

WISCONSIN PORTFOLIO COMPLETION STANDARDS: RECOMMENDED DEFAULT SETTINGS – DPI APPROVED

Completion Standards allow you to set the criteria that students are required to meet in order for their ACPs to be considered complete. Different completion standards can be set for each grade level, allowing the use of this feature for a single course, for graduation requirements, or to implement a progressive system where students complete more sections of their ACPs as they advance from one grade level to the next. Completion Standards support student engagement, rigor, and accountability of your implementation.

The following list of Completion Standards represents the Default Setting. These settings can be changed and adjusted for your local school district:

Criteria	Grade Level						
Career and Education Exploration	6	7	8	9	10	11	12
Career Matchmaker	X	X	X	X	X	X	X
My Skills			X		X		
Ability Profiler*							
Learning Styles Inventory	X		X		X		
My Saved Careers	X	X	X	X	X	X	X
Minimum number of careers	1	2	3	4	4	4	4
Career Selector			X		X		
My Saved Schools			X			X	X
Minimum number of schools			1			2	3
School Selector						X	
Financial Aid Selector							X
Four Year Education Plan	6	7	8	9	10	11	12
Education Plan: Grade 9							
Minimum number of credits _____							
Education Plan: Grade 10							
Minimum number of credits _____							
Education Plan: Grade 11							
Minimum number of credits _____							
Education Plan: Grade 12							
Minimum number of credits _____							
Career Planning	6	7	8	9	10	11	12
My Saved Clusters		X	X	X	X		
Career Planning Activities**			X		X	X	
Minimum number of activities			1		2	3	
Post-Secondary Plan							X
Career and Life Goals			X	X	X	X	X

Criteria	Grade Level						
Activities and Abilities	6	7	8	9	10	11	12
Hobbies & Interests	X	X	X	X	X	X	X
Minimum number of activities	1	1	2	2	3	3	3
Extracurricular Activities	X	X	X	X	X	X	X
Minimum number of activities	1	1	2	2	3	3	3
Skills and Abilities			X	X	X	X	X
Minimum number of skills/abilities			1	1	2	2	3
Awards and Certificates							
Work Experience							
Volunteer Experience							
Minimum number of hours							
Annual Portfolio Development Activities	6	7	8	9	10	11	12
Annual Portfolio Review***							
Review & Revise****	Yes_____ No X						
My Journal	6	7	8	9	10	11	12
My Journal	X	X	X	X	X		
Minimum number of entries	1	1	1	1	2		

****PLEASE CONTACT CAREER CRUISING SHOULD YOU WISH TO RESET THE PORTFOLIO COMPLETION STANDARDS AND ACTIVATE YOUR OWN – THE ABOVE IS THE RECOMMENDED STATE-WIDE SETTINGS, BUT THEY ARE NOT MANDATED. clientsupport@careercruising.com****

*Please note: Advisors must participate in a web-based training session before the Ability Profiler can be activated for a school.

** Please see below for information on specifying particular activities for completion.

***The Annual Portfolio Review is completed by the advisor or counselor, not by the student

****With the Review & Revise option, students must indicate that they have reviewed and revised the information in each of the required portfolio sections. The Review & Revise flags are cleared on **June 30th** of each year, resetting students' completion status to 0%. No other student-entered data is cleared in this process. When active, Review & Revise applies to all students—it cannot be configured by grade level.

Career Planning Activities

You can specify particular activities that students must record in their Portfolios.

Criteria	Grade Level						
Career Planning Activities	6	7	8	9	10	11	12
Attend a career/job fair							
Attend a college/training fair							
Attend a skill, career or tech center							
Attend camp (music, sports, arts)							
Complete a job search workshop							

Criteria	Grade Level						
Career Planning Activities (cont.)	6	7	8	9	10	11	12
Complete interest or ability testing							
Complete or update interviewing skills							
Complete or update resume							
Co-op program or internship							
Discuss career options with a career advisor							
Explore an apprenticeship program							
Go on a field trip to a college							
Go on a field trip to a company							
Job shadowing program							
Pathway interviews							
Practice completing job applications							
Practice or take the SAT/ACT							
Senior Project							
Take part in community service							
Talk to speakers (college, military, career)							
Work as a volunteer							
Work full-time							
Work in the summer							
Work part-time							
Work related activities							
Other							

Grade-By-Grade Activity Guide to Support Above Recommended Portfolio Completion Standards

GRADE	CAREER CRUISING ACTIVITIES	SUGGESTED RESOURCES
6	<ul style="list-style-type: none"> ✓ Complete the first 39 questions of Career Matchmaker and save results ✓ Save at least one career of interest and review the At-A-Glance page and other areas of the career profile to get a better understanding of job requirements ✓ Complete the Learning Styles Inventory and save results ✓ Create a My Journal entry reflecting on learning style assessment ✓ Add at least one hobby/interest and one extracurricular activity to My Plan 	<p>My Plan Activity #2 - Saving Your Career Matchmaker Results</p> <p>Classroom Activity #3 - Using Career Matchmaker</p> <p>Classroom Activity #14 - Learning Styles</p> <p>My Plan Activity #8 - Activities & Experiences</p>
7	<ul style="list-style-type: none"> ✓ Complete 39 additional questions in Career Matchmaker and save results ✓ Under Careers, use the Career Clusters search to find different careers by favorite school subject ✓ Save at least one Career Cluster of interest (My Saved Clusters) to My Plan ✓ Explore career profiles: Job Description, Working Conditions, Earnings, Education, and Sample Career Path sections ✓ Save at least one additional career of interest to My Plan ✓ Research one saved career of interest in detail and present findings to class ✓ Create a My Journal entry reflecting on why the career(s) and cluster(s) saved are a good fit ✓ Review and add any new hobbies/interests and extracurricular activities to My Plan <p>The Real Game Suggestions Unit 1 – Making a Living, Sessions 1-3 (core), 4-5 (recommended) Unit 2 – Quality of Life, Sessions 1 & 2, 3-5 (recommended)</p>	<p>My Plan Activity #3 - Careers That Interest Me</p> <p>Classroom Activity #1 - School Subjects & Careers</p> <p>Classroom Activity #2 - Using School Subjects in the Workplace</p> <p>Classroom Activity #9 - Career Interview Project</p>

9	<ul style="list-style-type: none"> ✓ Start a new Career Matchmaker assessment; answer at least 39 questions and save results ✓ Explore Suitable for You? feedback from Career Matchmaker for careers that did not appear on the suggestion list ✓ Save at least one additional career of interest and compare against the three other saved careers from previous three grades. ✓ Write a My Journal entry about saved careers. Is there a pattern or clear area or skill of interest? ✓ Review saved Career Clusters and add any others of interest ✓ Add or update short-term and long-term goals in My Plan ✓ Under Education, review the College Planning Timeline ✓ Add at least one additional skill or ability to My Plan ✓ Add at least one short-term and one long-term career/life goal in My Plan ✓ Add at least one volunteer experience, work experience, award, or certificate and save to My Plan ✓ Review hobbies, interests, and extracurricular activities and add any new ones to My Plan ✓ Based on careers of interest, skills, activities, and goals, complete grade 10 course selection using the Course Planner tool 	<p>Classroom Activity #3 - Using Career Matchmaker</p> <p>Classroom Activity #6 - Comparing Careers Classroom Activity #8 - Career Fair Project</p> <p>My Plan Activity #8 - Activities & Experiences My Plan Activity #6 - High School Education Plan</p>
10	<ul style="list-style-type: none"> ✓ Take a second Career Matchmaker assessment, answering at least 58 questions ✓ Save results and review educational requirements for at least two career matches of interest ✓ Use the Career Selector tool to find careers based on a variety of criteria ✓ Review saved Career Clusters and add any others of interest 	<p>Classroom Activity #15 - Why Study This? A Cross-Curricular Game Classroom Activity #5 - Using Career Selector</p>

11 (cont'd)	<ul style="list-style-type: none"> ✓ Complete one additional career planning activity and record in My Plan (e.g., attend a career or college fair, job shadow, practice SAT/ACT, etc.) ✓ Use the Resume Builder to create a resume and cover letter and attach to My Files ✓ Add or update short-term and long-term goals in My Plan and write about progress and next steps in My Journal ✓ Under Education, review the College Planning Timeline ✓ Review and add hobbies, interests, extracurricular activities, volunteer experiences, work experiences, awards and certificates, and other relevant experiences to My Plan ✓ Add at least one additional skill or ability to My Plan ✓ Complete course selection for grade 12 using Course Planner 	<p>My Plan Activity #7 - Career Preparation & Planning</p> <p>My Plan Activity #9 - Using the Resume Builder</p> <p>Classroom Activity #13 - Finding the Right College</p>
12	<ul style="list-style-type: none"> ✓ Revisit latest Career Matchmaker assessment. Re-take if necessary and save results ✓ Save any new careers of interest to My Plan and compare against other saved careers ✓ Review career paths, attributes & abilities, interviews, and wage and outlook information in at least two career profiles of interest (either new or saved). Use Career Selector to gain more insights on what to look for in a career. ✓ Revisit the latest My Skills assessment results and add one skill or ability to My Plan (for a total of three) ✓ Review Saved Schools and School Selector results (retake if needed). Add at least one school/major of interest (for a total of three) and update ranking of saved schools ✓ Explore national and local scholarships using the Financial Aid Selector and save at least two of interest 	<p>Classroom Activity #6 - Comparing Careers</p> <p>Classroom Activity #5 - Using Career Selector</p> <p>Classroom Activity #11 - Using My Skills</p> <p>My Plan Activity #4 - Schools That Interest Me</p> <p>Classroom Activity #13 - Finding the Right College</p> <p>My Plan Activity #5 - Scholarships and Financial Aid</p>

12 (cont'd)	<ul style="list-style-type: none"> ✓ Under Education, review the College Planning Timeline again and complete the Post-Secondary Plan ✓ Review and add hobbies, interests, extracurricular activities, volunteer experiences, work experiences, awards and certificates, and other relevant experiences to My Plan ✓ Review and update short-term and long-term goals in My Plan and write about progress and next steps in My Journal ✓ Update resume and cover letter and save new versions to My Files ✓ Review Work Search: You & the Job Market section in the Employment Guide for important factors to consider in selecting a potential career 	<p>My Plan Activity #9 - Using the Resume Builder</p>
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