

## **ASSIGNMENT**

### **BEFORE NEXT YEAR...**

Prior to your return to NTI for second year instructor training, you will complete a career synopsis to be inserted into your portfolio. The career synopsis will be one page or less and must be typed. In the narrative, you will provide information about your career that includes the following:

- A description of your current job.
- Your previous professional development.
- Your educational background.
- Your community service and professional organization involvement.

The synopsis should express your thoughts clearly and be free from grammar and spelling errors. Bring this document with you next year on a disk and you will have the opportunity to have it reviewed and polished for insertion into your professional portfolio. There is an example of a career synopsis on the following page.

Below are some questions to help you get started:

What is my current job and what are the major responsibilities of that job?  
How long have I had the job?

What is my educational background? High school? Apprenticeship?  
Technical Training Programs? NTI? Other conferences and seminars?

What other positions have I held? What were my responsibilities in those jobs?

What are the organizations in which I currently hold a membership? Local Union? NFPA? Civic organizations?

What have I done and where have I been that add to my credibility as a crafts person and an instructor?

