
N A V I G A T I O N 1 0 1 (2009-10)

GRADE: 9

LESSON: 1

THEME: GETTING ACQUAINTED



LESSON GOALS:

- Get acquainted with the students in your advisory group and help them get to know each other.
- Help students understand the purpose of the advisory program.
- Help students understand the purpose of keeping a portfolio and start their high school portfolios.

ESSENTIAL QUESTIONS:

- Why advisory?
- Why portfolios?

MATERIALS NEEDED:

- **Portfolio Handout** (*next page of this lesson plan – one copy for each student*)
- **9th Grade Portfolio Checklist** (*follows portfolio handout – students should keep in portfolios*)
- **Portfolio Supplies** (*from your lead advisor*)
- **Grades from 8th grade** (*from your lead advisor*)

CLASSROOM ACTIVITIES:

1. **Get acquainted.** Introduce yourself to the students in your advisory group. Welcome them to your school and let them know that they will be meeting together in the same advisory group until they graduate.
2. **Explain the role of advisories.** Explain that Navigation 101 advisories will help students make plans for life after high school and help them get more involved and do better while they're in school. Explain that your students will stay with the same advisory group through graduation, and explain advisory logistics, such as schedule.
3. **Explain portfolios.** Distribute copies of the Portfolio Handout and use it to review how students will use their portfolios during high school. Help students start setting up their portfolios. Distribute the 9th Grade Portfolio Checklist to keep in their portfolios.
4. **Discuss grading and accountability.**
5. **Direct students to acquire a spiral notebook to be used as an Academic Journal.** Students should acquire this notebook by the third Navigation meeting. This will be kept throughout high school career.
6. **Place 8th grade grades into portfolio.**
7. **Begin the Colors Test** and accompanying activities (if time).

STUDENT PRODUCTS:

- **Portfolio.** Each student should begin organizing a high school portfolio.



*Navigation 101 is sponsored by the Washington State Office of the Superintendent of Public Instruction.
For more information, please visit our web site at www.k12.wa.us/navigation101*

PORTFOLIO HANDOUT – GR 9



WHAT IS A PORTFOLIO?

Your portfolio will be your record of the next four years. By the time you graduate, it will include:

- Samples of your work (your best work and work that shows how you have improved)
- Grades, test results, four-year plan, and transcripts
- Your self-assessments about how you're doing and how you can improve academically
- Career goals and postsecondary plans
- High School & Beyond Plan (required to graduate in Washington State)
- A financial plan for your future
- A record of your jobs, internships, or volunteer service, and
- Honors or awards you've received.

HOW WILL YOU USE YOUR PORTFOLIO?

- **To organize important information**, especially work that you're proud of. Your portfolio will be the place you store that History paper you got an 'A' on, a photo of your final shop project, a CD with a music composition, or an award certificate. By storing these important documents in your portfolio, you'll have them available when you need them.
- **To market yourself**. You'll want the information you've stored in your portfolio when you're applying for a job, an internship, or to college. For any of these, you may need to show what you've accomplished. You'll also use your portfolio for your student-led conference each year and for your culminating presentation during senior year.
- **To help you plan for the future**. The information in your portfolio will help you track how you're doing in school, and that will help you set goals for courses, for how you can improve academically, and for what you want to do after graduation.

HOW WILL YOU ORGANIZE YOUR PORTFOLIO?

You'll organize your portfolio into three sections: **Academic**, **Career**, and **Personal & Social Development**. You'll be given a checklist of what information should go into each section each year.

HOW DO YOU GET STARTED?

Your advisor will explain how your school will keep portfolios and what supplies you'll need. You'll probably have the opportunity to design a personalized **cover** for your portfolio. It should express your personality and dreams. It might include photos or drawings of your friends, hobbies, or goals, and you can create it by hand or on the computer... but it must be appropriate for school.



*Navigation 101 is sponsored by the Washington State Office of the Superintendent of Public Instruction.
For more information, please visit our web site at www.k12.wa.us/navigation101*

PORTFOLIO CHECKLIST – GR 9



Name _____

You should add the following materials to your portfolio this year. Please **KEEP THIS CHECKLIST IN YOUR PORTFOLIO** and check off each item as you add it.

ACADEMIC DEVELOPMENT:

- 1st Semester Academic Goals:** Your goal statement from 9th grade.
- Grade Tracking Sheet:** To be updated throughout the year.
- High School & Beyond Plan.** Your 9th grade draft of the OSPI HS & Beyond Plan.
- Four-year Plan:** Your four-year course plan from 9th grade.
- Historical Grades:** Your grades and credits from 9th grade.
- 2nd Semester Academic Goals:** Second goal statement from 9th grade.
- Academic Journal:** Where you will write about your progress in reaching your goals.
- Planning an SLC Worksheet:** SLC planning.
- Work Samples w/ reflections:** At least 4 samples of your choice (provide brief description):
 - _____
 - _____
 - _____
 - _____

CAREER DEVELOPMENT:

- Kuder One-Page Summary Report**
- Kuder Interests and Skills Composite Report**
- Resume Worksheet**

PERSONAL & SOCIAL DEVELOPMENT:

- Other Activity Information:** Work samples, certificates of accomplishment, awards, photos, or other mementos from extracurricular activities you participated in during 9th grade.
- Activities Log**
- Citizenship Goal Worksheet**



C O N F E R E N C E E V A L U A T I O N R U B R I C N i n t h G r a d e

DIRECTIONS: Students are expected to be proficient in each of the following areas. Please evaluate each student's performance in each area. To receive a Distinguished all boxes in Distinguished and Proficient must be checked. Any Emerging checks and students fail their Student-Led Conferences. Please also discuss with students what they did well and how they can improve.

Student: _____ **Grade:** _____ **Advisor:** _____

RATING	Distinguished	Proficient	Emerging (Comments)
Introduction	<input type="checkbox"/> 3 of 3 boxes checked	<input type="checkbox"/> Greets guests <input type="checkbox"/> Makes eye contact <input type="checkbox"/> Explains purpose of conference <i>(Need 2 of 3 boxes checked)</i>	
Appearance	<input type="checkbox"/> Wearing dress clothes	<input type="checkbox"/> Clothing is acceptable for presentation	
Academic Development <i>(Base assessment on student's grade level)</i>	<input type="checkbox"/> Shows Academic Goal Sheets and relates goals to progress <input type="checkbox"/> Shows and discusses at least three samples to describe academic performance <input type="checkbox"/> Explains why these samples were chosen	<input type="checkbox"/> Shows Academic Goal Sheets <input type="checkbox"/> Shows and discusses at least three work samples and reflects on the learning of each sample	
Career Development <i>(Base assessment on student's grade level)</i>	<input type="checkbox"/> Shows and discusses at least two samples to describe career exploration <input type="checkbox"/> Explains why these samples were chosen	<input type="checkbox"/> Shows and discusses at least two samples to describe career exploration (e.g., Kuder One-Page Summary, Kuder Interests and Skills Composite Report, Resume Handout, etc.)	
Personal & Social Development <i>(Base assessment on student's grade level)</i>	<input type="checkbox"/> Shows and discusses at least three samples to describe personal interests or achievements <input type="checkbox"/> Explains why these samples were chosen	<input type="checkbox"/> Shows and discusses at least three samples to describe personal interests or achievements (e.g., awards, certificates, photos, mementos, letters, etc.)	
Conclusion	<input type="checkbox"/> PLUS has a neat, high-quality portfolio	<input type="checkbox"/> Answers questions promptly <input type="checkbox"/> Thanks parents and advisors	

Please circle student's rating:

Distinguished

Proficient

Emerging

