



# SENCAP Portfolio Curriculum

## Fall Semester Portfolio for Year 2 Students

*This document is a digital package of all assignments assigned to the Year 2 Students during the Fall Semester.*

In addition to the SCC dual credit pathway courses, SENCAP students complete a supplemental online student portfolio. The student portfolio assignments provide the student an opportunity to explore a variety of careers in their pathway of interest. Portfolio assignments also encourage self-reflection, personal development, goal setting, and discussion among like-minded peers.

The portfolio assignments are due Wednesdays by 11:59 p.m. and on average take 20-30 minutes to complete. Students access the portfolio class through Canvas, SCC's online platform. All SENCAP students have a regional coordinator who will provide feedback on the portfolio assignments, visit the high schools, and arrange field trips.

Each semester students are required to participate in the following out of school learning opportunities: one field trip, one job shadow, and one related professional day and/or workshop. Whereas every portfolio assignment prepares each student in career and college exploration, the **highlighted assignments** in the [index](#) are further developed upon at professional days and/or workshops.

# Index of Assignments

## Fall Semester Year 2

<a href="#">Week 1</a>	Student Contact Information Form Canvas Orientation and Student Orientation Mobile App Getting Started Review Profile Picture Transportation Waiver
<a href="#">Week 2</a>	<b>Strengths Discussion</b> and SMART Goals
<a href="#">Week 3</a>	Prepping for when you apply to college Transfer: How does your college credit transfer and course equivalency Request your transcript, review and GPA
<a href="#">Week 4</a>	<b>Updated Resume</b> Job Shadow Planning with Phone and Email Scripts and Extra Credit
<a href="#">Week 5</a>	<b>Prepare for Interview Questions</b>
<a href="#">Week 6</a>	<b>Write a cover letter</b>
<a href="#">Week 7</a>	Why High School Students Need LinkedIn Profiles <b>Create a LinkedIn Account</b>
<a href="#">Week 8</a>	Create a LinkedIn Headline and Summary
<a href="#">Week 9</a>	<b>Add Resume to LinkedIn</b> Professional Day Reflection Mock Interview Score and Thank You
<a href="#">Week 10</a>	Connect on LinkedIn and add “Soft Skills” to LinkedIn Profile Job Shadow Update
<a href="#">Week 11</a>	More Connecting on LinkedIn
<a href="#">Week 12</a>	Planning for your future Part 1 and 2: Planning for your future (salaries & student loans)
<a href="#">Week 13</a>	Field Trip Reflection
<a href="#">Week 14</a>	Job Shadow Reflection
<a href="#">Week 15</a>	Semester Reflection and Survey
<a href="#">Week 16</a>	Grade Improvement

## Week 1

### Student Contact Information

First Name \*

Last Name \*

Student Cell Phone Number \*

Preferred Email Address \*

What high school do you attend? \*

Select your grade level. \*

What academy are you in? \*

Emergency Contact Information \*

Enter your parent(s) name, email and phone number.

List your school activities \*

Career Interests \*

### Welcome to the Southeast Community College Canvas Student Orientation!

First, pat yourself on the back! You have already found success by enrolling in this orientation course. You are well on your way to learning the basics of Canvas!

What is this course about?

This orientation is designed for students who have never used the Canvas Learning Management System (LMS) or who have limited knowledge of Canvas. You can also use this as a reference once you start a hybrid course (where part of your coursework is online and part is in-person) or an online course (where all of your coursework is online). By the end of the orientation, you should have a basic understanding of Canvas features and be ready to use Canvas with your classes, be that for hybrid, online or face-to-face courses. You will also learn best practices for being a successful learner, including time management, and gain an awareness of the support services available to you at Southeast Community College (SCC). This course is designed to replicate the typical SCC Canvas course with the navigation menus and how the information is presented in modules.

Upon completion of the orientation, you will be able to:

- Navigate within Canvas.
- Customize your settings.

- Communicate using Canvas communication tools.
- Submit assignments and view feedback.
- Take quizzes.
- Check your grades.

This course uses Modules, a way to organize materials around topics or objectives. You can click Modules from the left and go to any topic you wish. If you are just starting out, it is best to work through the materials in order. Each of your Canvas courses may look a little different depending on how your instructors have designed them and some instructors may not be using Canvas. Be sure to ask your instructors where to find something if you are confused. If you need help with Canvas later in the semester, pay special attention to the resources in the Module "Getting Help When You Need It." Now that you have an idea of the topics that will be covered, it's time to start!

Most courses will start by directing students to important class information in the Syllabus navigation menu. Instructors may also send a welcome message or Announcement so be on the lookout for that in your global inbox or Announcements navigation menu. We have created samples of each of these in this course so continue to those sections or begin the orientation by going to Modules via the navigation menu.

## [Student Orientation](#)

Welcome to SCC New Student Orientation – Online Edition

## [Mobile App](#)

Did you know? Canvas is Mobile!

You can access Canvas via Android and iOS devices through the Canvas App. Learn more about Canvas mobile and tablet apps below by using the hyperlinks.

As a rule of thumb, **don't try to complete an online course through a mobile device** (i.e. don't take online quizzes on your phone), but **do use the apps to check announcements, content and your grades.**

[iOS App](#)

[Android App](#)

[App Support Guides](#)

## [Getting Started Survey](#)

### 1. Portfolio deadlines

Each week's assignments in the portfolio are due at 11:55 p.m. on Wednesday. This does not mean you should wait to start working on Wednesday. Start early in the week, technology always seems to be feisty at the last minute.

### 2. College credit deadlines

Due dates and deadlines for the college credit course (ex. Intro to Psychology, Comprehensive Medical Terminology, Life-Span Human Development) are set by the college instructor, or the teacher at your high school. They are subject to the instructor/teacher's discretion and may not always be the same each week.

Select "Yes" if you understand your due dates.

3. Learn how to use Canvas: Online learning can be challenging, especially if this is your first time. Spend time learning how to navigate Canvas.

4. Learn how to send a Canvas message: Communicate! Canvas messaging is a great way to do it.

5. Figure out how to check your grades on Canvas: Instructors and coordinators often communicate with you via the feedback on your assignments. If you don't know how to check your grades, you probably aren't reading the helpful feedback either.

6. Write down your username and password (or put it in your phone)

Don't rely on the computer to remember and autofill your username and password. Write it down, put it in your phone, do whatever you need to do so that you aren't always guessing which password works.

In the text box, write down where you wrote down your username and password.

7. You have a required job shadow (because it is so good for you). Get it set up now.

I talk to people in every walk of life and they all wish they would've done more job shadows.

Almost every student writes that the job shadow was a favorite thing about this class. Ask your coordinator for help if you need it.

8. You have a required field trip.

Most of the time, this field trip will be set up by your coordinator, but depending on your specific situation, a college visit, or separate trip might work too. Talk with your coordinator about something you think might work.

9. List one career job you are interested in:

10. Ask for help if you need it

After high school, you will need to be able to advocate for yourself. Use this class to learn how to be a good advocate for yourself

11. Answer the questions about the New Student Orientation.
12. I feel comfortable logging into the Hub.
13. Who do you talk to if you want to drop your class?
14. I understand how my dual credit class(es) are getting paid for.
15. Select the closest location for you to obtain your SCC Student ID.
16. Who is your Career Academy (SENCAP) Coordinator?
17. You have access to SCC Academic Advisors! List a good reason for you to meet with an Academic Advisor.
18. Who do you contact for help with The Hub?
19. I can get Microsoft Office for free.
20. What is an example of academy dishonesty?
21. What do you do if you do not know what your SCC instructor expects of you?
22. What does your high school do with the portfolio grade?
23. What does your high school do with the college grade?
24. Where do you go to order your books?

### Profile Picture

Adding a picture helps your instructors and fellow online students remember who you are when they see you in real life. Canvas makes it pretty easy for you to add a picture.

In the left navigational pane, your picture is right above the account icon. Click on that and then click on your profile. If you need further instruction, select the help button in the left navigational pane.

[Transportation Form](#)

## STUDENT TRANSPORTATION RELEASE FORM

As part of the Southeast Community College and Southeast Nebraska Career Academy Partnership Program, participating students may need to attend classes at centralized regional sites and take part in various field trips, and job shadowing experiences throughout the school year. Since this may include some out of town travel for some students and because many school districts will not always be able to provide transportation, individual arrangements for travel will need to be made. This may involve students driving their own vehicles to these sites.

Below is a waiver for students allowing them to drive to the Academy class and/or field trips. All students driving and providing their own transportation must have the permission of their parents or guardian.

### TRANSPORTATION WAIVER

**(Please check all that apply).**

\_\_\_\_\_ I give my son/daughter permission to drive to the regional site to attend classes, job shadows, and/or field trips provided by Southeast Community College and the Southeast Nebraska Career Academy Partnership during the school year.

\_\_\_\_\_ I give permission for my son/daughter to ride with another student to the regional Academy site, job shadows, and/or field trips during the school year.

\_\_\_\_\_ I give permission for my son/daughter to ride with an Academy Coordinator OR with other students in a school vehicle (e.g. school bus or van) from another participating school district.

\_\_\_\_\_ I do NOT give permission for my son/daughter to ride with another student to the regional Academy site, job shadows, and/or field trips during the school year.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Week 2

### Strengths Discussion and SMART Goals

Locate your Gallup Strengths from last year or visit the [website](#) to find your results. (the username and password were, in most cases, your school email and password you used for your school account, email or Moodle).

**After you find/identify your Top 5 Signature Strengths, read and answer the questions.**

List your Top 5 Strengths in order: 1 \_\_\_\_\_, 2 \_\_\_\_\_,  
3 \_\_\_\_\_, 4 \_\_\_\_\_, 5 \_\_\_\_\_

2. Which of your signature strengths describes you best? What words or phrases from that theme's description specifically resonate with you?

One of the keys to success is to fully understand how to apply your greatest talents and strengths in your everyday life. People who focus on using their strengths are **3 times as likely** to report having an excellent quality of life and **6 times as likely** to be engaged in their jobs or school.

People working in their strengths zone...

- look forward to going to work/school
- have more positive than negative interactions with others
- treat other people better
- tell their friends that they go to a great school, or work for a great company
- achieve more on a daily basis
- have more positive, create, and innovative moments

Strengths-based development happens when a person starts to apply his or her talents toward specific objectives/goals.

Think of ways that you can take action to "flex" your talents to accomplish goals, reach desired outcomes, and better respond to situations that happen every day.

3. What strength will you work on developing? What are some actions you can take to intentionally work on developing that signature strength?

**4. Like last year, you will write 3 SMART Goals. Now that you have had some time to revisit your strengths, try to incorporate them into your 3 SMART goals. If you need help, ask your coordinator. Since we will revisit these goals to check your progress, make sure they can be completed by the end of the semester. (For more information and an explanation of SMART goals [click here](#).)**

## Week 3

### Prepping for when you apply for college

The assignments in this module prepare you with the information you need as you begin applying for colleges. The assignments will help you learn important information about the following topics.

1. [Transferring](#) credits to another college
2. [Transcript](#) - viewing, requesting a copy, sending a copy to a college
3. GPA
4. Total credits earned

### Transfer: How does your college credit transfer?

Watch the following video to learn more about how your college credit transfers: [Transfer Advising Video](#)

### Transfer: Course Equivalency

Apply what you learned in the video to answer the following questions:

- What does course equivalency mean?
- Use the steps in the video to determine if your current course has an equivalent course at another college.
  - List the college you selected
  - Does your course have an equivalent course? Yes/No. If yes, list the course name.

See the step by step guide below if you need help navigating to and around the transfer page.



## Request your transcript

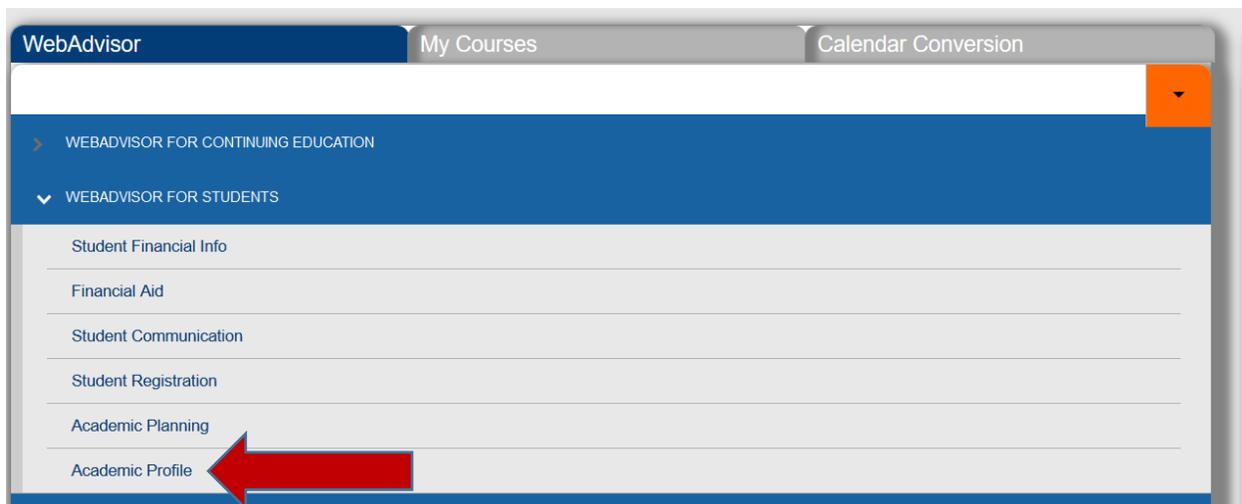
Some colleges will request that you send them an official transcript. Follow these instructions to request your transcript. For the purpose of this assignment, enter in your own mailing address instead of a college address.

[Click here for instructions on how to request your transcript.](#) 

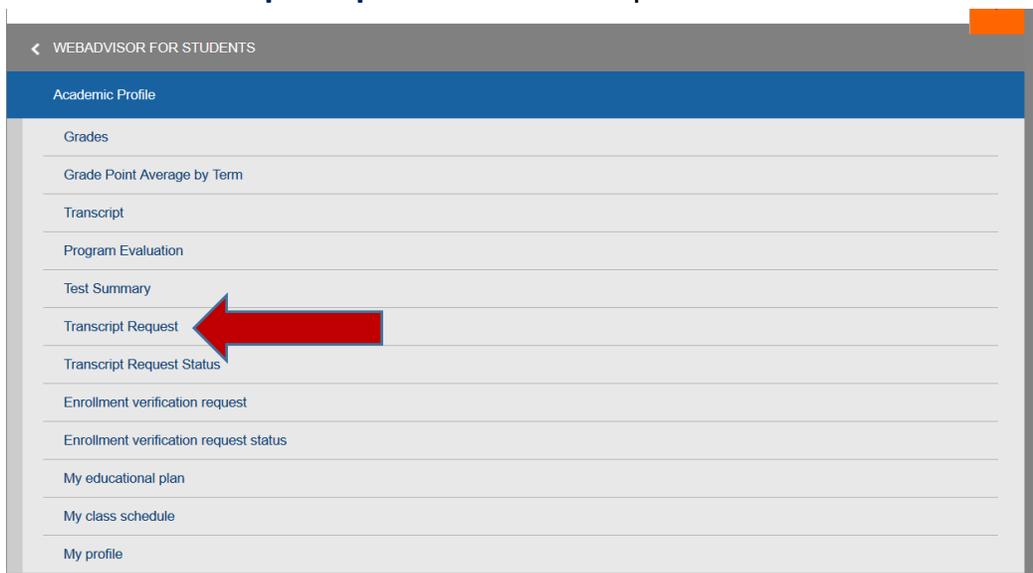
After you request your transcript, submit which colleges you plan on sending your transcripts.

**If you are applying to other colleges and need to request an official SCC transcript, please complete the following steps.**

Login to **The HUB**, then click on: **WEBADVISOR for STUDENTS** then **Academic Profile** from the dropdown menu.



Click on: **Transcript Request** from the dropdown menu.



Click on: **Credit Trans – Mailed from Lincoln**

then complete the form for the recipient/college or university of your choice.

\* = Required

Transcript Type\*  

Recipient\*

Modifier

Address\*

City\*

State\*

Zip Code\*

Copies to be sent\*

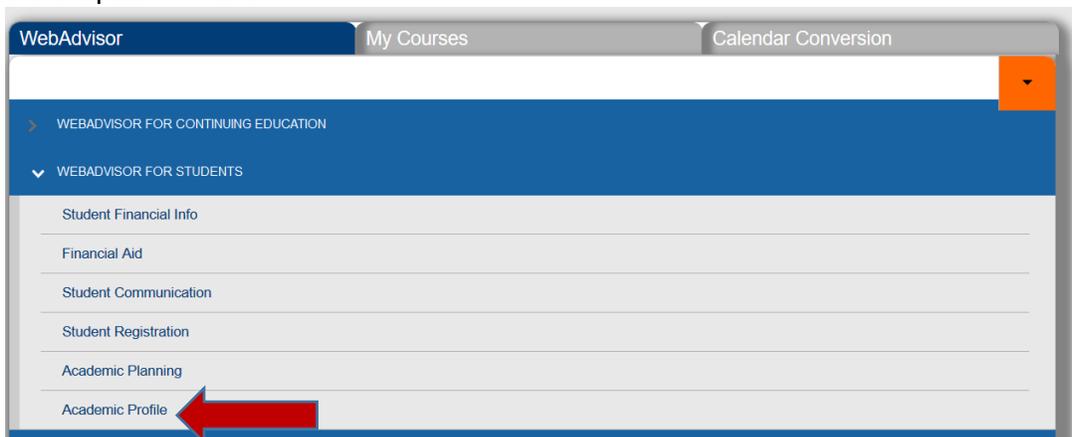
### Transcript: Review and GPA

As you begin to apply to colleges or jobs, you may want to know the courses you have taken and/or your GPA. This assignment will teach you how to find your transcript and GPA on the Hub. [For instructions on how to view your transcript and GPA, click here.](#) 

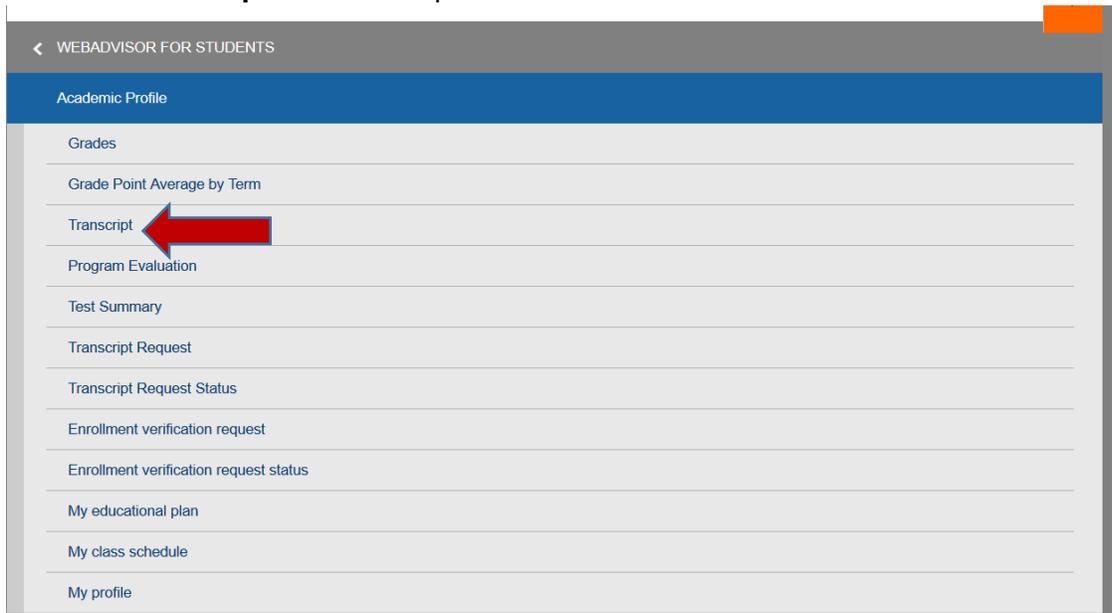
**List the courses on your transcript along with your GPA for this assignment.**

If you are applying to other colleges and need to access your SCC transcript and GPA, complete the following steps.

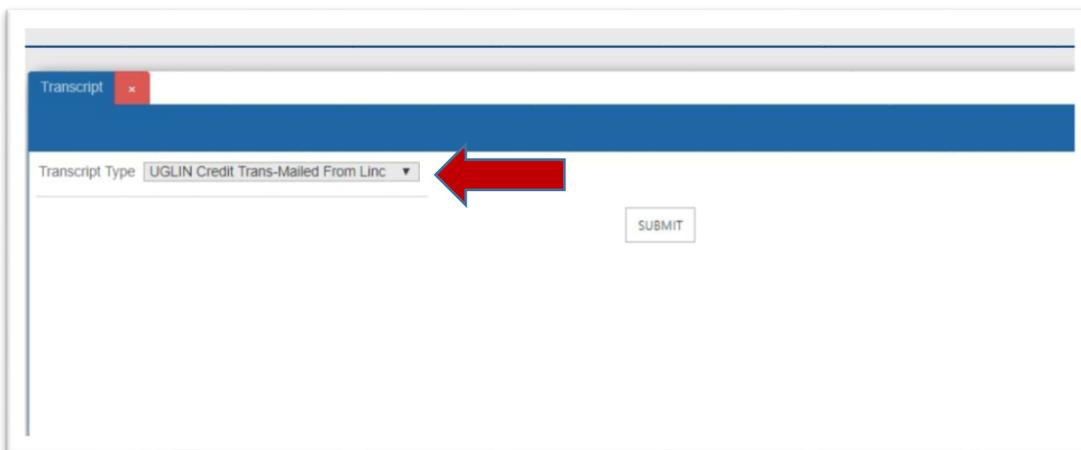
Login to **The HUB**, then click on: **WEBADVISOR for STUDENTS** then **Academic Profile** from the dropdown menu.



Click on: **Transcript** from the dropdown menu.



**SELECT UGLIN Credit Trans – Mailed from Linc** from the drop down menu then click **SUBMIT**



**The next screen will have the following information:**

**All courses you took & are enrolled in                      Grade   Credits Earned                      When you took the class**

Course/Section and Title	Grade	Credits	CEUs	Repeat	Term
AGRI-1171 AC11W Ag Technology	A+	1.67			2019/SP
ENGL-1020 HSW1 English Composition II	A+	3.00			2019/SP
SOCI-1010 AC11W Introduction to Sociology	A	3.00			2019/SP
AGRI-1177 AC11W Companion Animals	A	3.00			2018/FA
ENGL-1010 HSW2 Composition I	A+	3.00			2018/FA
INFO-1151 AC11W Information Tech Fundamentals	A	3.00			2018/FA
PSYC-1810 AC15W Introduction to Psychology	A+	3.00			2018/FA
AGRI-1131 AC12W Crop and Food Science	B+	3.00			2018/SP
AGRI-1123 AC12W Agribusiness Careers	A+	3.00			2017/FA

Total Earned Credits 25.67

Total Grade Points 101.17

Cumulative GPA 3.942



OK

## Week 4

### Updated Resume

Locate the resume you created last year in SENCAP. Update any information that needs updating (did you have a summer job? did you move?). If you cannot find your resume from last year, you need to create a new resume.

Click here for a [Resume Checklist](#) you can use for reference in creating a new resume or updating your old one.

#### Resume Check List

- Consistent font and Consistent font size
- Heading-name is bigger than rest of information
- Heading- address, phone, email included
- Section Headings - order promotes students best qualities
- Education-
  - a. High School – anticipate graduation year
  - b. Southeast Community College Career Academies (SENCAP Program) listed as well as any other college) listed
- Gallup Strengths listed & (if room on resume) explanation of why those define student in a few words or one sentence
- Items/events are listed most recent to older items/events
- Spacing of page consistent/no wasted space
- Verb usage consistent
- Correct capitalization and punctuation throughout

### Job Shadow Planning

1. List 2 possible sites you may contact to set up your Job Shadow Experience. Be sure to include the name of the company, the contact person's name and their contact information (phone, address, etc.) I encourage you to call a site ASAP to set up your job shadow.
  1. When actually setting up your job shadow visit, When actually setting up your job shadow visit, click here for a [phone or email script](#).
2. Create your own "**Top 5 Tips for Job Shadowing**". In order to maximize the benefits of your required job shadow, it is helpful to read/research the reasons for and best practices of job shadowing. You can use the websites below to aid in your research. You can use other resources as well.
  1. [The Job Shadow Knows: Try on a Career Before You Commit](#)
  2. [Dos and Don'ts of Job Shadowing](#)
3. Print off the [Job Shadow Agreement](#) to use for your school's documentation for your absence on the day you Job Shadow. You will need to notify your coordinator and school office of the date you are going to be gone, and this completed form will need to be turned in to your school's attendance office in order to excuse your absence afterwards.

*Phone and Email Script*

**Phone Call Script to Ask for a Job Shadow**

Hello, this is (enter student name). I am calling to see if there is someone who I could speak to about job shadowing opportunities.

If transferred to someone: (Re-introduce self.)

Good afternoon Mr./Mrs./Miss. (enter last name),

My name is (enter student name) and I'm currently a (sophomore/junior/senior) at (enter high school). I am currently enrolled in Southeast Community College's **Southeast Nebraska Career Academy Partnership (SENCAP)** and taking (enter college course name).

I would like to communicate with you about completing a job shadow at (enter name of business/hospital/etc.) because I am interested in (enter career interest/field of interest).

I am available on (enter day, date and time) or on (enter day, date and time).

Please let me know if a job shadow opportunity would be available within the date and time specified above.

My contact email is: (enter student email) and my contact number is: (enter student phone number). I look forward to hearing from you to schedule a job shadow, if available.

Thank you,

(enter student name)

**Email Script to Ask for a Job Shadow**

Good afternoon Mr./Mrs./Miss. (enter last name),

My name is (enter student name) and I'm currently a (sophomore/junior/senior) at (enter high school). I am currently enrolled in Southeast Community College's **Southeast Nebraska Career Academy Partnership (SENCAP)** and taking (enter college course name).

I would like to communicate with you about completing a job shadow at (enter name of business/hospital/etc.) because I am interested in (enter career interest/field of interest).

I am available on (enter day, date and time) or on (enter day, date and time).

Please let me know if a job shadow opportunity would be available within the date and time specified above.

My contact email is: (enter student email) and my contact number is: (enter student phone number). I look forward to hearing from you to schedule a job shadow, if available.

Thank you,

(enter student name)

*Job Shadowing Agreement*

STUDENT'S NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

Career Academy Program (Circle One): AG HLTH CNA EDU BUS IT WELD

Student Info: E-MAIL: \_\_\_\_\_ Phone #: \_\_\_\_\_

JOB SHADOWING SITE AND DEPARTMENT \_\_\_\_\_

Address \_\_\_\_\_ Phone #: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_

Date and Time of Job Shadowing Experience: \_\_\_\_\_

**Student's Learning Objectives**

What would you like to accomplish from your experience? (List 2 to 4 Goals)

**Student agrees to:** 1. Comply with policies of job shadowing site. 2. Notify coordinator if unable to job shadow as scheduled. 3. Complete job shadowing agreement with job site supervisor and return to Coordinator, School Guidance Counselor, or School Office as needed to verify absence for job shadowing experience.

**Job Site Supervisor agrees to:** 1. Provide student with orientation/supervision needed to carry out responsibilities successfully.

**Coordinator agrees to:** 1. Help locate job sites/allow students to locate job sites of interest. 2. Coordinate related paper work with student. 3. Assist with communication between the student's school and attendance office.

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

JOB SITE SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COORDINATOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Week 5

### Prepare for Interview Questions

It is important to prepare by figuring out how you would answer common interview questions.

Read the following article: [Top Ten Interview Questions and Best Answers](#) and answer the questions in your journal entry. Each answer must include a personal experience or story that supports your answer.

1. Tell Me About Yourself
2. What is your greatest strength?
3. What is your greatest weaknesses?
4. Why should we hire you?

## Week 6

### Write a cover letter

A cover letter provides the employer an overview of your work history and strengths. You did this last year, but we'd like you to do it again, this time with a new/different position.

For this assignment, you will visit [indeed.com](https://www.indeed.com) to search and find a **job opening that you are qualified for**. You may also apply for a job you find on a different website or location.

If using indeed.com -- Go to [indeed.com](https://www.indeed.com) and in the search box, type in a career you are interested in or "entry level" and in city/state you want to live in. Click search and then select a career from the list for more information. Use that specific career position information to compose your cover letter as if you actually applying for the job.

[Here is an example of a cover letter if you need assistance.](#) 

*Cover letter sample*

Write your street address

Write your City, State, Zip Code

Date spelled out (January 10, 20--)

Contact person's name (Use School Counselor's Name and Mr., Ms., Dr., Miss or Mrs.)

Contact person's title (Use title given in job vacancy advertisement)

Company Name (From job vacancy advertisement)

Company's Street Address (Use your school address)

Company's City, State, and Zip Code

Dear \_\_\_\_\_: (Use Mr., Ms., Miss. Or Mrs. And last name. Using a first name is too friendly.)

The purpose of this paragraph is to give the employer a frame of reference. Why are you contacting him/her, for what position are you applying and how did you hear about this position?

This paragraph provides you with an opportunity to highlight some of your qualifications. Refer to your resume and your personal brand statement to explain why you are a good match for this position. Use ACTION VERBS and other KEY WORDS.

This paragraph is your final sale – wrap up your qualification and indicate your interest. Clearly indicate that you plan to follow-up or ask for them to contact you to speak about this opportunity more. Give information on “how” they can get back in touch with you. Make sure to thank him/her for his/her time.

Sincerely,

(leave space to put your signature here)

Your name Typed (First and Last)

Enclosure

(Always remember to include your resume, and any other materials the employers has requested. DO NOT enclose any documents that have not been requested.)

## Week 7

### [Why High School Students Need LinkedIn Profiles](#)

Why LinkedIn? Read the [Why High School Students Need LinkedIn Profiles](#) article before completing the assignment.

Review the [PowerPoint](#) for instructions on how to create your LinkedIn Profile.

When you have finished creating your LinkedIn profile, submit your LinkedIn URL to receive credit.

## Week 8

### Created a LinkedIn Headline and Summary

For this assignment, you will create a headline and summary for your LinkedIn profile. Your headline is your "brand". What is a brand? Your personal brand is the unique combination of skills and experiences that make you you. It is what others think of you when they hear your name.

#### **Step 1: Determine your personal brand.**

Your headline is your "brand". What is a brand? Your personal brand is the unique combination of skills and experiences that make you you. It is what others think of you when they hear your name.

Use the following links to help you write your brand statement:

[Personal Branding](#)

[Easy Steps to Create Your Brand](#)

[How to Build Your Personal Brand](#)

[Personal Branding Tips for High School Students](#)

#### **Step 2: Edit your headline in LinkedIn**

Watch this excellent resource video: [Your Headline](#)

If you still need steps to edit your headline, follow the steps below:

1. Log in to LinkedIn
2. In left center screen, click on your picture.
3. On the next screen, click the pencil in center screen
4. Under headline, type your headline.

#### **Step 3: Edit your Summary**

1. After filling in your headline, scroll down screen to summary.
2. List your top 5 Gallup Strengths here.
3. Click Save when you are done.

What did you write for your headline and summary? Tell us in your submission entry to earn your points.

## Week 9

### Add Resume to LinkedIn

Locate your most updated resume. It should be nearby since you just submitted an updated resume a couple assignments ago. Use the information from your resume to fill in the profile sections in LinkedIn. Instructions are below.

Once you log in to LinkedIn, click on your picture in left center screen. Next, click on "**Add Profile Section**" under your picture. Fill in your personal information for **Work Experience, Education and Volunteer Experience**. *If you need further instruction [click here](#).*

When you have completed updating your profile information, copy and paste your URL link for your LinkedIn profile here to earn the points.

### Professional Day Reflection

Consider the following questions as you write your presentation reflection.

- What do you think went well during the interview/what strengths did you utilize and discuss?
- What do you think you need to improve upon if you were to do a real interview or another mock interview? Include at least one thing you would do differently while presenting.
- Did you feel prepared for the mock interview? Do you feel you did an adequate job of explaining your website?
- Discuss the feedback your interviewer provided. What do you think you need to improve upon to become a more effective interviewee?
- Overall impression: What did you feel was successful about the event?
- Add any advice to next year's 2<sup>nd</sup> year students prior to Professional Day that would help them be well prepared.

### Mock Interview Score

Grade for the mock interview at the Year 2 Professional Day. Your coordinator will enter this grade. If you could not attend do to excused conflict, this grade will not count towards your final grade.

### Mock Interview Thank You

Send your mock interviewer a thank you email.

[Why is it important to send an email?](#)

[Click here for the interviewer email contact list.](#)

For this submission, copy and paste what you wrote. You can also cc me on the email to your interviewer.

## Week 10

### Connect on LinkedIn

Now that you have done some work perfecting your LinkedIn profile, it is time to connect with others. You should already have connected with your Coordinator and most likely you have already gotten connection recommendations.

For this assignment you are to:

1.) **Follow or connect with FOUR career related individuals or businesses.** In the top right corner of your page should be a box that says Follow Sources. *Examples include: Health UNMC, Business Insider, Education Teach for America.* If you have a specific person or business in mind, use the search box in the top left corner.

2.) **Connect with the SENCAP LinkedIn Group.** In the search box in the top left corner, type in SENCAP Fall 2019. When you get to the page, in the top right corner, click on "Ask to Join".

To show you have completed this assignment, list the FOUR career related individuals or businesses you decided to follow.

### Add “Soft Skills” to LinkedIn Profile

#### *Soft Skills*

What are soft skills? They are the personal attributes you need to succeed in the workplace. These are often related to how you work with others – in other words, these are [people skills](#). The idea of soft skills was first popularized by Daniel Goleman, in his bestseller from 1995, [Emotional Intelligence—Why It Can Matter More Than IQ](#). At around the same time, Howard Gardner was exploring the educational theory of “[multiple intelligences](#),” which proposed that intelligence is not dominated by a single general ability, but is made up of many different ones with varying aptitudes.

The idea of an [emotional IQ](#) and the theory of multiple intelligences are the foundation of what has become known as soft skills. Together they add dimension to leadership, which is more than a cold mechanical instrument, but one that must involve the less easily defined human element.

#### **SOFT SKILLS VS HARD SKILLS**

Soft skills differ from hard skills, which are quantifiable skills individuals learn through classes, books, or on the job. For example, knowing how to use a computer, type, or speak another language are hard skills. More than likely, an employee needs some hard skills to do their job.

#### **WHY SOFT SKILLS MATTER?**

The best companies are built on strong soft skills as well as hard skills, with a workforce of strong communicators, leaders, and problem-solvers. A [recent study](#) in the US found that 93% of employees see soft skills equally important to technical skills, or even more important than them. Redesigning organizations around highly-empowered soft-skilled teams were rated the top trend in the recent Deloitte Human Capital Survey.

Regardless of the career or job you desire, you need at least some soft skills. Employers want employees who are able to effectively interact with others. Soft skills may be considered personal traits, but most can be learned if you desire to become more effective in your job.

### SIX TOP SOFT SKILLS

Although there are many published lists, below are six [important soft skills](#) that most employers seek in job applicants. Develop and emphasize these traits in applications, resumes, cover letters, and interviews. The closer a match your credentials are to what the employer is looking for, the better your chances of getting hired.

- Communication Skills
- Critical Thinking
- Collaboration
- Leadership
- Positive Attitude
- Work Ethic

**For this assignment, you will add a minimum of 3 soft skills to your LinkedIn Profile. Your coordinator plans to endorse one of the soft skills if he/she agrees with your skill.**

Instructions: After you log in to LinkedIn, click on your picture in left center screen. Next, click on "Add Profile Section" under your picture. Scroll down to the skills. Click on skills and type in a minimum of 3 soft skills. Click Add on the bottom.

When you have completed updating your skills information, copy and paste your URL from the top address bar in order to earn credit for this assignment.

If you need further instruction on how to add skills to LinkedIn [click here](#).

### [Job Shadow Update](#)

You are responsible for completing a job shadow. Do you have your job shadow scheduled or completed? If so, then answer these questions about your shadow.

Who did (will) you shadow?

What is their title?

When is (was) the shadow?

Where was (will) the shadow?

You are also responsible for writing a reflection (or reflecting with your coordinator in person). The reflection is due on December 4th. **Have you done this? Yes/No.**

It's a good idea to send a written (or typed) thank you note to the person you shadowed. **Have you done this? Yes/No.**

Finally, you can earn a completion grade for showing your coordinator that you sent a thank you. **Have you shown your coordinator that you sent a thank you note?**

\*\*\*If you haven't done anything related to your job shadow yet, write your next steps in this sentence and submit:

I will call/email (person to be shadowed) on (date I will make the call/send email). I will offer 3 dates/times that I am able to shadow. I will have my job shadow scheduled by \_\_\_\_\_.

Resources Available for assistance:

[Job Shadow Phone and Email Script](#)

[Job Shadow Agreement](#)

## Week 11

### More Connecting on LinkedIn

Selecting a college to continue your education in your selected career field is one of the most important decisions you will make in the near future. Research clearly indicates planning ahead and taking the time to evaluate your college options is an important step in making a positive and successful decision. For this assignment, in LinkedIn search and then follow 3 colleges which you are interested in attending.

If you are not planning on attending college right after high school, follow 3 potential businesses you would be interested in working at.

For this assignment, list the 3 colleges (or businesses) with a statement of why you chose each place.

## Week 12

### Planning for your future (priming your brain)

**Can you afford your dream life?**

**How much will you bring home (after taxes) in your chosen career path?**

**How much will it cost to live on your own while enjoying your life?**

These are some of the questions you'll benefit from pondering now while you still have so much freedom to choose. Plus, it will really benefit you to have some financial intelligence.

"JumpStart" is an organization that promotes financial literacy and the importance of effective financial education and through their "reality check" activity, you'll find some answers. Before you do the "JumpStart Reality Check" activity, you'll do a little research at the U.S. Department of Labor Statistics website about your potential career.

### Part 1: Planning for you future (salaries & student loans)

The U.S. Department of Labor collects career information on duties, education and training, pay, and outlook for hundreds of occupations. You will use their Occupational Outlook Handbook to conduct some research and answer the following questions.

Complete the questionnaire for this assignment:

**Question 1:** First, What is your top potential career path? (You can look around on the site before you choose, but you must choose one specific occupation for this activity)

Use this site: <https://www.bls.gov/ooh/>

**Question 2:** What is the median salary according to the Bureau of Labor Statistics?

**Question 3:** After finding the median salary, subtract 25% of that total to account for the taxes in order to determine your net (take home) pay.

- Ex. If you find the median salary to be \$40,000, then  $\{ \$40,000 - (40,000 \times 25\%) = \$30,000 \}$ . Your net (take home) pay would be \$30,000.

What is your annual take home pay?

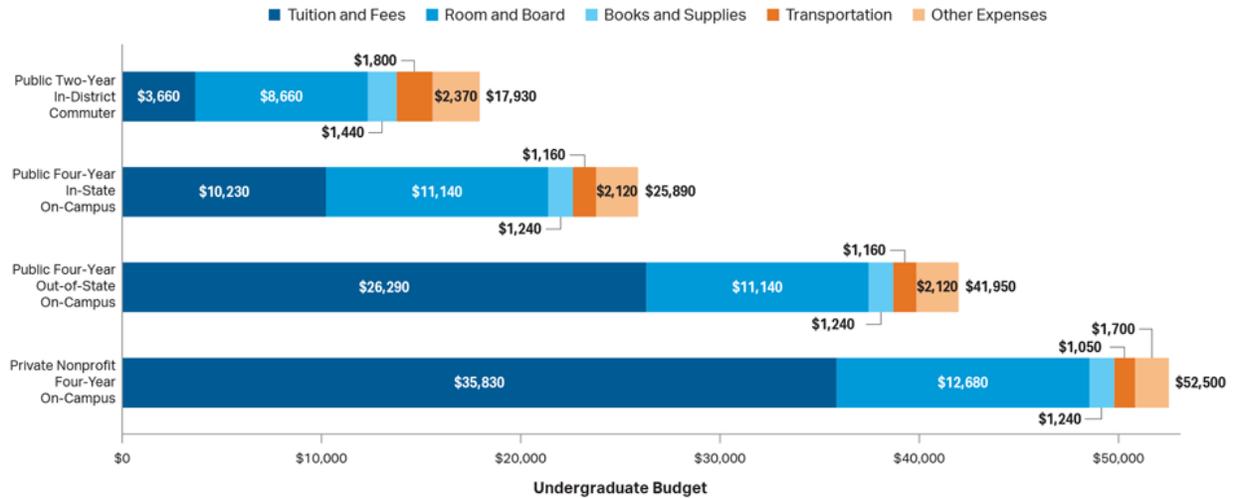
**Question 4:** What is your monthly take home pay? (divide your annual take home pay by 12 to get your monthly take home pay)

**Question 5:** What is the typical entry-level education required?

**Question 6:** Most occupations require some education/training to qualify for an entry level position. The chart below shows an average of the yearly total cost of furthering your education.

Use the chart below to give your best estimate as to how much it will cost you to get the education/training that's required for your future occupation.

Figure 1: Average Estimated Full-Time Undergraduate Budgets



SOURCES: College Board, Annual Survey of Colleges; NCES, IPEDS Fall 2016 Enrollment data.

Select one:

- Public, 2 year, live at home: \$17,930/year
- Public, 4 year, live on campus: \$25,890/year
- Public, 4 year, out of state, live on campus: \$41,950/year
- Private, 4 year, live on campus: \$52,500/year

**Question 7:** Multiply the number above (the answer to the previous question) by the number of years you think it'll take you to finish, and you'll have the total cost of your education/training.

Ex. If you plan on going to SCC, and you plan on finishing in 2 years, you would take  $\$17,930 \times 2 = \$35,860$

\*\*\*Remember, this is just an average and an estimate, your specific situation could be different\*\*\*

\*\*\*Also, you could get scholarships, and not have to pay for all that tuition!!!\*\*\*

## Part 2: Planning for your future (salaries & student loans)

Now that you've done some research and estimated your income and education expenses, complete the Reality Check activity at this website: [JumpStart's Reality Check](#)

**After you finish, save your results and answer the following questions.**

1. In order to support your lifestyle, how much would you need to make per hour?
2. How much per year?
3. What were a few of the occupations/jobs that fall in that pay scale? Do any of them match your plan?
4. What sort of education would you need based on the chart?

### **Hourly Wage Education Level**

\$7.25 to \$15.00 Minimum Wage (Varies by state and city)

\$11.80 Less than a High School Diploma

\$16.27 High School Graduate

\$19.43 Some college, Associate Degree

\$27.70 Bachelor's Degree

\$33.23 Master's Degree

\$42.85 Advanced Professional Degree

5. What was one thing you learned from this activity and/or the research?
6. What surprised you the most?
7. Did you have any second thoughts about your career path? Will you change any of your actions based on this information?

## Week 13

### Virtual Field Trip

If you could not attend the field trip, speak to your coordinator to get permission to complete a virtual field trip. Here is a link you can use [Nebraska Career Clusters](#) or you can use the internet to search for another field trip of your interest.

### Field Trip Reflection

For this assignment, you will write a reflection on your field trip. You will need to answer the following questions within your reflection. It should be written in full sentences/paragraphs.

1. Virtual or in person field trip?
2. What is the name of the company?
3. What does this company do?
4. What services/products does this company provide?
5. Who are the people that use this company's services?
6. Who are the people who buy this company's products? How does the company advertise or market themselves?
7. What are some of the career options offered at this company?
8. What type of Gallup Strengths do you think an employee would have at this company and why? (Refer to the Gallup Strengths)
9. What additional information can you share about this company including at least one interesting fact about this company?
10. Would recommend future academy students to attend this field trip and WHY?
11. Questions I asked and how they were answered.

## Week 14

### Virtual Job Shadow

If you could not complete a job shadow, speak to your coordinator to get permission to complete a virtual job shadow. Here is a link you can use: [Virtual Job Shadow](#) or you can use the internet to search for another job shadow of your interest.

### Job Shadow Reflection

**Answer the following information with complete sentences for this assignment.**

Job site and Department/Area Observed:

Person(s) shadowed:

Date of Job Shadow:

1. Describe the department/work site you visited. Include requirements for doing this type of work, education this person received, and job prospects.
2. What type of work activities did you observe during your job shadow experience?
3. What did you like best about your job shadow experience?
4. What did you like least about your job shadow experience?
5. What surprised you most about what you observed, heard, did, or learned?
6. If you wanted to work in the department/work site you visited, what might you do to prepare in the next five years?
7. Would you consider a career in the type of industry in which you job shadowed? Why or why not?
8. From your perspective (your interests, abilities, and goals) identify aspects of the job that were:

Positive:

Negative:

9. Did the job shadow experience influence your career choice/goals? How?

### Job Shadow Thank You

**As a professional, it is good to get in the habit of sending a thank you note after interviewing or when a professional designates their time to you. [Click here to read more information about thank you notes.](#)**

Once you have completed writing the thank you and submitted it, decide on how you will give this thank you to the person you shadowed. Email? Phone Call? Hand written card? And then do it, thank this person.

VIRTUAL JOB SHADOW STUDENTS: Email your school counselor or other adult who has greatly influenced your career goals thanking them for their guidance.

## Extra Credit Job Shadow

To earn extra credit, ask the questions on the [Job Shadow Question](#) sheet and record the answers. Submit the answers here to earn the extra credit.

### *Questions to ask on your Job Shadow*

#### **1. What's a typical work week like?**

While you are shadowing someone you will no doubt see what all the job entails and what a work day might be like. However if you're only doing a short job shadow be sure and ask this question as well as further questions to find out the work schedules, hours, and on the job requirements.

#### **2. How did you get started?**

A fun question for most people to answer and a fun one to hear answered. Everyone's got a story, ask this and hear theirs. This will help you understand what got them interested and into this career and further help you understand if this is something for you.

#### **3. What do you like about what you do?**

It will obviously be good to know what they like about what they do. Ask this question to hear if the things they like about the job would be things you would like as well.

#### **4. What do you dislike?**

Equally important as the question above. Things some people dislike other people would like (and visa versa with question #3). Ask this question to hear the downsides of a potential career.

#### **5. What is the salary for your position? 6. What is the salary just starting out?**

No doubt the most controversial questions and most uncomfortable to ask. But at the end of the day, in order to be happy in your career, you have to put food on the table and you have to have a job or career that satisfies your personal income desires.

Most people you shadow will be happy to share how much they make. And you may be surprised, some careers may make more than you thought, and some less.

And while making money is one of the reasons we all work almost all people will tell you that having a personally fulfilling job is most important.

#### **7. What education or skills are needed to do this?**

The earlier you find the answer to this question the earlier you can plan your career path. Perhaps you need lots of school like a surgeon, or perhaps you need lots of time outdoors and on the water like a Game Warden

#### **8. What advice would you offer someone considering this career?**

Perhaps the most important question. Someone who is successful in their career (which should be your target for a job shadow) will be able to provide invaluable advice to help you make your career decisions.

**9. How much time off do you get/take?**

Finding a good work/play balance in line with what you need is one key to finding a rewarding career. You might be able to work and play at the same time

**10. What is a common misconception people have about what you do?**

We've all got visions in our heads of what we think certain jobs might be like. They might not be as glamorous, or even as bad as you thought though. Asking the person you're shadowing this question will help cast light on any preconceived notions you may have.

**(You may add any other questions you may have!!)**

## Week 15

### Semester Reflection

**Write about what you learned and accomplished this semester. Include the following items in your reflection:**

1. Explain if you felt the Career Academy was effective in introducing you to college-level coursework and careers or colleges you are interested in pursuing.
2. Reflect over the SCC course, specifically – was the course load difficult compared to other classes this semester, would you recommend other students in your school to take this course, and your personal level of success.
3. Identify what you think was most beneficial to you in the portfolio this semester: field trips, job shadows, the course itself, etc.
4. Share where you are at working toward your SMART goals you made at the beginning of the semester. Restate your goals and what you have or haven't done to get to where you are.
5. If you could change one thing about this semester what would it be?
6. What do you think you've learned since, first semester?
7. Overall, what has this experience taught you - what have you learned?
8. If you are a junior, do you think you will participate next year? If so, why or why not?
9. If you are a senior, do you plan to continue in the same field of study? If so, why or why not?

### Semester Survey

Click here to complete the online semester survey.

Once completed, enter the date you completed the survey to receive credit.

## Week 16

### Final Chance for Grade Improvement

At the end of the semester, I always have a few students ask if there's a way to improve their grade, or if they can go back and turn in something they failed to complete. I appreciate your desire to want to improve. However, I think there is so much to be learned from failure. In fact, here are a few quotes that point out the importance of failure.

- "Failure is the key to success; each mistake teaches us something." --Morihei Ueshiba
- "Failure is simply the opportunity to begin again, this time more intelligently." --Henry Ford
- "Failure at some point in your life is inevitable, but giving up is unforgivable." --Joe Biden

It's also important that you continue to try to improve yourself. Check out these quotes:

- "Do the best you can until you know better. Then, when you know better, do better." --Maya Angelou
- "If you know you can do better, then do better." --Anonymous
- "Persistence, perseverance, and continuous improvement are the ingredients for forming a successful person." --Dehasish Mridha

If you've made it this far, you really must care about wanting to improve. I'll give you an opportunity to do that. I'll give you a chance to replace one of your grades with a 100% if you answer all of the following questions.

1. What is the name, week number, and due date of the assignment grade would you like to replace?
2. What grade did you get on that assignment?
3. Why didn't you receive full credit?
4. Complete/finish the assignment that you picked. How long did it take you?
5. Give 2 reasons FOR letting students make up missing/incomplete SENCAP work.
  1. Reason FOR
  2. Reason FOR
6. Give 2 reasons AGAINST letting students make up missing/incomplete SENCAP work.
  1. Reason AGAINST
  2. Reason AGAINST
7. If you were the instructor, which would you choose? Why?