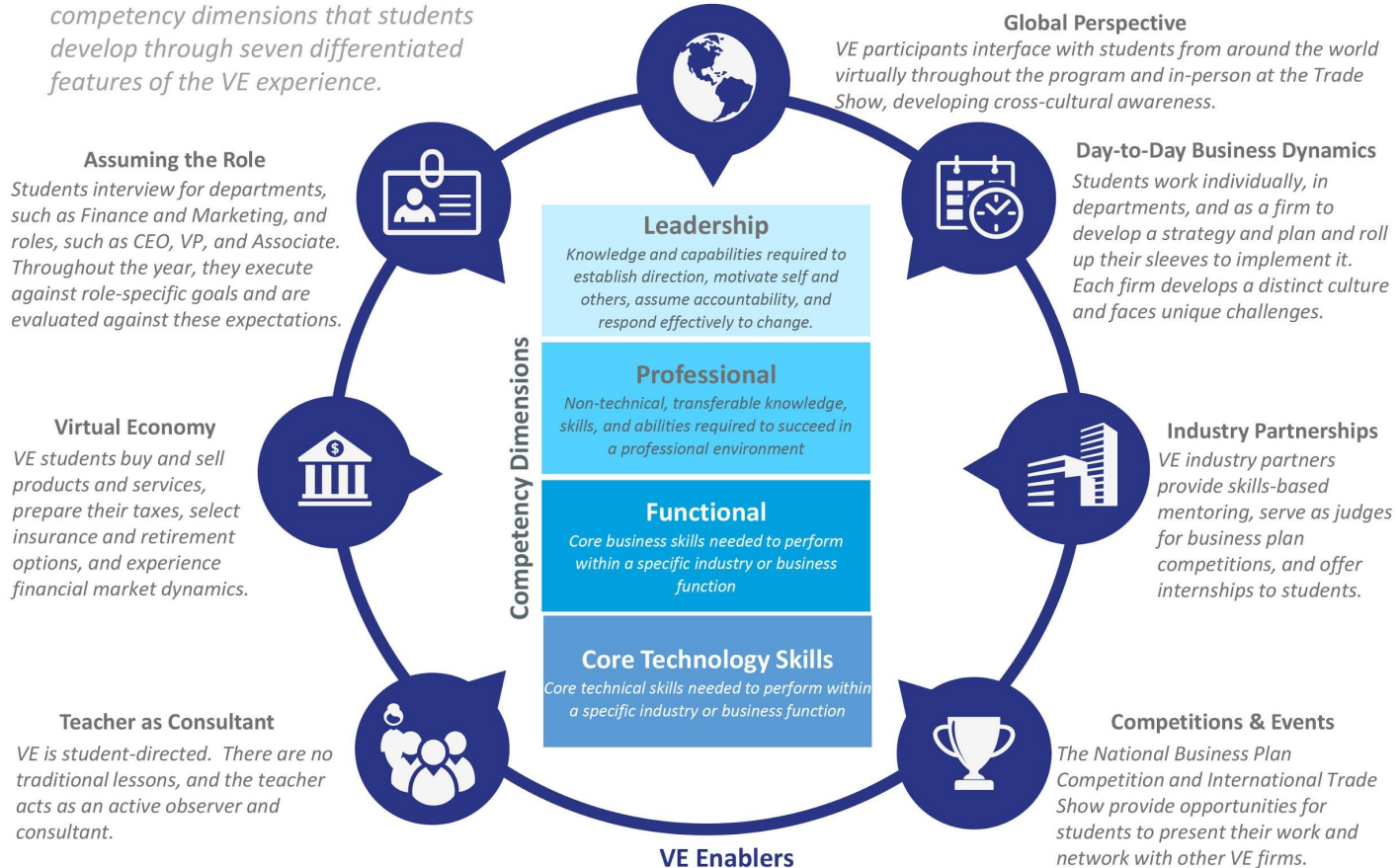
Data Portal → Teacher Tools → Assessments
Career Readiness Framework
Competency Dimensions



VEI Career Readiness Framework



The proposed CRF incorporates the key competency dimensions that students develop through seven differentiated features of the VE experience.





The competency model identifies four dimensions of knowledge, skills, and abilities that VE students develop throughout the program; each is comprised of several core competencies associated with that dimension.

Description	Competency Dimensions	Competencies
<i>Knowledge and capabilities required to establish direction, motivate self and others, assume accountability, and respond effectively to change</i>	Leadership	<ul style="list-style-type: none"> ▪ Demonstrates intrapreneurship ▪ Coaches others and manages conflict ▪ Motivates others to act ▪ Adapts in an ambiguous environment ▪ Demonstrates well-rounded perspective and unique style
<i>Non-technical, transferable knowledge, skills, and abilities required to succeed in a professional environment</i>	Professional	<ul style="list-style-type: none"> ▪ Communicates effectively ▪ Collaborates with others ▪ Demonstrates effective project management ▪ Demonstrates self-development and learning orientation ▪ Develops relationships and networks effectively ▪ Demonstrates professionalism ▪ Solves problems creatively ▪ Embraces diversity
<i>Core business skills needed to perform within a specific industry or business function</i>	Functional	<ul style="list-style-type: none"> ▪ Understands general business dynamics ▪ Understands and applies financial concepts ▪ Conducts research and analysis ▪ Demonstrates strong quantitative ability ▪ Demonstrates industry/function-specific skills
<i>Core technical skills needed to perform within a specific industry or business function</i>	Core Technology Skills	<ul style="list-style-type: none"> ▪ MS Excel ▪ MS Word ▪ MS Outlook ▪ Department / function-specific technology (e.g., InDesign, QuickBooks, etc.)

As part of each student's professional online portfolio, he/she must provide artifacts/evidence and a thorough reflection of achievement in each of the four Competency Dimensions within the [VEI Career Readiness Framework](#).

The competency model identifies four dimensions of knowledge, skills, and abilities that VE students develop throughout the program; each is comprised of several core competencies associated with that dimension.

Students should reference the Framework for a description of each dimension, including example competencies within each area.

Each dimension will be assessed by reviewing the following required components:

- Artifacts/Evidence - proof of achievement, representation of the work, documents, visuals, images, photos, videos, etc.
- Reflection - thorough justification of :
 - self-assessment of performance and the level of achievement
 - inclusion of artifact and explanation of the value to the company
 - accurate representation of the role and effort of the individual's contributions
 - future plans/adjustments/ideas as related to the highlighted artifacts/evidence, etc.

Assessment will follow the standard VEI rubric as shown below and credit/points will be earned and recorded proportionately:

Rubric:

5 stars Well above standards	Outstanding execution: content and/or strategies are clear, comprehensive, thoughtful, and very well researched and/or developed.
4 stars Above standards	Well executed: content and/or strategies are evident and well researched and/or developed.
3 stars Meets standards	Includes essential components: content and/or strategies are evident; most components are researched and/or developed.
2 stars Below standards	Missing essential components: content and/or strategies are not evident or unclear; research and/or development are below standards.
1 star Well below standards	Major flaws or section missing.

[Document Link](#)

Copy of VEI Portfolio Grading - Career Readiness Framework

File Edit View Insert Format Data Tools Add-ons Help *All changes saved in Drive*

SHARE

100% \$ % .0 .00 123 Arial 10 B I S A

	A	B	C	D	E	F	G	H	I
1	Student Name	Student Email	Student Score (25 points total)	Career Readiness Framework	Email Component (5 points)	Artifacts/Evidence - proof of achievement, representation of the work, documents, visuals, images, photos, videos, etc. (Included Yes or No)	Reflection - Self-assessment of performance and the level of achievement (5 points)	Reflection - Inclusion of artifact and explanation of the value to the company (5 points)	Reflection - Accurate representation of the role and effort of the individual's contributions (5 points)
2	Abraham Lincoln	abe@4score.edu	4	Leadership	4 points - email is	Yes - artifacts and/or ev			
3			0				0 point - Missing all information		
4			0				1 point - Major flaws or section missing		
5			0				2 points - Missing essential components: content and/or strategies are not evident or unclear; re		
6			0				3 points - Includes essential components: content and/or strategies are evident; most componen		
7			0				4 points - Well executed: content and/or strategies are evident and well researched and/or deve		
8			0				5 points - Outstanding execution: content and/or strategies are clear/comprehensive/thoughtful		
9			0						
10			0						
11			0						
12			0						
13			0						
14			0						
15			0						
16			0						
17			0						
18			0						
19			0						

Beyond VE & HS

Hey Mr. Hanson,

I hope you have not forgotten about me quite yet as I have not forgot about you and VEI. I just first want to say THANK YOU, in college now I have been using all the skills I have learned from high school business classes. Attending the VEI trade shows was one of the most beneficial things for me because as I go to these career fairs I am confident in my ability to network. Hope all is going well for you as you start a new school year. My reason for contacting you is because I have a question. The VEI professional portfolios we had to create, do they still exist? Since google drive got wiped and all that stuff I was wondering if there was any way for you to maybe find a link to my portfolio or to possibly send me in the right direction to find it, if it is still out there. I just want to see my old resume and cover letter to use them as a building block to improve upon and learn from as I start to build an actual resume for my future. Let me know what the deal is.

Thanks

Kyle DeBaene

Marketing specialist, Affinity 2016-2017



Beyond VE & HS

"...I talk about my experiences and use what I've learned pretty much on a daily basis. Just the other day, I attended the first meeting for a new club I wanted to join, the Choose Kindness Organization. I walked in as a potential new member, and I walked out as one of the leaders, in charge of the marketing and director for activities!"

-Andrew Miles, Design & Layout - Affinity



Examples

Maggie

Nick

Sarah

Bryan

