

Culminating Project Guidelines

Overarching goals are: 1. To encourage all students to effectively plan for their school careers and their futures through the High School and Beyond Plan. 2. To help students identify their career aspirations. And, 3. To build a marketable resume and gain interviewing skills.

Items students are accountable for are:

Class of 2008

Assignment Name	Description
9: Bus	During the 9 th grade, students complete a packet, containing questions about people who have influenced them, about their interests and about their goals for their future.
9: Computer	Students complete an interest survey, using computer software.
9: Refl Ltr	Students write a letter reflecting on the people who have influenced them, on their interests, and an evaluation of their attendance.
9: HS BP	High School and Beyond Plan: students complete a course plan and set goals for extra-curricular activities they will join.
10: Resume	During the 10 th grade, students complete a resume.
10: Host Eval	Job shadow hosts complete these. For make up purposes, if students do not have this, we'll waive this.
10: TY Ltr	Sophomores write a thank you letter to their job shadow hosts.
10: Refl Ltr	Sophomores write a job shadow reflection letter describing what they learned from the experience.
10: HS BP	Sophomores continue their High School and Beyond planning.
11: Resume	Juniors complete a resume in their language arts classes.
11: HS BP	Juniors continue their High School and Beyond planning.
12: Update Resume	Seniors update their resumes on their own.
12: HS BP	Seniors complete their High School and Beyond plan.
12: Exit Interview	Seniors participate in an exit interview and present their resumes where they answer 3 out of 17 questions, delivered in their English classes or completed on their own.

Class of 2009 and beyond

9: Graphic Org.	Students describe graduation requirements such as Certificate of Academic Achievement, credits needed, and culminating project requirements. (Required)
9: Interest Ck List	Students rate a list of interests.
9: Skills Ck List	Students rate a list of skills.
9: Career Info.	Students complete career exploration questions. (Required)
9: HS BP	Students begin their High School and Beyond planning. (Required)
9: Reflective Letter	Students write a letter reflecting on the people who have influenced them, on their interests, and an evaluation of their attendance.
10: Refl Ltr	Sophomores write a job shadow reflection letter describing what they learned from the experience.
10: HS BP	Sophomores continue their High School and Beyond planning.
11: Resume	Juniors complete a resume in their language arts classes.
11: HS BP	Juniors continue their High School and Beyond planning.
12: Update Resume	Seniors update their resumes on their own.
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Transfer students must complete career exploration activities, which include an interest survey and exploration of possible career such as visiting a job site or attending a career presentation in the Career Center. A written reflection follows this activity. The career exploration activities usually take place in the sophomore year. Students will also complete a resume, typically completed in the junior year. All seniors complete the exit interview with their updated resume.

Delivery of Information:

10th Grade: In the biology classes, in November or December, Career Center specialist will introduce the Career Exploration activities such as the job shadow or brown bag job presentations and emphasize the importance of the HS BP. The senior exit interview will be described and an example shared. The Choices system will also be explained to encourage students to take advantage of the additional, though not required, guides available in this system. Students will complete the reflection journal portion in the Choices system no later than May 1st.

11th Grade: In the social studies classes, in January, teachers or the career specialist will deliver instruction on completing a resume. Students will complete their resumes in the Choices system and will turn in their resumes to their teachers.

Juniors will meet with their counselors in the spring for their junior conference to go over the HS BP.

12th Grade: In the language arts classes, at the beginning of each semester, teachers will explain the senior interview, where example(s) of the interview will be shown. During the English classes, seniors will complete their answers to their seventeen questions in a packet provided to them.

Running Start students and students taking courses other than those listed above can complete these items on their own or attend a session provided by the Career Center.

Maintaining standards for student work:

Progress will be tracked based upon completion. Groups of staff members, though, will provide feedback to students on their reflection journals and their resumes.

Process for tracking students' progress:

Each graduating class has a separate Grade Machine/Gradebook document. These progress lists consist of students not at standard.

The progress lists will be updated monthly, or as needed if there is no activity.

- ♦An administrator reviews make-up resumes and letters and enters "ex" into the system. The administrator or career specialist will log into Choices to review completion of the items after the completion window (when teachers are collecting the items).
- ♦All other activities are entered into the Gradebook system by career specialists.
- ♦Lists will be available to counselors.

Students' Skyward records will be updated quarterly, especially in the fall before seniors need their transcripts for college admissions and in February before junior conferences and registration.

At the end of each semester, students will receive letters home regarding their need to make up work with their individual progress reports.

Students not at standard:

Students who are not on track with their credits for graduation may be eligible to appeal for a waiver of some of the items that they have not completed. Students and their parents must meet with an administrator or the students and parents must write a letter requesting a waiver from freshman or sophomore items. In this administrative meeting or letter, the student must describe his or her process that has taken place for deciding upon the chosen career path and his or her skills, experiences and resources that will ensure success.

Communication plan:

A display will be posted during Open House.

E-news explanations of the importance of a well developed high school and beyond plan will be sent home in January with a link to the HS BP. Students will be encouraged to save their doc electronically for future revisions.