

OVERVIEW OF C-L GRADUATION PROJECT (STUDENT/PARENT INFORMATION)

All students are required to complete a graduation project. The following elements are included in each project and will be completed both in school and independently.

1. Develop a personal resume/cover letter

2. Take an aptitude test

The guidance counselor will set up the Armed Services Vocational Aptitude Battery (ASVAB) test for the class. The ASVAB will help students focus on their career strengths and interests.

3. Interview one person from an occupation of the student's choice

Interviewing techniques and question development will be included in the English curriculum.

4. Job shadow one occupation

This activity will be completed by the students with the help of the English department, their faculty advisors and the guidance counselor. *The job shadow must be completed by October 31st of the student's junior year!*

5. Complete formal research paper and make oral presentation

These activities will be completed with the help of the English department, faculty advisors, and the faculty evaluation panels. The oral presentation must be a minimum of five minutes. There will be time after the presentation for the faculty panel to ask questions. An in-service day will be used to complete the oral presentations. The faculty advisors will help the students prepare their presentations, concentrating on content and timing.

a. Occupation Research

Resources – Computer software

Internet

Books/magazines/journals

Interviews

Job shadowing

b. Interview

The interview will be completed in person. No phone or computer-generated interviews will be accepted as the main source.

The student will submit questions to their faculty advisor and English instructor prior to going on the interview.

A minimum of 20 questions should be available for the interview.

The interview and job shadow can be done together.

c. Job shadow

The student will be responsible to set up and complete the job shadow experience. The student will also provide his/her own transportation.

6. Submit a completed project portfolio which includes:

- a. Senior project component checklist
- b. Parent awareness letter
- c. Resume/cover letter
- d. Careers course packet (completed in Grade 10)
- e. ASVAB Test
- f. Interview/evaluation form
- g. Completed research paper
- h. Preliminary speech form
- i. Oral presentation evaluation
- j. Senior survey

The faculty advisor will have approximately seven to eight students to work with during the course of the project. Each student will be assigned a faculty advisor in tenth grade. The advisor will monitor the student's progress, through the use of the project component checklist, and assist the student in successfully completing his/her senior project. There will be a schedule of meetings established through the high school office, during which advisors and students will meet. Students are encouraged to visit their advisors as often as necessary to complete all required components in a timely manner. All faculty members will be a part of the final evaluating process – the student's oral presentation.

Faculty advisor/student schedule

GRADE 9

- Research class
 - Techniques of research
 - Log/record keeping
 - Research paper format introduced

GRADE 10

- Advisor assigned
- Parent awareness
- Cover letter/ resume created
- Completed career class packet added to file

GRADE 11

- ASVAB Test
- Interview questions developed
- Job shadow/interview
- Interview evaluation form
- Formal paper completed

GRADE 12

- Update resume/cover letter
- Preliminary speech
- Oral presentation/evaluation
- Senior survey
- Post-presentation conference

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- Seniors NOT completing the oral presentation on the specified date will be responsible to contact the guidance counselor to arrange for a make up time on their own.
 - At any time, the advisor, guidance counselor, or principal can send a progress report and/or a warning letter home to the parent.
 - At no time will the student have possession of the project folder or any required component until after the completion of the project. The advisor will always have possession of this material.