

## Empowering Futures: Final Portfolio Assignment

Due: Session 16

This portfolio serves as a comprehensive record of your growth, experiences, and career aspirations throughout the NYEC Mental Health Pre-Apprenticeship Program. It is designed to showcase your acquired knowledge, developed skills, and professional readiness for entry-level positions or further training in the mental health field. The portfolio should demonstrate your ability to apply learned concepts to real-world scenarios, reflect on your learning journey, and articulate your future career goals.

### Portfolio Components:

1. **Resume and Cover Letter:** A professionally formatted resume highlighting relevant skills and experiences, and a tailored cover letter addressing a specific mental health job posting or training opportunity.
2. **Educational and Training Documentation:** Copies of certificates, training completion records, and any relevant academic transcripts.
3. **Community Engagement/Shadowing Experiences:** Documentation of any shadowing or volunteer experiences related to the mental health profession, including dates, locations, and a brief description of your observations and contributions. (2 hours required)
4. **Career Development Plan:** A detailed plan outlining your short-term and long-term career goals, including specific steps for achieving them (e.g., further education, certifications, job applications).
5. **Personal Statement:** A concise statement articulating your passion for mental health, concepts you learned in this pre-apprenticeship curriculum, your understanding of the field, and your commitment to serving individuals and communities. (2 pages, double spaced)

Portfolios should be submitted in a digital format (PDFs or documents organized in a Google Drive folder) or a physical binder, as specified by the program facilitator.



### Portfolio Rubric:

Criteria	Excellent (4 Points)	Good (3 Points)	Fair (2 Points)	Needs Improvement (1 Point)
<b>Resume &amp; Cover Letter</b>	Professional format, clear and concise language, tailored to specific opportunities, demonstrates strong skills.	Professional format, generally clear language, some tailoring, demonstrates relevant skills.	Adequate format, language may be unclear, minimal tailoring, skills are listed but not demonstrated.	Poor format, unclear language, no tailoring, lacks demonstration of skills.
<b>Educational Documentation</b>	Complete and organized documentation.	Most documentation present and organized.	Some documentation missing or disorganized.	Significant documentation missing or disorganized.
<b>Community Engagement</b>	Detailed and insightful documentation, demonstrates active participation and learning.	Adequate documentation, demonstrates participation.	Minimal documentation, limited demonstration of participation.	Lack of documentation or participation.
<b>Career Plan</b>	Comprehensive and realistic plan, clear goals and steps, demonstrates strong career focus.	Well-defined plan, clear goals and steps.	Basic plan, some goals and steps outlined.	Lack of a clear career plan.
<b>Personal Statement</b>	Compelling and articulate statement, demonstrates strong passion and understanding.	Clear and well-written statement, demonstrates understanding.	Basic statement, limited demonstration of passion or understanding.	Poorly written or incomplete statement.

Total points possible: 20

16-20 points: Excellent | 13-15 points: Good | 11-12 points: Fair | 10 points or below: Needs Improvement