

Learning Sequence			
Professional Portfolio Development W2013 - Outdoor Adventure Skills Program			
Wks/Hrs. Units	Topics, Resources, Learning Activities	Learning Outcomes	Assessment
Week 1	Course Overview Transferable Skills Personal Skills Inventory	1,7,8	
Week2	Personal Skills Inventory: Myers-Briggs Assign Draft Resume	1,2,3,4,5,6,7,9	Myers-Briggs Assessment
Week 3	Resume Formats Career Services	1,2,3,5,6,7,8,9,20	Personal Skills Assessment Personal Mission Statement
Week 4	Cover/Thank You Letters	1.2,3,5,7,9,10	Draft Resume
Week 5	What Jobs Are Out There?	4,5,7,8,9,10	Cover Letter
Week 6	Informational Interview	4,5,7,8,9,10	Job Search
Week 7 Family Day	Portfolio Design and Use	2,5,7,8,9,10	Informational Interview
Week 8	Independent Learning Week		
Week 9	Types of Interview Questions/Interview Etiquette	4,5,7,8,9,10	Updated Resume
Week 10	Networking Using Web Productively Pros and Cons of Social Media	4,5,7,8,9,10	
Week 11	What Employers Are Looking For Certifications – Pros and Cons	1,2,4,5,7,8,9,10	Case Study
Week 12	Documentation Letters of Reference	2,3,5,7	
Week 13	Volunteer Work	5,7,8,9,10	
Week 14	Career Panel	4,5,9,10	Portfolio – “Brag Book”
Week 15	Course Summary		
			