



e-Portfolio Guide To A Bigger & Brighter Future



Academics
Relationships
Community
Careers

Dodge City Middle School will foster a culture with independent learning where students can achieve their full potential in academics, personal, physical and moral development in the 21st Century.

2016

DODGE CITY MIDDLE SCHOOL

Students are required to include evidence that showcases their learning and growth throughout middle school years (6th, 7th and 8th grades) in all four categories. Students will begin building their e-Portfolios in their Connect classes. Over the three middle school years, they will select work for their e-Portfolios, reflecting on the work, reviewing, and adding to the e-Portfolio. During their 8th grade year, all students will demonstrate their personal success during their e-Portfolio presentation given to a team made up of community members, educators, and parents. In this presentation, students will display and discuss the contents of their e-Portfolios.

The e-Portfolio is a collection of material that reflects students' academic progress, personal development, and future aspirations and dreams.

The following skills can be used for the transition into high school, their entrance into the larger world beyond middle school:

- job applications and interviews
- personal reflection and decision-making
- developing organizational skills
- methods for marketing oneself
- communicating effectively
- highlighting individual interests



The e-Portfolio is divided into four areas:

1. Academic/Achievement Artifacts Goal:

- The student will demonstrate an understanding of their own strengths & weaknesses & how they have grown as an independent learner.

2. Relationships – Personal & Professional Goal:

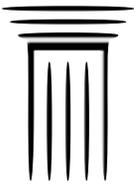
- The student will demonstrate an understanding of their own strengths & weaknesses & how it affects their relationships with others.

3. Career Awareness & Real World Applications Goals:

- The student will identify their personal skills/interests to help them explore career/life opportunities for the future.
- The student will demonstrate what they have learned in their classes & how it applies to the real world.

4. Community/School Involvement - Service Learning Goal:

- The student will reflect how they have been a productive & positive citizen within school & our community.



THE FOUR ELEMENTS

e-Portfolio



ELEMENT ONE: ACADEMIC ACHIEVEMENT ARTIFACTS

1. An Academic/Achievement Reflection Form must be included for each artifact. Two artifacts along with reflection forms are required for the 6th grade year.
2. Four artifacts/reflection forms are required for the 7th grade year (may use Personal Fitness Plan from 7th grade P.E. class as one).
3. A minimum of 6 artifacts/reflections are required for the 8th grade presentation with a maximum of 20 and presentations must be no longer than 5 minutes.
4. A *Final Reflection Paper must be one of the required artifacts for the 8th grade year to be completed in ELA class. (*See reflection paper and requirements on page 3.)

ELEMENT TWO: RELATIONSHIPS PERSONAL & PROFESSIONAL

1. Student Pictures from 6th, 7th and 8th grades – Include 1st days of school photos. (Advisory)
2. One academic SMART goal per year with accountability checks each quarter.

ELEMENT THREE: CAREER AWARENESS & REAL WORLD APPLICATIONS

1. In Connect classes, students will take the grade level career inventory to gain information about future careers including program of study for a high school plan & post secondary plan. The counselors will take part in this training.
 - ◆ 6th – Kansas Career Clusters Interest Inventory (Connect) Write their aspiration/ dream goal & reflection. (Connect)
 - ◆ 7th – Big Future College & Career Interest Investigation (Connect)
 - ◆ 8th – Kansas Career Pipeline Interest Inventory & Skills Assessment (Connect) ; Job Investigation Experience (Connect)
2. Students will write a résumé in their 8th grade advisory class to be saved in the e-Portfolio.
3. Students will complete a job application in their 7th grade advisory class to be saved in the e-Portfolio.

ELEMENT FOUR: COMMUNITY / SCHOOL INVOLVEMENT - SERVICE LEARNING

1. Dodge City Middle School students will need to have a minimum of 7 hours of service learning as part of their e-Portfolio requirement during their 3 years at DCMS.
2. Accountability and documentation will be kept in Social Studies classes.
3. DCMS Environmental Day is held every other year. Students will be able to claim up to 3 hours from this project alone.
4. Dodge City Middle School staff will provide suggestions if students are not able to come up with the service ideas of their own.
5. All hours must be verified using the Service Learning Documentation form in the e-Portfolio.



e-PORTFOLIO ARTIFACTS



GRADE	ELEMENT 1 Academic Achievement Artifacts (Choose from the following list)	ELEMENT 2 Relationships Personal & Professional	ELEMENT 3 Career Awareness & Real World Applications	ELEMENT 4 Community School Involvement Service Learning
SIX	2 minimum - must include reflection form for each artifact	<ol style="list-style-type: none"> 1. KCP Interest Inventory (Connect) 2. Write their aspiration/ dream goal & reflection (Connect) 	<ol style="list-style-type: none"> 1. Pictures 2. SMART Goal for 6th grade year 3. "About Me" section 	2 service learning hours - minimum (Social Studies 6)
SEVEN	4 minimum - must include reflection form for each artifact	<ol style="list-style-type: none"> 1. Big Future College & Career Interest Investigation (Connect) 2. Job application (Advisory) 	<ol style="list-style-type: none"> 1. Pictures 2. SMART Goal for 6th grade year 3. "About Me" section 	2 service learning hours - minimum (Social Studies 6)
EIGHT	2 minimum - must include reflection form for each artifact; Must include final reflection paper as one of the 6 artifacts	<ol style="list-style-type: none"> 1. KCP Interest Inventory & skills Assessment (Connect) 2. Job Application (Advisory) 	<ol style="list-style-type: none"> 1. Pictures 2. SMART Goal for 6th grade year 3. "About Me" section 	3 service learning hours - minimum (Social Studies 6)

REQUIRED 8TH GRADE ACADEMIC ARTIFACTS

*Final Reflection Paper to be completed in 8th English Language Arts class'

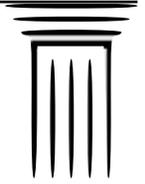
The following questions should be considered in depth with thoughtful reflection:

1. Based on your overall middle school experience, explain how you have grown as a person (academically, socially, creatively, and emotionally).
2. Explain three things you learned about yourself during middle school. Are these things represented in your e-Portfolio? If not, why?
3. How did your level of participation in extra-curricular activities and organizations affect your middle school experience? What activities or organizations were particularly important to you? Why? What did you learn from these activities or organizations that you will take with you into the next phase of your life?
4. What was the most valuable experience you had in middle school? What was special about this experience? What kinds of things did you learn from this experience?
5. What advice would you give to incoming 6th graders concerning how to succeed (or survive) in middle school?



ACADEMIC ACHIEVEMENT

Sample Choice Artifacts



ACADEMIC ACHIEVEMENT CHOICE ARTIFACTS

Following is a list of examples that may be used.

- writing assignments (classwork or personal)
- list of books read, plays attended, speakers heard, cultural events attended, etc.
- awards/honors/position of leadership
- work experience; job skill preparations
- *job shadowing experience & reflection
- co-curricular (School Sports Activities, Student Council, Scholars' Bowl, National Junior Honor Society, Drama Club, Intramurals, etc.)
- student initiated & teacher approved project
- career fair reflection (limit 1)
- leadership opportunities
- other youth organizations (church, 4-H, Scouts, Ladies Community Outreach, etc.)
- showcase of strengths (out-of-class activities)
- letter of recommendation
- photograph of artwork, project, etc. & reflection



KANSAS CAREER EXPLORATION



INTRODUCTION TO CAREER CLUSTERS AND CAREER FIELDS

Kansas Secondary-Level Career Clusters and Pathways

