Creating My MEFA Pathway Profile

This lesson is designed to help students create their MEFA Pathway account.

OBJECTIVES

Students will...

1. Create their MEFA Pathway account
2. Learn about the features available in MEFA Pathway to support college and career exploration
3. Update their *My Profile* within MEFA Pathway

ACTIVITIES

PART 1

Content Knowledge

Begin by introducing students to MEFA Pathway. For some schools, MEFA Pathway may be used to support your MyCAP work. Others may use MEFA Pathway to support college and career readiness. Explain to students your school's purpose in utilizing MEFA Pathway.

Display your screen and open a web browser. Navigate to MEFA Pathway; click on *How It Works*. Play the *How It Works* video so students can see an overview of the platform.

PART 2

Applying Information

Students who are first time users should navigate to MEFA Pathway and select *Get Started*. Students will need to create a username, password, and two security questions. It is a good idea to have students write down their login information in a safe location.

Once students have created an account, they should navigate to the *About Me* Tab and click on *My Profile*. Instruct students to review each tab and add or update their information.

Explain to students that their MEFA Pathway *My Profile* will act as the basis for their resume when they begin high school, so it is important to keep their profile up to date. Review with students each section of their *My Profile*:

- Personal Info: Personal information including address, email address, phone number, and date of birth

- Education: Students' current school will be automatically filled in. If students previously attended any other schools, they can list those here.

MEFA PATHWAY SECTIONS WITHIN THIS LESSON:

- My Journal
- My Profile

DOMAIN:

- Academic Skills
- College & Career Exploration

TIME:

- 45 minutes

MATERIALS NEEDED:

- Internet connection to work with the MEFA Pathway website

FUTURE READY SKILLS:

- Organization
- Self-Knowledge
- Evaluation

VOCABULARY:

- Academics
- Employment
- Activities
- Honors and Awards
- Skills
- Resume
- References

Email any questions to: k12support@mefa.org

LESSON PLAN

- Academics: The place where students can list their high school GPA, AP courses, SAT scores, and ACT scores

- Activities: A list of the activities students are involved in both in and outside of school, including the amount of time they participate in the activity per week, how many weeks per year they participate in it, the position they hold in that activity, and the location of the activity. Students should list the activities in the order of most recent.

- Honors & Awards: A list of honors and awards students have received. The honor or award name should be listed as well as the grade the student earned it in. The honors and awards should be listed in the order of the most recent.

- My Skills: A list of the skills and technology skills students have developed over the years

- Work Experience: A list of the jobs students have had starting with the most recent; includes each job's position, responsibilities, location, and employment dates

- Certification: Official documentation verifying that students have specified skills or training. Common examples include CPR & First Aid certifications.

PART 3

Evaluating Information

Instruct students to create a new journal entry in their *My Journal* section of MEFA Pathway by clicking on the pen icon in the lower right corner answering the following questions:

Why is it important to update your *My Profile* in MEFA Pathway? How will keeping your profile up to date help you as you continue to learn about yourself and develop your plans for the future?

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Creating My MEFA Pathway Profile Grading Rubric

CATEGORY	EXCELLENT 4	GOOD 3	SATISFACTORY 2	NEEDS IMPROVEMENT 1
Sequencing of Information	The information is organized in a clear, logical way.	Most information is organized in a clear, logical way.	Some information is logically sequenced.	There is no clear plan for the organization of information.
Effectiveness	The entry includes all material needed to give a good understanding of the topic.	The entry is lacking one or two key elements.	The entry is missing more than two key elements.	The entry is lacking several key elements and has inaccuracies.
Font Choice & Formatting	Font formats (size, bold, italic) have been carefully planned to enhance readability and content.	Font formats have been carefully planned to enhance readability.	Font formats have been carefully planned to complement the content. It may be a little hard to read.	Font formatting makes it very difficult to read the material.
Conventions. Student uses proper grammar, punctuation, and spelling.	The entry has no misspellings or grammatical errors.	The entry has 1- 2 misspellings, but no grammatical errors.	The entry has 1- 2 grammatical errors but no misspellings.	The entry has more than 2 grammatical and/ or spelling errors.

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