



## Octorara Homeland Security & Protective Services Academy Student Portfolio

In collaboration with the sending schools, every student enrolled in the Octorara Homeland Security & Protective Services Academy is required to complete a career plan portfolio in order to meet graduation requirements.

### Career Plan Portfolio

Create a Career Plan Portfolio. Each portfolio should contain the following items:

- a. Binder Cover with Student Name and Program
- b. Binder Dividers
- c. Complete Career Plan Form the first year in the Octorara Homeland Security & Protective Services Academy
- d. Cover Letter
- e. Resume using template
- f. Participate in an Interview
- g. Career Preparation:
  - i. Community Activity
  - ii. School Activity
  - iii. Achievements
- h. Copies of Industry Certifications
- i. Career Experience Summary

Each item must be completed in its entirety, using proper grammar, complete sentences and in your own words.

### Community Activity must:

1. Be completed at any time during grades 10, 11 or 12.
2. Be in any area of volunteerism (work without pay), e.g., Scouts, Fire/EMT, Youth Coaching, Hospital Volunteer, Community Library, The Point, etc.
3. Be supervised by an adult other than a parent.
4. Must provide copies of your industry certifications.
5. Consist of a minimum of **20 hours**. The attendance log must be completed and signed by the adult supervisor.

### School Activity must:

1. Be completed at any time during grades 9, 10, 11 or 12.
2. Participate in any area of extra-curricular activity such as OACTEP program promotion, open house participation, back to school night, drama, athletics, club, music, drama, tutoring, etc.
3. Be supervised by an adult (teacher, coach, advisor, industry partner).
4. Consist of a minimum of **5 hours**. The attendance log must be completed and signed by the adult supervisor.