

The High School Project:

UNIT 1
Autobiographical Reflective Essay
And Resume

UNIT 2 Option 1
20 Hour Project Proposal
Physical Project (ie 5 P's)
Mentor Interaction

UNIT 2 Option 2
2 college visits 1 College Visit
+ -or- +
1 Job Shadow or 2 Job Shadow or
Military Recruiter Military Recruiter
Interview Interview

UNIT 3
5 hours Community Service

UNIT 4
5 Year Plan

UNIT 5
Presentation including
Portfolio,
& Life Plan

High School Project Unit 1

In this section, you will write an autobiographical reflective essay and complete a resume.

Attached are guidelines to the reflective essay and the resume, as well as a sample resume.

Reflective Essay Prompt:

The essay should contain information that will distinguish you from other individuals in terms of goals, aspirations, experiences, and achievements. You may choose to discuss these areas, as well as what is important to you and why. You may want to discuss your main academic interest and why you chose it. Please include your educational and career objectives. Rather than a chronology, please write about how your life experiences have influenced your personal and academic growth.

Resume

The resume is a brief, one page outline of your work experiences, education, training, and other skills. A resume must be free of errors, so proofread carefully. Resumes can be given to employers when applications are not being given. They can be mailed or faxed to apply for jobs out of your area. Resumes take time and trouble to create. If written well, they make a great impression on a prospective employer.

INSTRUCTIONS: Must be one page, typed, one white paper, black ink.

REQUIRED CONTENT:

- Name, home address, telephone number
- Job objective statement or self-description
- Education
- Current and past work experiences
- Additional skills, abilities, and qualifications
- References- furnished upon request

Please use the sample resume as a helpful guide to formatting your resume.

-Sample Resume-

Robert Smith

ADDRESS: 604 W. Tenth Street
Corona, CA 92882
PHONE: (909) 736-2456

An experienced office worker with good computer and communication skills

EDUCATION:

1997-2000 Corona High School- Corona, CA
Courses taken: ROP Word Processing, Algebra II,
Honors Language Arts, Work Experience

WORK EXPERIENCE:

Aug. 2000 Western Dental Inc.- Corona, CA
to present Receptionist: duties included answering phones, messages,
sorting mail, making appointments, some computer data
input.

- Handled appointments for six dentists
- Met up to 50 patients a day

Apr. 2000 McDonalds- Corona, CA
- Aug 200 Crew Member: duties included assisting customers,
cashiering, cleaning, stocking, and food preparation.

- Handled up to \$1000 per shift
- Assisted up to 200 customers per shift

LANGUAGES SPOKEN & OTHER SKILLS

Speak, read, and write English and Spanish fluently. Computer
experience using Microsoft Office and other programs.

REFERENCES:

Furnished upon request.

High School Exit Project

2005-2006

Unit 2 Option II

To complete this portion, the student has several options including college visits, job shadowing, and military recruiter interviews.

These visits will be part of the student's final presentation. This experience is worth 30 points and is due _____.

Attached are copies of all forms that will need to be completed for the project. Some of these may need to be duplicated by the student to complete the project.

Unit 2 Option 2

Three Exit Experiences = 30 points

2 College Visits + 1 Job Shadow

Or

1 College Visit + 2 Job Shadows

NON-DISTRICT TRANSPORTATION NOTICE
FOR INDIVIDUAL PROJECT JOB SHADOWING

As parent or legal guardian, I will personally either drive my child or arrange other transportation for my child to his/her Job Shadow activity. I will take legal responsibility to drive my son/daughter to and from the Job Shadow site and to be responsible for him/her during the actual Job Shadow.

IT IS FULLY UNDERSTOOD THAT THE DISTRICT, SCHOOL AND TEACHER ARE IN NO WAY RESPONSIBLE NOR DOES THE DISTRICT, SCHOOL AND TEACHER ASSUME LIABILITY, FOR ANY INJURIES OR LOSSES RESULTING FROM THE NON-DISTRICT SPONSORED TRANSPORTATION.

Signature of Parent or Legal Guardian
Date

Print Name of Student

Print Name of Job Shadow Partner

JOB SHADOW TRAINING AGREEMENT

Student Name: _____ Grade: _____
 Address: _____ Phone Number: _____
 Parent/Guardian Name: _____
 Business Name: _____ Phone Number: _____
 Business Address: _____
 Supervisor Name: _____
 Job Shadow Date and Hours: _____

Student Responsibilities

1. Report to School on the day of the Job Shadow and have Parent/Guardian check you out at the office.
2. Show courtesy, punctuality, honesty, a cooperative attitude, proper health habits, appropriate grooming, and a willingness to learn.
3. Consulting with your teachers about plans to alter the Job Shadowing experience.
4. Conform to the rules and policies the business site and the school.
5. Provide your teachers with required forms, information and reports.

Parent/Guardian Responsibilities

1. Emphasize equal commitment of the students to school and the Job Shadow experience.
2. Encourage the student of carry out to duties and responsibilities of Job Shadowing.
3. During the school year to pick the student up at school; sign the student out; and take the student to and from the Job Shadow Site.
4. Contact the teacher(s) regarding any questions.

Employer Responsibilities

1. Notify and consult with the teacher(s) about problems related to the Job Shadow experience.
2. Provide a meaningful learning experience for the student.
3. Provide a safe environment for the student.
- 4. Fill out and return the evaluation form after the Job Shadow is completed.

Teacher Responsibilities

1. Make sure the student has all forms in before the Job Shadow starts.
2. Assist the student and supervisor in solving problems related to the Job Shadowing experience.
3. Assist all students in relating school and future plans to Job Shadowing.

Student Signature: _____ Date: _____

 Parent/Guardian Signature: _____ Date: _____
 Business Supervisor Signature: _____
 Date: _____
 Teacher Signature: _____ Date: _____

JOB SHADOW QUESTIONNAIRE

Student's Name (Please Print) _____

Supervisor's Name(Please Print)_____

Supervisor's Signature after Four Hours _____

During the actual Job Shadowing experience, you are to ask the following questions and write the responses on this form After you have completed the Job Shadow, turn this form in (signed by supervisor). Remember, full answers get full credit.

Interview Questions

1--- What is your professional background? What jobs have you done in this field in the past and why did you choose this career?

2--- What training did you receive to qualify you for this job? Where did you get it and what training have you obtained since you entered this field?

3--- What is the minimum education needed to enter this occupation and what on the job training have you received? Where is this type of training offered?

4--- What specific skills are necessary in this line of work? Give some example of when you use reading, writing and/or math when you are on the job.

5--- When do you use listening skills on the job? Do you need or use public speaking skills?

6---What were your responsibilities when you first started your career and what do you do now?

7--- What are the opportunities for advancement in this occupation? How fast can a person advance? What s the to level in this occupation?

8--- What is an average day like for you? What are your responsibilities? Do you occasionally have extra responsibilities?

9--- What kinds of problems do you work on in your occupation? What skills do you utilize to address these problems?

10--- How do you meet the demands of your job?

COLLEGE VISIT INFORMATION SHEET

College: _____ **Student:** _____ **Date:** _____

What is the address of the college? _____

Who is the contact person? Name/phone/email: _____

When are the visitation dates? _____

Majors and Minors of interest to me at this institution: _____

Tuition Costs: _____

Admissions Criteria: (GPA,SAT,OTHER): _____

Housing Expenses:

Estimated costs:

Types of living
situations: costs

Housing Choices

Dormitory/Apts.

Co-ed? Single sex?

Room size?

Shower facilities?

Hours? Safety?

Student Center:

What sorts of activities

Are posted?

What do I see

of interest?

Computer Center:

Busy? Up to Date?

T- 1 lines? ISDN?

Library:

Quiet, comfortable?

Open Stacks?

Closed Stacks?

Hours?

MILITARY RECRUITER INTERVIEW

Contact person name/phone/email:

When are the possible visitation dates?

Recruiter Signature; _____ Date: _____

Questions:

What is the local name & address of this branch of the military?

Why should I choose this branch of the military?

What happens if I enlist and then change my mind?

Where is the closest reservist base?

How flexible are you in allowing me to chose my own MOS?

Are there enlistment incentives?

Does this branch have the majors and minors I find of interest? What are they?

What are the admission criteria for this branch of the military?

Do you offer the opportunity to participate in organized sports?

Time off: Do I get time off? How often?

Will this branch of the military pay for my education? If so, how much?

How difficult is it to complete a higher education degree while enlisted?

High School Project

Unit 3

In this portion of the High School Project, the student will complete 5 hours of community service, which is worth 10 points.

Additionally, in a presentation folder or binder, the student will collect a portfolio including all of the components of the High School Project completed to date from units one and two, which is also worth 10 points.

Attached are copies of all forms that will need to be completed for the project. Some of these will need to be duplicated by the student to complete the project.

Community Service

Dear _____

Thank you for agreeing to supervise _____'s
Community Service Project.

This student has chosen to work with you on their community service
involvement during their senior year.

Your student will provide a time sheet in which he or she will record the
progress and efforts. Please note the description of the project. This form
verifies that you have directed the student in his/her assignment and can
attest to the degree of the student's involvement and the integrity of the job.

Thank you again for taking time to share your knowledge and experience
with this student!

Sincerely,

High School Project Committee

Community Service

Student's Name: _____

Type of Service: _____

(Describe your responsibilities and or activities)

Organization: _____

Contact Personnel Supervisor: _____

Phone number: _____

Address: _____

Date:	Time:	Job:	Location:	Signature:

Student has completed _____ hours of community service.

Supervisor:

Signature

HIGH SCHOOL PROJECT

UNIT 3

In this portion of the High School Project, the student will complete 5 hours of community service, which is worth 10 points.

Additionally, in a presentation folder or binder, the student will collect a portfolio including all of the components of the High School Project completed to date from units one and two, which is also worth 10 points.

Attached are copies of all forms that will need to be completed for the project. Some of these will need to be duplicated by the student to complete the project.

Community Service

Dear _____

Thank you for agreeing to supervise _____'s
Community Service Project.

This student has chosen to work with you on their community service
involvement during their senior year.

Your student will provide a time sheet in which he or she will record the
progress and efforts. Please note the description of the project. This form
verifies that you have directed the student in his/her assignment and can
attest to the degree of the student's involvement and the integrity of the job.

Thank you again for taking time to share your knowledge and experience
with this student!

Sincerely,

High School Project Committee

Community Service

Student's Name: _____

Type of Service: _____

(Describe your responsibilities and or activities)

Organization: _____

Contact Personnel Supervisor: _____

Phone number: _____

Address: _____

Date:	Time:	Job:	Location:	Signature:

Student has completed _____ hours of community service.

Supervisor:

Signature

High School Project

Unit 4

In this portion of the High School Project, the student will complete a five year plan and story board, which is worth 10 points, and may be presented in a timeline format.

The following pages are to be used as a guide in creating your plan.

Goals and Objectives

Goal: For Seniors to create a 5-year plan (& alternates) for their life after high school. –

Objectives:

- for students to identify where they will go
- acceptance to a 4-year school
- acceptance to Community College
- enrollment in a technical or vocational school
- employment after high school
- military enlistment
- for students to formulate a budget for each year
- identify income sources and amounts
- identify expenses
- for students to identify leisure activities
- sports
- community service
- recreation

5 Year Plan Checklist

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
Meaning/ Philosophy					
Yearly plan x 5:					
What are you doing?					
Where you are living?					
Leisure Activities?					
Visual for each year					
Budget for each year					
Source of Income					
Itemized Expenses:					

10 points= no missing components

RUBRIC

5- year Plan

Exemplary: 8-10 points

Very detailed plan for each year

All areas complete.

-Purpose/Meaning

-Where you'll live.

-What you'll be doing.

-What leisure activities you'll be involved in.

-Where your money is coming from and how you'll spend it.

-You have thought of an alternative choice(s) for each major area.

You're ready to go!!!

Acceptable 5-7

-Plan is detailed but some years are lumped together.

-All areas are not complete, descriptions too general.

-You have an idea where you want to be but haven't considered all the details.

-Thought of a few options if you're first plan falls through –missing some.

-Once on your own you may hit a couple of stumbling blocks you didn't think of on the way that might slow you down.

Needs work 1-4

Do not have all 5 years planned-out.

Narratives that are given are vague –more specifics are needed.

Visuals are missing or don't fit with the text.

Budget has major holes in it or is very unrealistic. More planning is needed. You may be drifting for a couple of months if not years.

You may want to put more thought into your future so you're in control.

High School Project

2005-2006

Unit 5

In this portion of the High School Project, the student will present their Portfolio and Life Plan, which is worth 20 points.

Attached is the rubric for the Presentation

SENIOR CLASS PROJECT EVALUATION

Date: _____

Presentation Rating:

A. Well Organized: 1 2 3 4 5

B. Visual Aides: 1 2 3 4 5

C. Rehearsed: 1 2 3 4 5

D. Informational: 1 2 3 4 5

Appearance

A. Professional Dress: 1 2 3 4 5

B. Neat: 1 2 3 4 5

General Grade _____

Comments and/or Questions:
