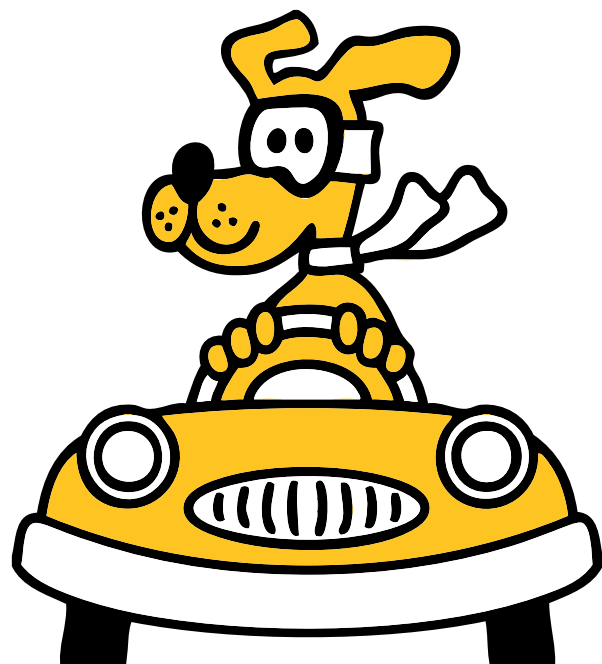


**GRADE 9**

(9th - 12th grade version)

**PORTFOLIO**

**PAGES**



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This is a checklist of good study habits. The more “always” answers you have, the better you’ll do in school.



## NINTH GRADE GOALS

Every month, you will pick **one** habit that you want to improve. For the first month we will be checking in once every two weeks. For the rest of the year we will be checking in once a month. If you have a “no,” your goal is to make it a “sometimes.” If you have a “sometimes,” your goal is to make it an “always.” Once you’ve reached one goal, you can move on to another. By the end of the year, you’ll be a super student (if you’re not already)!

**N= No    S= Sometimes    A= Always**

STUDY HABITS	Today’s Date			Check In Date 1			Check In Date 2			Check In Date 3			Check In Date 4			Check In Date 5		
	_____			_____			_____			_____			_____			_____		
	N	S	A	N	S	A	N	S	A	N	S	A	N	S	A	N	S	A
1. Do I attend school every day?																		
2. Do I arrive at school on time?																		
3. Do I come to class prepared?																		
4. Do I write down homework assignments in the same place, every day?																		
5. Do I stick with a class assignment or task until it is done?																		
6. Do I ask a teacher or another student for help when I don’t understand something?																		
7. Do I take part in class discussions or activities?																		
8. Do I complete all class assignments and projects?																		
9. Do I complete all homework assignments and projects?																		
10. Do I always check to see if I have all of my materials before I leave school?																		
11. Do I look at my notes every day in order to review what I have learned?																		
12. Do I have a time and place when I study for each subject?																		
13. Do I know where to go for extra help?																		
14. Do I get the extra help I need?																		

This is a checklist of good study habits. The more “always” answers you have, the better you’ll do in school.



## NINTH GRADE GOALS

Every month, you will pick one habit that you want to improve by the next check-in date.

**N= No    S= Sometimes    A= Always**

STUDY HABITS	Check In Date 6			Check In Date 7			Check In Date 8			Check In Date 9			Check In Date 10			Check In Date 11			
	N	S	A	N	S	A	N	S	A	N	S	A	N	S	A	N	S	A	
1. Do I attend school every day?																			
2. Do I arrive at school on time?																			
3. Do I come to class prepared?																			
4. Do I write down homework assignments in the same place, every day?																			
5. Do I stick with a class assignment or task until it is done?																			
6. Do I ask a teacher or another student for help when I don't understand something?																			
7. Do I take part in class discussions or activities?																			
8. Do I complete all class assignments and projects?																			
9. Do I complete all homework assignments and projects?																			
10. Do I always check to see if I have all of my materials before I leave school?																			
11. Do I look at my notes every day in order to review what I have learned?																			
12. Do I have a time and place when I study for each subject?																			
13. Do I know where to go for extra help?																			
14. Do I get the extra help I need?																			

## MY FOUR-YEAR PLAN

Courses Taken/Planned				
SUBJECT	Ninth	10th	11th	12th
1. Language Arts				
2. Math				
3. Science				
4. Social Studies				
5. Foreign Language				
6. Other/Electives (Arts, Computer Science, etc.)				

## Interest Profiler Results

Student Name:

Date Interest Profiler Taken:

There are so many careers to choose from. Keep a list of the ones that interest you.



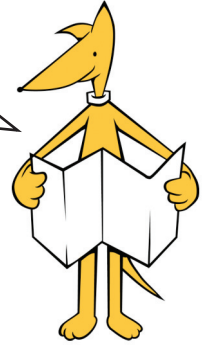
Take the Interest Profiler. Then write six of the suggested careers below. Choose the careers that interest you most. In the weeks to come, check off each career you investigate.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Look through the Interest Profiler list again. Write down any additional careers that you'd like to explore, as well as other careers you'd like to investigate that may not have appeared on your Interest Profiler list.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Is this career a good fit for you? Write your findings here.



## Career Report

Use this form to record important details about your selected careers.

**Career:**

### What They Do

In your own words, write a general job description for a person with this career.

List two to three specific tasks this person might do on a typical day.

- 
- 
- 

**Follow-up:** Is this career a good match for your skills and interests? Explain why.

### Money & Outlook

How much money can a person with this career expect to make in your state?

ENTRY WAGE:	\$	ANNUAL
AVERAGE WAGE:	\$	ANNUAL
EXPERIENCED WAGE:	\$	ANNUAL

**Follow-up:** How does this compare with other related careers? (Click What to Learn, and then click the related Career Cluster listed at the top of the page. When the new page appears, click Careers to see a list of related careers. Click on the career of your choice, and then on Money & Outlook )

NAME OF CAREER:

AVERAGE WAGE: \$ ANNUAL

NAME OF CAREER:

AVERAGE WAGE: \$ ANNUAL

### What to Learn

How much postsecondary (after high school) education is recommended for this career?

Which of these best describes the recommended level of education?

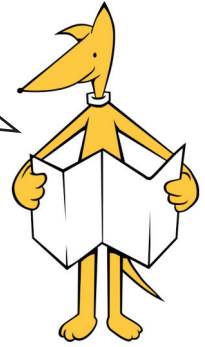
- |                           |                                 |
|---------------------------|---------------------------------|
| high school graduate only | two-year college                |
| apprenticeship            | four-year college               |
| tech or trade school      | more than four years of college |

**Follow-up:** Are you willing to invest the time and money needed to get this type of education? Explain your answer.



EXTRA SPACE FOR NOTES

Is this career a good fit for you? Write your findings here.



## Career Report

Use this form to record important details about your selected careers.

**Career:**

### What They Do

In your own words, write a general job description for a person with this career.

List two to three specific tasks this person might do on a typical day.

- 
- 
- 

**Follow-up:** Is this career a good match for your skills and interests? Explain why.

**Money & Outlook**

How much money can a person with this career expect to make in your state?

ENTRY WAGE:	\$	ANNUAL
AVERAGE WAGE:	\$	ANNUAL
EXPERIENCED WAGE:	\$	ANNUAL

**Follow-up:** How does this compare with other related careers? (Click What to Learn, and then click the related Career Cluster listed at the top of the page. When the new page appears, click Careers to see a list of related careers. Click on the career of your choice, and then on Money & Outlook )

NAME OF CAREER:		
AVERAGE WAGE:	\$	ANNUAL
NAME OF CAREER:		
AVERAGE WAGE:	\$	ANNUAL

**What to Learn**

How much postsecondary (after high school) education is recommended for this career?

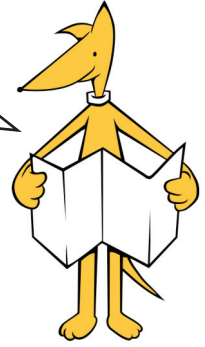
Which of these best describes the recommended level of education?

- |                           |                                 |
|---------------------------|---------------------------------|
| high school graduate only | two-year college                |
| apprenticeship            | four-year college               |
| tech or trade school      | more than four years of college |

**Follow-up:** Are you willing to invest the time and money needed to get this type of education? Explain your answer.

EXTRA SPACE FOR NOTES

Is this career a good fit for you? Write your findings here.



## Career Report

Use this form to record important details about your selected careers.

Career: \_\_\_\_\_

### What They Do

In your own words, write a general job description for a person with this career.

List two to three specific tasks this person might do on a typical day.

- 
- 
- 

**Follow-up:** Is this career a good match for your skills and interests? Explain why.

### Money & Outlook

How much money can a person with this career expect to make in your state?

ENTRY WAGE:	\$	ANNUAL
AVERAGE WAGE:	\$	ANNUAL
EXPERIENCED WAGE:	\$	ANNUAL

**Follow-up:** How does this compare with other related careers? (Click What to Learn, and then click the related Career Cluster listed at the top of the page. When the new page appears, click Careers to see a list of related careers. Click on the career of your choice, and then on Money & Outlook )

NAME OF CAREER:

AVERAGE WAGE: \$ ANNUAL

NAME OF CAREER:

AVERAGE WAGE: \$ ANNUAL

### What to Learn

How much postsecondary (after high school) education is recommended for this career?

Which of these best describes the recommended level of education?

- |                           |                                 |
|---------------------------|---------------------------------|
| high school graduate only | two-year college                |
| apprenticeship            | four-year college               |
| tech or trade school      | more than four years of college |

**Follow-up:** Are you willing to invest the time and money needed to get this type of education? Explain your answer.

EXTRA SPACE FOR NOTES

## Comparing Careers: Values

List the careers you're considering in the boxes at the top of the chart. For each career, respond to the questions in the column to the left. You should also list your favorite careers from your results on Portfolio Page 4.

Question:	Career 1:	Career 2:	Career 3:
<p>Look at the <b>Is This For You?</b> page in RUPrepareND.com. What work values are listed as being the most important to someone who has this career?</p>			
<p>Look back at <b>Student Handbook page 24, My Values.</b></p> <p><i>Are these values a good fit for your own personal values? Explain.</i></p>			



## Proposal I: Identifying Info & Research

Your ad apprentice proposal demonstrates your ability to be creative and collaborative.



### Identifying Information

**Ad Agency:**

**Storyboard Artist:**

**Producer:**

**Writer:**

**Marketing Director:**

**Client:** *Roads to Success*

**PSA Topic:**

### Research/Brainstorming Notes

List five important facts about this topic:

- 
- 
- 
- 
- 

What do you want viewers to know or do after viewing your PSA?

## Proposal II: Description

Team Leader: Writer

### Description

**PSA Topic:**

**Target Audience:**

**Persuasive Technique** (check any that apply):

humor

real-life examples

statistics/facts & figures

heart-warming or inspiring story

other

**One-sentence Summary:**

**Story:**

**Tag Line:**

## Proposal III: Production Notes

Team Leader: Producer

### Description

**Cast/Characters:**

**Voice-over:**

**Props:**

**Words/Graphics:**

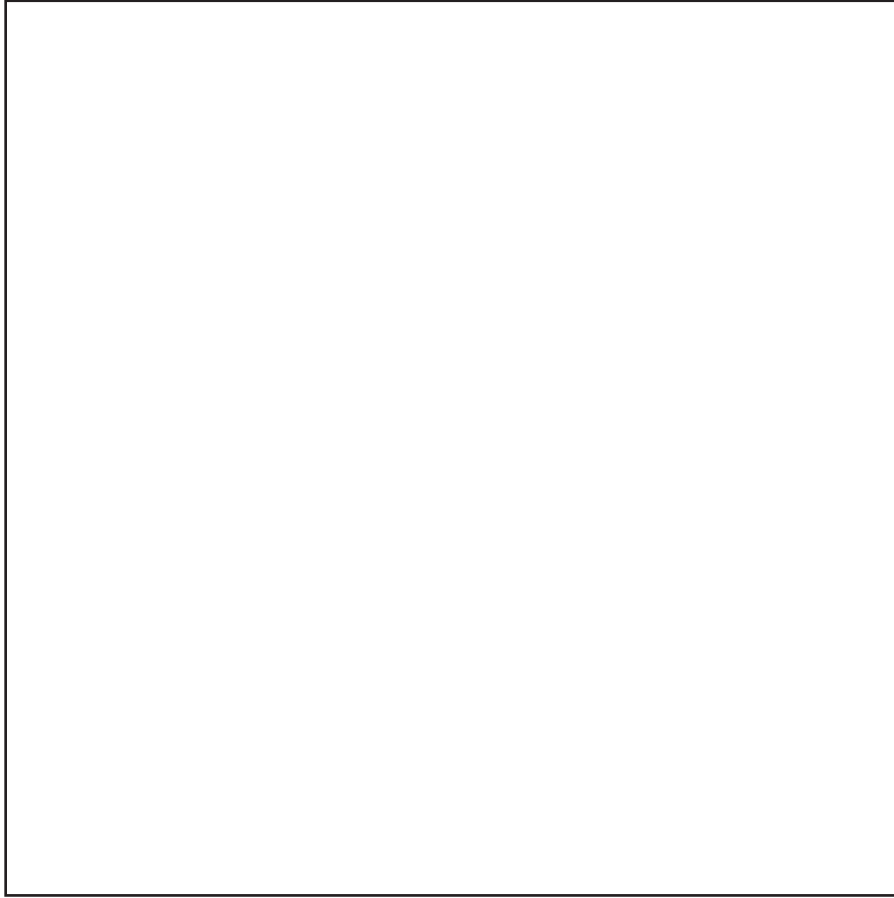
**Costumes:**

**Locations:**

**Interior:**

**Exterior:**

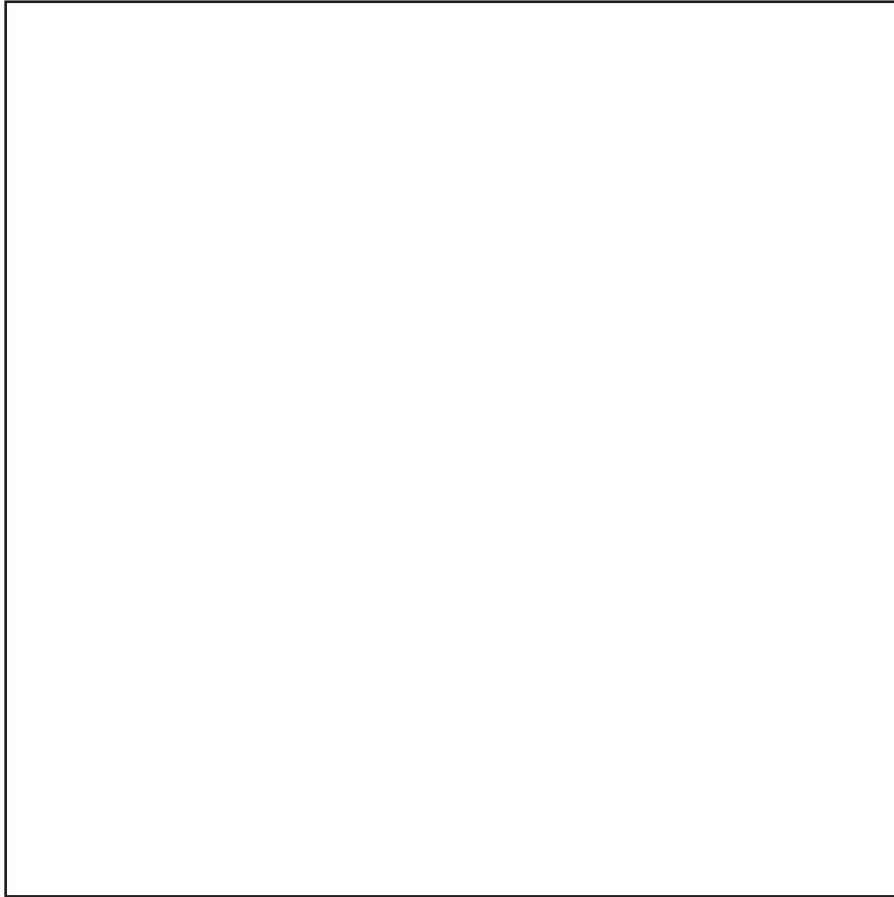
## Proposal IV: Storyboard



Description of Action:

Dialog or Voice-Over (if any):

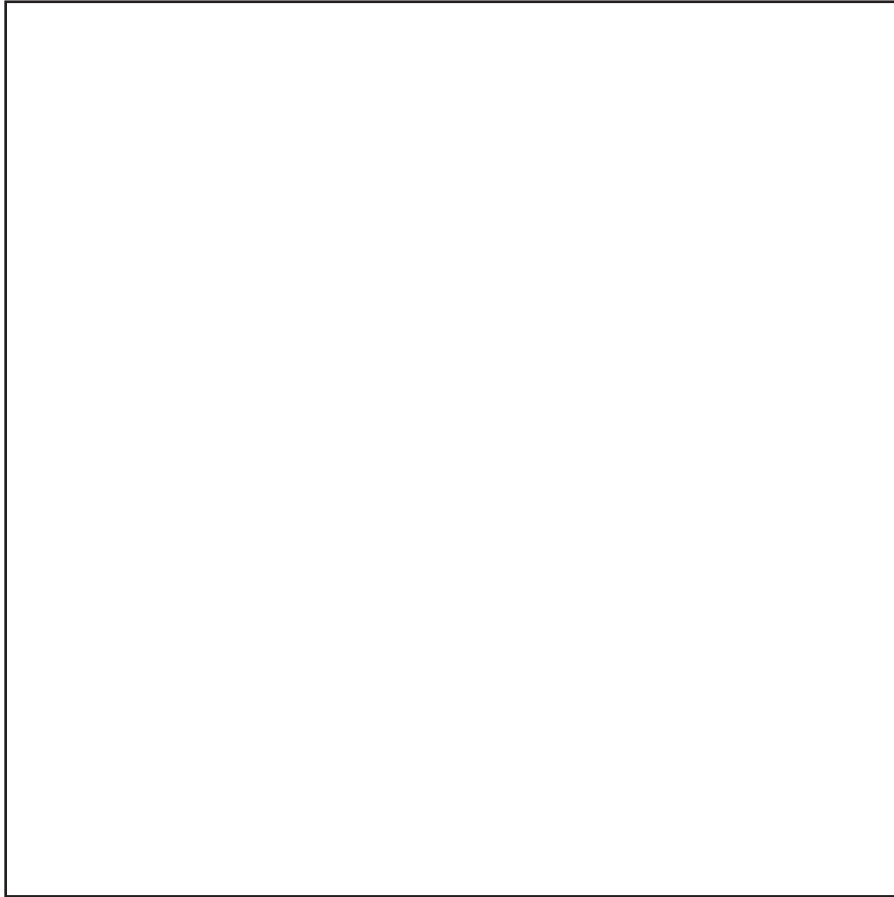
Other:



Description of Action:

Dialog or Voice-Over (if any):

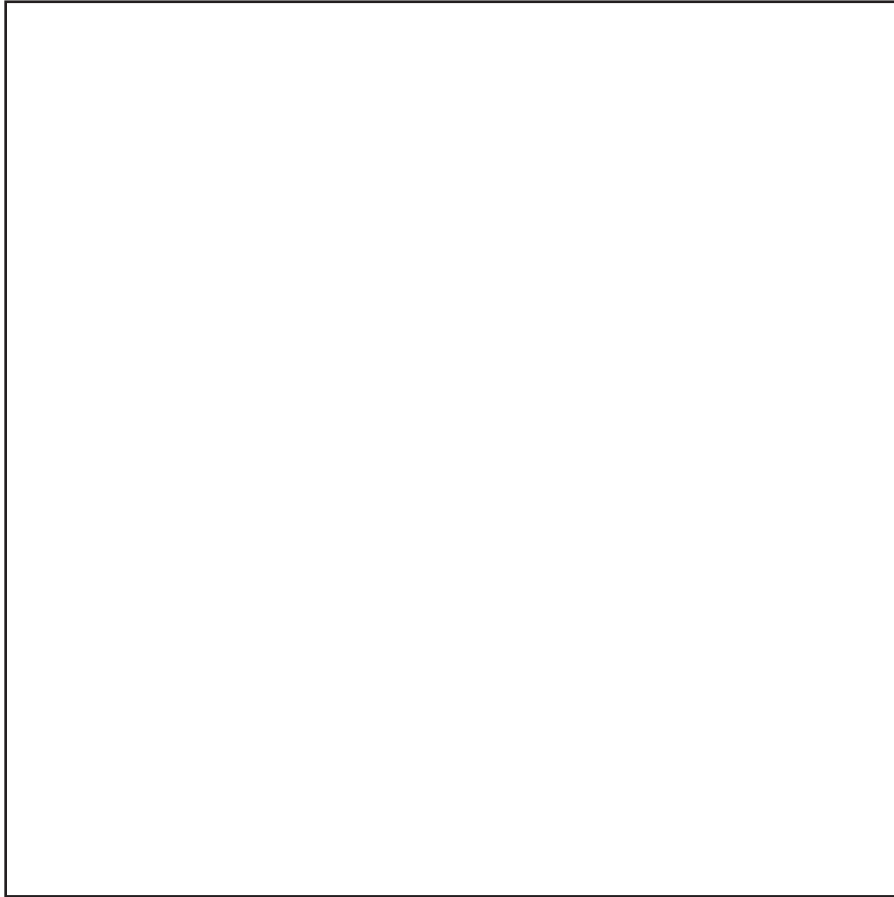
Other:



Description of Action:

Dialog or Voice-Over (if any):

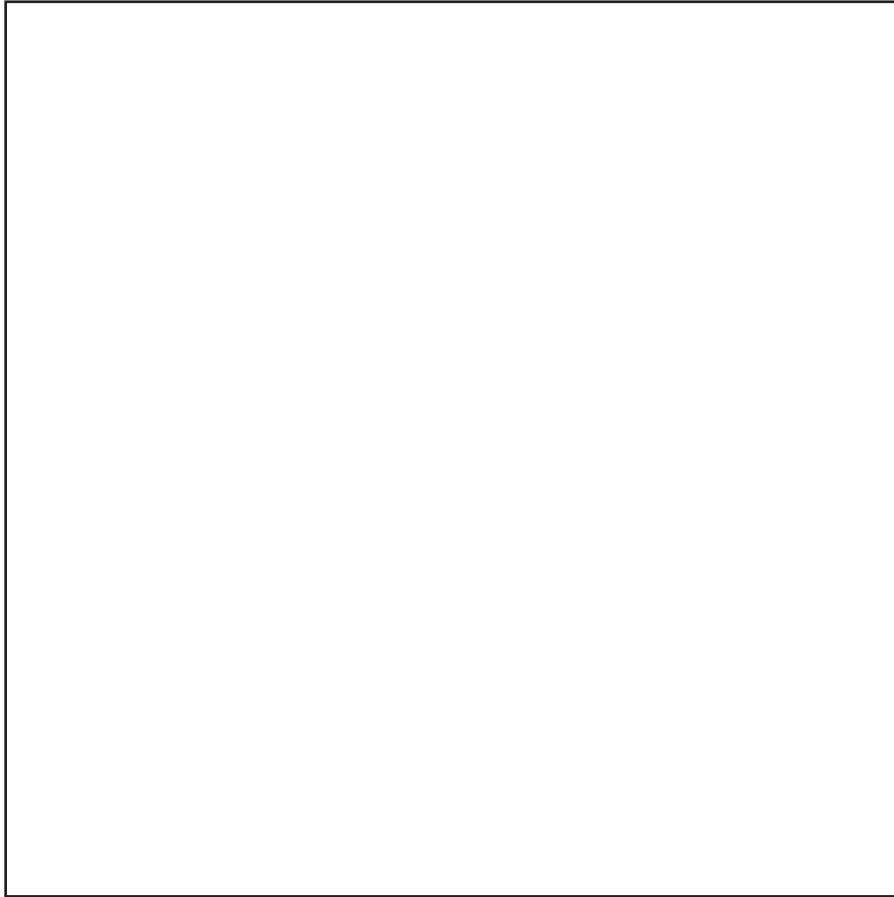
Other:



Description of Action:

Dialog or Voice-Over (if any):

Other:

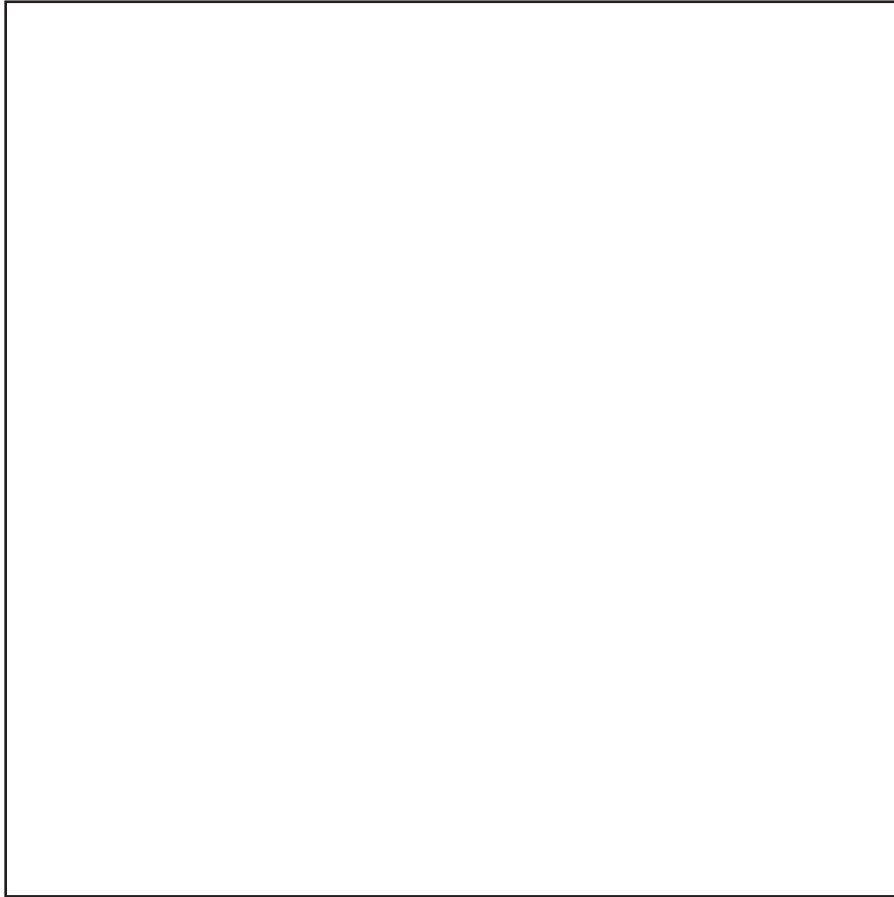


Description of Action:

Dialog or Voice-Over (if any):

Other:

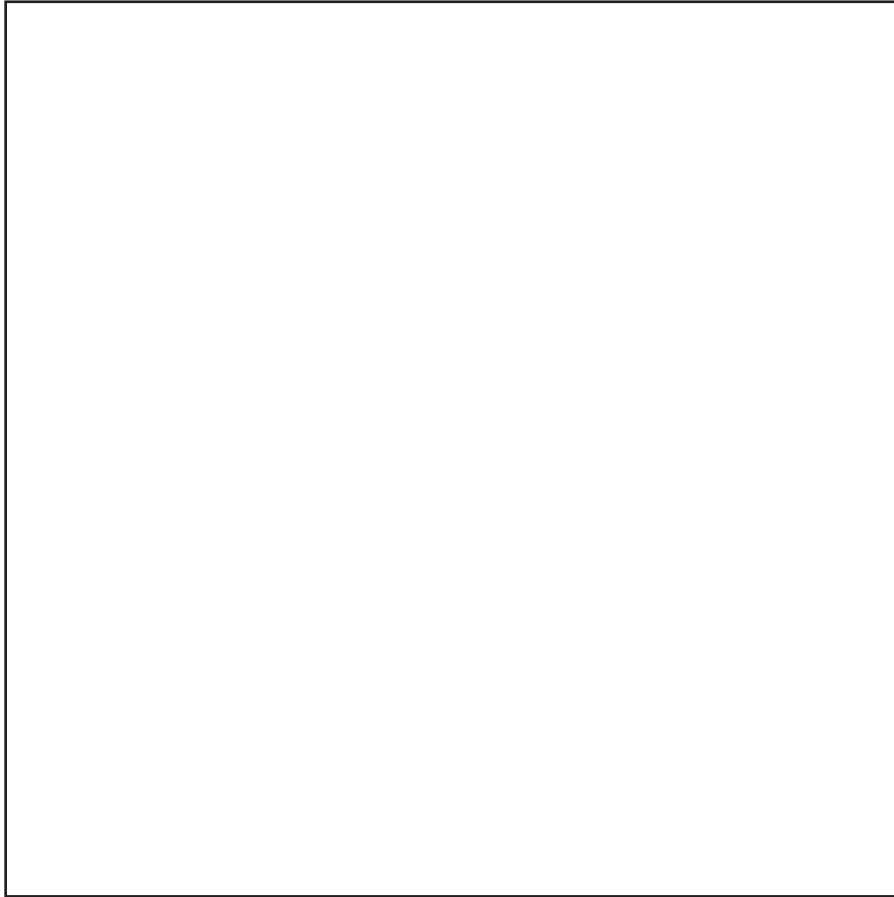




Description of Action:

Dialog or Voice-Over (if any):

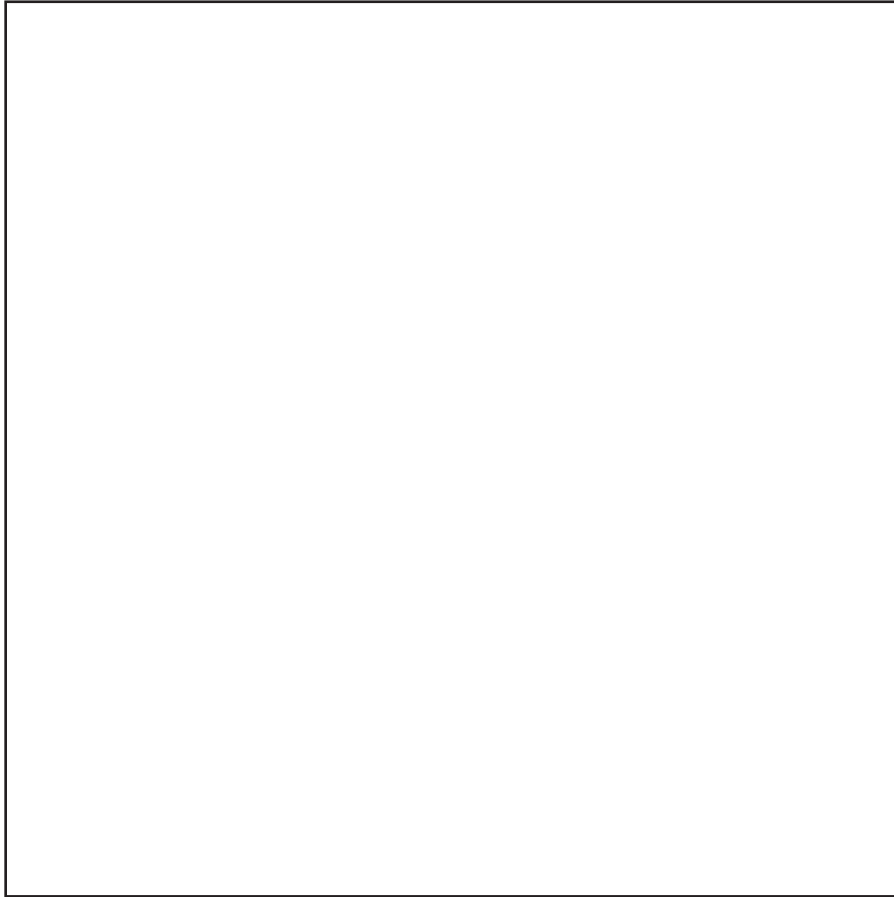
Other:



Description of Action:

Dialog or Voice-Over (if any):

Other:



Description of Action:

Dialog or Voice-Over (if any):

Other:

How did you contribute  
to your team?



## Self Evaluation

Below each sentence, circle the number that best describes your performance on the ad apprentice proposal.

**I completed my share of the work on the project.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Not really	Somewhat	Well	Couldn't be better

**I put a lot of effort into the work I did on this project.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Not really	Somewhat	Well	Couldn't be better

**I cooperated with the people on my team.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Not really	Somewhat	Well	Couldn't be better

**I respectfully listened to my team members without interrupting them.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Not really	Somewhat	Well	Couldn't be better

**I asked for assistance when I needed it.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Not really	Somewhat	Well	Couldn't be better

**I offered help and suggestions to my team members when they needed it.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Not really	Somewhat	Well	Couldn't be better

**I shared in the planning of the project with my team.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Not really	Somewhat	Well	Couldn't be better

**I showed leadership when working on this project.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Not really	Somewhat	Well	Couldn't be better



What kind of colleges interest you? Use RUPrepareND.com to begin your search.



## RUPrepareND.com School Finder Results

Use the RUPrepareND.com “School Finder” to find the undergraduate schools (two- and four-year colleges) that meet your needs. On each page, check the kinds of things you prefer — public or private school, big or small. The School Finder will create a list of possible schools.

**Print out your list and put it in your portfolio, or copy your top choices here. An example has been done for you.**

List **five schools** that were **exact** or **close to exact** matches:

Name of School	Type of School	City/State
<i>University of North Dakota</i>	<i>4-year</i>	<i>Grand Forks, ND</i>

- 1.
- 2.
- 3.
- 4.
- 5.

List additional schools that interest you. You may include schools that were not on your list.

(Do not include any schools listed above.)

- 6.
- 7.
- 8.
- 9.
- 10.

THE SCHOOL I AM RESEARCHING IS:

## Your Search Criteria

To help you remember what influenced your choices, review your search criteria listed above your list of schools. Print out your list by clicking **Print This** in the upper right corner of the page and put it in your Portfolio, or copy your criteria below.

1. Location: (If you remember the region you selected, record just that name below.)

2. Program Type:

3. Public or Private:

4. Setting:

5. School Size:

6. Entrance Difficulty:

7. Tuition:

8. Program/Major:

9. Special Academic Program:

10. Sports:

11. Extracurricular Activities:

## MY FOUR-YEAR PLAN

Courses Taken/Planned				
SUBJECT	Ninth	10th	11th	12th
1. Math				
2. Science				
3. English/Language Arts				
4. Social Studies				
5. Foreign Language				
6. Arts				
7. Health and Physical Education				
8. Technology				
9. Electives				
10. Advanced Placement (AP) Courses				



Use this form to certify your participation in a school or community activity. Ask an adult sponsor or coach to sign.



## CERTIFICATE OF PARTICIPATION

Date:

To Whom It May Concern:

I certify that \_\_\_\_\_ (name of student) has participated in \_\_\_\_\_ (name of club or activity) from \_\_\_\_\_ (start date) to \_\_\_\_\_ (end date).

Please don't hesitate to contact me should you have any questions about this student's participation.

Sincerely,

Signature of Adult Sponsor or Coach:

Printed Name of Adult Sponsor or Coach:

Contact phone number or e-mail:

Applying for a job is easier if you have all of the info at your fingertips. Use this form to prepare.



## JOB APPLICATION FAQs

Answer each question below. If something doesn't apply to you, write N/A for "not applicable." Use your neatest handwriting.

### PERSONAL INFORMATION

Your name:

Social security #: [This info should not be written down at school, but do take this number with you when you apply for a job.]

E-mail address:

Phone:

Home address: (street)  
(city, state, zip)

How long have you lived at this address? years

Previous address: (street)  
(city, state, zip)

How long did you live at this address? years

### WORK HOURS

Check the days and write the times you can work.

Monday	Saturday Sunday
Tuesday	
Wednesday	
Thursday	
Friday	

### EDUCATION

Name of High School:

Address:

### EMPLOYMENT HISTORY

List last job first. Please include any non-paid/volunteer jobs or experiences.

Name of employer: (person or company)  
Address: (street)  
(city, state, zip)  
Phone: (include area code)  
E-mail:  
Supervisor's name and title:  
Dates worked: from to  
Responsibilities:

Name of employer: (person or company)  
Address: (street)  
(city, state, zip)  
Phone: (include area code)  
E-mail:  
Supervisor's name and title:  
Dates worked: from to  
Responsibilities:

### REFERENCES

List people your employer can call to find out how responsible you are.

Name 1:  
Address:  
Phone:  
Relationship:  
Name 2:  
Address:  
Phone:  
Relationship:

Use these pages to keep track of the skills you're building.



## Grade 9 (9–12) Skills Checklist

Check the box that shows your level of skill in each area.  
Then answer the questions below.

### SETTING GOALS SKILLS

I can...

Set a goal for myself and make a plan to reach it.	not at all	somewhat	very well
--	------------	----------	-----------

### CAREERS

I can...

Identify careers that match my interests.	not at all	somewhat	very well
Compare careers based on daily activities.	not at all	somewhat	very well
Compare careers based on education required.	not at all	somewhat	very well
Identify values that will affect my career decisions.	not at all	somewhat	very well
Compare related careers based on their income.	not at all	somewhat	very well
Figure out whether a career is a good fit for me.	not at all	somewhat	very well

### AD APPRENTICES

I can...

Brainstorm project ideas and help to create a step-by-step plan.	not at all	somewhat	very well
Listen to the ideas of others and make my own ideas heard.	not at all	somewhat	very well
Creatively solve problems with other members of my team.	not at all	somewhat	very well
Take responsibility for my portion of a project and see it through to completion.	not at all	somewhat	very well

## EDUCATION AFTER HIGH SCHOOL

### I can...

List the pros and cons of at least two kinds of postsecondary education.	not at all	somewhat	very well
Identify important factors to consider when selecting a college.	not at all	somewhat	very well
Compare the costs of different colleges and tech schools.	not at all	somewhat	very well
Describe some of the kinds of financial aid you can use to help pay college expenses.	not at all	somewhat	very well
Research the entrance requirements of colleges and tech schools.	not at all	somewhat	very well
Identify high school courses that fit my college and career goals.	not at all	somewhat	very well
Participate in extracurricular activities, volunteer work, or part-time jobs that will help me when I apply for college or a job.	not at all	somewhat	very well

## FINDING A JOB

### I can...

Identify places that hire teens.	not at all	somewhat	very well
Give examples of how my experiences match skills needed to do a job.	not at all	somewhat	very well
Fill out a job application.	not at all	somewhat	very well
Recognize my rights and responsibilities in the workplace.	not at all	somewhat	very well

## MONEY MATTERS

### I can...

Describe the expenses to consider when making a budget.	not at all	somewhat	very well
Figure out housing and transportation choices appropriate for a specific income.	not at all	somewhat	very well

1. What was your biggest accomplishment in Roads to Success this year? Explain.

2. Describe one way in which you were a valuable member of this class.

3. Describe one thing you'd like to learn more about or improve next year.