

GCIS My Portfolio and Occupation Sort Classic
6th Grade Career Development Advisement Activity # 3
Teacher as Advisor Program (TAP)
Estimated time: 30-45 minutes

National Career Development Standard/Competency

1. Knowledge of the influence of a positive self-concept
 - Describe personal likes and dislikes
6. Skills to locate, understand, and use career information
 - Identify a number of occupational groups for exploration
9. Skills to make decisions
 - Describe how career development is a continuous process with series of choices

Goal:

Students will create their GCIS portfolio and complete the Occupation Sort Classic activity.

Objectives:

- Review the format for accessing GCIS
- Understand the purpose of the life-long portfolio
- Set up My Portfolio and complete personal information and Occupation Sort Classic

Materials:

- 6th Grade Career Development Advisement Activity #3 handout – **GCIS My Portfolio and Occupation Sort**
- Pen or pencil

Activity:

1. *Greet students:* “Good morning, welcome to advisement. Did you discover some occupations from Career Studio in GCIS that you think might be interesting?” *Give students time to tell about their experiences with GCIS. Let them talk about the possible careers they discovered that they might be interested.* “In order for you to keep up with the information you gather from GCIS, you will need to create a career portfolio. You will use the portfolio to assist you when you select your classes in the spring of your 8th grade year before you go to high school.” *Collect the assignment Making the Most of It from the previous career development activity about learning styles.* “Today we are going to start a career portfolio. This is a process you will continue for the rest of your life. In other words, this is a life-long portfolio. The portfolio is a tool you can use to keep up with the assessments you take and how those assessments help you narrow your choices for selecting a career. This is an important part of the journey to help you answer the questions: “Who am I?, Where am I going?, and How am I going to get there?” *Write these questions on the board as a reminder of the career planning process.*
2. “Remember you can access GCIS in several different ways: from any computer in the school building, labs and media center, or from your home computer via the internet at www.gcic.peachnet.edu. You will need the User Name and Password: _____ and _____. Once you’ve logged in, you can create your own portfolio, User Name, and Password. In the future, you’ll just use the User Name and Password you create to log into GCIS.”

3. *Distribute the handout to students and review the contents with the class. Make sure they understand the assignment, directions, and the due date. Ask for questions.*
4. *Once you've reviewed the handout and answered students' questions about the assignment, explain the Occupation Sort. Tell students they will be asked a series of questions about their preferences in a variety of areas such as amount of physical work, attention to detail, use of math and science, and the level of education they plan to attain. Explain that personal likes and dislikes influence career choices.*
5. *Ask students: "Do you think your likes and dislikes will change over time? Why or why not?" Have students discuss the questions.*
6. *Ask students: "How can collecting and recording information about your likes and dislikes and suitable careers help you?" Possible answers are: Having a record of things. Being able to review and change things as you change. Explain to students that this is what their portfolios will become: a record of their interests and career assessments, educational and career goals, classes, and school and community activities.*
7. *Have students discuss the advantages of collecting all of this information in an accessible place such as an electronic life-long portfolio and make a list of the benefits on the board.*

Evaluation

Students will be evaluated on their participation in the discussion and their handouts.

GCIS My Portfolio and Occupation Sort
6th Grade Career Development Advisement Activity #3
Teacher as Advisor Program (TAP)

Student name: _____
 Advisor: _____
 Date: _____ Due Date _____

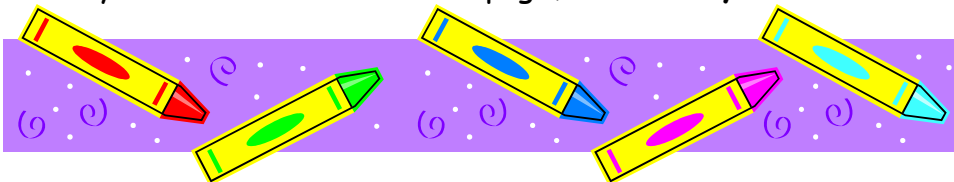
The **GCIS My Portfolio** is a way to keep up with your journey to find careers that will fit you. Remember the information you learned while exploring **Career Studio** in **GCIS** - occupations are organized into sixteen categories:

Agriculture, Food & Natural Resources	Hospitality & Tourism
Architecture & Construction	Human Services
Arts, A/V Technology & Communications	Information Technology
Business, Management & Administration	Law, Public Safety & Security
Education & Training	Manufacturing
Finance	Marketing, Sales & Services
Government & Public Administration	Science, Technology,
Engineering & Math	
Health Science	Transportation, Distribution &
Logistics	

When you begin to look at the high school classes you want to take, these career clusters will become more important to you. Your Individual Career Plan that you will create in the spring of the 8th grade will reflect the information you have gathered about your selected career interest.

You can access the portfolio via the internet only. To begin, you must have the **GCIS User Name** and **Password** for your school. You will have two weeks to complete this assignment. Follow the procedure below:

1. Click on the icon **Create My Portfolio** on the top right corner of the home page.
2. Enter the required fields.
3. Establish your **User Name** and **Password** (write it somewhere in case you forget it). In the future, instead of having to use the **GCIS User Name** and **Password** to log into **GCIS**, you can just use your personal portfolio **User Name** and **Password** instead.
4. When you are back at the home page, click on **My Portfolio Main Menu**.



5. Click on **My Personal Information** and enter information about yourself.
6. When asked the question to allow the counselor/teacher-as-advisor to access your portfolio, the school would like to have your permission to review your work. We are not concerned with your outcomes only if you have completed the assignments. This information will be useful to you and your parents when you enter high school. You will be able to make much better decisions about your high school schedule if you have investigated possible careers and the educational opportunities that are linked to those careers. High school will become the preparation for the next step after high school and a career choice will determine that next step. Remember if you fail to plan, you plan to fail. **FAIL TO PLAN, PLAN TO FAIL.**
7. Once completed, return to **My Portfolio Main Menu** and click on **My GCIS Favorites**.
8. Click on **Occupation Sort Classic** on the left, and then click it again on the right. Follow the instructions to complete the activity.
9. Print the list of occupations that may "fit" you based on the way you answered the questions. What did you find out?
10. In the top right corner, click **Save Answers to My GCIS Favorites in My Portfolio**, so you'll have the information recorded.

