HONESDALE HIGH SCHOOL

GPA
(Graduation Project Advisory)

Advisor Handbook
2017 ~ 2018

GPA Meeting Dates

GPA Meeting dates have been scheduled as follows for the 2017-2018 school year. These dates may have to be adjusted depending on availability of speakers, inclement weather, etc. Notice of changes will be given in advance. Thank you!

- #1   Wednesday, September 27, 2017

- #2   Wednesday, January 24, 2018

- #3   Thursday, March 29, 2018

- #4 (Final)   Wednesday, May 9, 2018 (tentative)

GPA GRADE SHEETS DUE ~ Friday, May 11, 2018 (tentative)

Table of Contents

HONESDALE HIGH SCHOOL

GRADUATION PROJECT

2017 - 2018

Honesdale High School requires that all graduating seniors complete a Graduation Project as a prerequisite for graduation. Students shall complete a project in one or more areas of concentrated study under the guidance and directions of the high school faculty. The purpose of the project which may include research, writing or some other appropriate form of demonstration, is to assure that the student is able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding.

=============

INTRODUCTION

=============

The preparation and completion of the Graduation Project will typically be a year-long effort and can be completed at any point during the students' high school career. The project will have multiple parts and will be completed as a portfolio. Many of the components are not difficult or hard to complete, however, students will need to spend time on the computer researching a career. All of the items submitted in the portfolio must be based on one career that has been chosen by the student as a possible career choice upon completion of high school or it has been identified as a high interest career for that student based upon the completion of an interest inventory.

The purpose of the Graduation Project is to broaden the scope of a student's high school career. Students must complete all of the following components: career interest survey, personal business letter to your mentor, table of contents, career research information, school research information, final copy of cover letter, final copy of resume, samples of student work

and/or awards, list of references, letter of recommendation, letter of acknowledgement, graduation project student timeline, graduation project contract (must be signed by student, mentor and parent/guardian) and the student and parent/guardian checklist. **Each project must also include two of the following criteria:** mock interview with a reflection and follow-up letter, telephone etiquette with a reflection, career person interview with answers to interview and follow-up letter, college professor interview with answers to interview and follow-up letter (college professor must specialize in or be knowledgeable in your identified career choice), career speaker presentation with reflection and follow-up letter, career related field trip with reflection and follow-up letter, career related project with reflection and follow-up letter, career related employment log and follow-up letter and/or a career related job shadowing experience. All of the above listed items are included in the Graduation Project Requirement Checklist.

Each student will be assigned a faculty advisor in conjunction with the Honesdale High School Mentor Program to assist in completing the above requirements. Ninth grade students will receive their GPA assignments at the beginning of their freshman year. In addition, the Career Prep course offered through the business department at Honesdale High School as an elective will guide students through completion of the Graduation Project portfolio requirement. A final presentation must be made to the student's assigned mentor. Mentors will assign the final graduation project grade.

Graduation Project Requirement Checklist

Each graduation project must include the following criteria:

_____   Binder/Organization

_____   Table of contents

_____   Career interest survey

_____   Graduation project student timeline

_____   Graduation project contract (must be signed by student, mentor and parent/guardian)

_____   Personal business letter to your mentor

_____   Career research information

_____   School research information

_____   Final copy of cover letter

_____   Final copy of resume

_____   Samples of student work and/or awards

_____   List of references

_____   Letter of recommendation

_____   Letter of acknowledgement

_____   Student and parent/guardian checklist

Each project must include two of the following criteria:

_____   Mock interview with a reflection and follow-up letter

_____   Professional telephone contact with reflection

_____   Career person interview with answers to interview and follow-up letter

_____   College professor interview with answers to interview and follow-up letter

                (Professor must specialize in or be knowledgeable in your identified career choice)

_____   Career speaker presentation with reflection and follow-up letter

_____ Career related field trip with reflection and follow-up letter

_____ Career related project with reflection and follow-up letter

_____ Career related employment log and follow-up letter

_____ Career related job shadowing experience

Portfolio Requirement Descriptions

Samples of all project requirements are available at <u>www.whsdk12.com</u> under Honesdale High School.

Binder/Organization

Each portfolio must be neatly presented in a three ring binder with all items attached. Overall presentation of the portfolio will be part of the grading process. Portfolios must be organized, neat, clean and presented in order of the checklist. Creativity of the presentation may also enhance the overall rating of the portfolio. Pictures and graphics associated with the career choice and/or tab dividers will improve the appearance and organization of the portfolio and may improve the final grade.

Table of Contents

Each portfolio must include a table of contents. Students may choose the table of contents format that best fits their portfolio presentation.

Career Interest Inventory

Students must complete a career interest inventory. Students can use the Career Cruising website at <u>www.careercruising.com</u> to complete the *Career Matchmaker* and *My Skills* inventories. Students may also complete the *Getting to Know Yourself* inventory offered through the Pennsylvania Career Guide. This is available at <u>http://www.workstats.dli.pa.gov/Pages/default.aspx</u>

Graduation Project Timeline

Advanced planning of any project is a good practice. A timeline is a good tool to utilize and helps to ensure completion of a task on time. A graduation project timeline must be presented as part of the portfolio.

Graduation Project Contract

Each portfolio must contain a Graduation Project Contract. Each contract must be signed by the student, mentor **and** parent/guardian. The contents and description outlined in the contract **must** match the final project presentation.

Personal Business Letter to your Mentor

A personal business letter must be written to your mentor according to proper formatting guidelines. The letter should include a reflection of the portfolio, your career choice and reasons for choosing your particular career.

Career Research Information

Students must use the Career Cruising website at <u>www.careercruising.com</u> to complete and print the career research information related to their chosen career or occupation.

School Research Information

Students must use the Career Cruising website at www.careercruising.com to complete and print the school research information related to their chosen career or occupation.

Final Copy of Cover Letter

Cover letters are essential to a resume and provide prospective employers insight into a candidate's qualifications for possible employment. This information may not be apparent simply through a candidate's resume. Each portfolio must include a final cover letter that supports the final resume. Improperly formatted cover letters will not be accepted.

Final Copy of Resume

A good resume is an essential component to a portfolio. It provides prospective employers insight into a candidate's qualifications. Resumes support the candidate's experiences expressed in the cover letter. Improperly formatted resumes will not be accepted.

Samples of Student Work and/or Awards

Samples of student work and/or awards will give a prospective employer additional information that supports a student's candidacy for employment. Examples could include assignments that received high marks, awards, certificates of participation, report cards, etc.

List of References

References are people who can attest to your past employment, skill set or can speak candidly about your character. Students must include a list of **at least three (3)** references. Students may choose one of the sample reference list formats to present their list of references.

Letter of Recommendation

Students should include at least one (1) letter of recommendation. The letter of recommendation should come from a person who knows the student well and can reflect on the student's attributes. The letter of recommendation cannot be from a relative.

Letter of Acknowledgement

A letter of acknowledgement is a letter written to an employer that has offered you a position. In this letter you will be either accepting or declining the offer. If accepting the offer, you should include when you can begin the new position and if there is any additional information you need to discuss with the new employer. If declining the offer, you should thank the employer for their time and offer, but be honest and express that you have accepted another position. This letter should be written to a prospective employer.

Student and Parent/Guardian Checklist

Each portfolio must contain the student/parent checklist. This checklist is an all inclusive checklist of each required item for completion of the student portfolio.

Students must complete two (2) of the following:

Mock Interview

Students may choose to participate in a mock interview. Students may complete this component through the interview streaming process offered through Career Prep class, arrange a mock interview with an employer in their chosen career or utilize the mock interviews offered through the School to Work Program through Honesdale High School. **Students will need to complete a reflection and a follow-up letter regarding the mock interview.**

Professional Telephone Contact

Soft skills, such as telephone etiquette are mandatory requirements in any work place. That initial telephone conversation is many times the first impression an individual will have of a workplace. Students will be required to make two (2) telephone contacts. After each contact, students will need to reflect on the outcome of the phone conversation.

Career Person Interview

Students may choose to interview a person who is currently employed in their chosen occupation. Students must respond to the interview questions included as part of the graduation project resources. **Students must provide the answers to their interview questions and a follow-up letter to the person interviewed.**

College Professor Interview

Students may choose to interview a college professor who is currently instructing in their chosen field. Students should refer to the interview questions provided in the resources section of the graduation project. **Students must provide the answers to their interview questions and a follow-up letter to the person interviewed.**

Career Speaker Presentation

Students may attend a career presentation offered during the school day. **Students must complete a reflection on the presentation and write a follow-up letter to the presenter.** Students should refer to the resources section of the graduation project.

Career Related Field Trip

Students may participate in a field trip related to their chosen occupation. **Students must complete a reflection on the field trip and write a follow-up letter to the host field trip site.** Students should refer to the resources section of the graduation project.

Career Related Project

Students may complete a community service project related to their chosen occupation. **Students must complete a reflection on the project and write a follow-up letter to the contributing entities.** Students should refer to the resources section of the graduation project.

Career Related Employment Log

Students who are currently employed in their career area are able to complete an employment log. The log will include a description of the associated duties and responsibilities, hours worked (minimum requirement of eight (8) shifts) and any additional certifications or job training necessary for continued employment. **Students must complete and include in their portfolio a follow-up letter to their employer.** Students should refer to the resources section of the graduation project.

Career Related Job Shadowing

Students may complete a four (4) hour job shadowing experience of a career related to their career choice. **Students must complete and include in their portfolio a follow-up letter to the employer they job shadowed and complete the job shadowing reflection questions.** Students should refer to the resources section of the graduation project.

GRADUATION PROJECT CONTRACT

I have read the Graduation Project guidelines and understand that the required Graduation Project must be completed by _____, and presented to my advisor by _____. In order to receive credit for successful completion of the project, I must provide an oral presentation to the Career Prep instructor (if applicable) **and** my assigned mentor. *Please note: All graduation project guidelines, resources and documents are available at* **www.whsdk12.com** *under Honesdale High School.*

I understand that the high school Graduation Project must be completed successfully for a student to fulfill District requirements for graduation. **I understand that if I have not completed the requirements of my graduation project by March 29, 2018 of my senior year, I will forfeit my senior early dismissal privilege. I also understand that if I do not complete my senior project by May 29, 2018 (Seniors only), that I will have to make arrangements with a business teacher to present my project. In addition, I will have to pay a $50 fee to present and will not receive a diploma until the project is satisfactorily completed.**

_____   _____

Student Signature   Date

_____   _____

Mentor Signature   Date

_____   _____

Parent / Guardian Signature   Date

Wayne Highlands School District

GRADUATION PROJECT CONTRACT

1.   Describe the career topic of your project.

2.   Explain the reason(s) for the selection of this career.

3.   Describe a plan for gathering, organizing, and presenting information.
     How will you complete this project? (List tasks and activities)

4.   What are some potential resources you will use to complete this project?

5.   Explain what you hope to learn by doing this project.

__Job Shadowing Log__

(4 hour requirement)

Date _____   Hours _____   Signature of person you are shadowing _____

Description of Activities:

Date _____   Hours _____   Signature of person you are shadowing _____

Description of Activities:

Date _____   Hours _____   Signature of person you are shadowing _____

Description of Activities:

Date _____   Hours _____   Signature of person you are shadowing _____

Description of Activities:

Career Person or College Professor Interview Questions

1. What is your job title or area of expertise?

2. What education and training is needed for this job and/or career area?

3. Are there any required certificates or licenses for this job or jobs in this area?

4. How is technology used in this job? Is there other equipment I will need to learn to use so I am successful in this job area?

5. What high school courses would help me prepare for this job or job area?

6. What hours do you normally work? Or what hours would a job in this area require?

7. What problems could arise on a job like this? Or what problems could arise with jobs in this area of concentration?

8. What types of teamwork or collaboration are required for this job or jobs related with this content focus?

9. What is the salary range for this job? What are the benefits and perks?

10. List positive aspects of this job or a job in this area.

11. List negative aspects of this job or a job in this area.

12. What are the three most important characteristics needed for this job or a job in this area?

13. Describe the activities/responsibilities performed in this job or jobs in this area.

14. Does this position or this area of focus have a good job outlook for the future?

15. After completing questions 1-14 with your interviewee, in your own words describe a specific aspect of the job that you found most interesting.

Signature of Interviewee: _____

Interviewee e-mail address: _____

Signature of Parent: _____

Employment Log

Please log eight (8) shifts of employment.

Shift 1: Date _____ Hours _____ Signature of employer _____

Description of activities, associated duties and responsibilities:

Shift 2: Date _____ Hours _____ Signature of employer _____

Description of activities, associated duties and responsibilities:

Shift 3: Date _____ Hours _____ Signature of employer _____

Description of activities, associated duties and responsibilities:

Shift 4: Date _____ Hours _____ Signature of employer _____

Description of activities, associated duties and responsibilities:

Employment Log

Shift 5: Date _____   Hours _____   Signature of employer _____

Description of activities, associated duties and responsibilities:

Shift 6: Date _____   Hours _____   Signature of employer _____

Description of activities, associated duties and responsibilities:

Shift 7: Date _____   Hours _____   Signature of employer _____

Description of activities, associated duties and responsibilities:

Shift 8: Date _____   Hours _____   Signature of employer _____

Description of activities, associated duties and responsibilities:

Additional certificates and training necessary for employment:

Student & Parent/Guardian Checklist

As each component of the graduation project is completed, both the student and parent/guardian must initial each component. Initials of the student and parent/guardian will indicate completion of that particular item.

Each graduation project must include all of the following criteria:

Criteria for Review	Student Initials	Parent/Guardian Initials	Date of Completion
Binder where papers are attached			
Career interest survey			
Personal business letter to your mentor			
Table of contents			
Career research information			
School research information			
Final copy of cover letter			
Final copy of resume			
Samples of student work and/or awards			
List of references			
Letter of recommendation			
Letter of acknowledgement			
Graduation project student timeline			
Graduation project contract (must be signed by student, mentor and parent/guardian)			
Student and parent/guardian checklist			

Each graduation project must also include two of the following criteria:

Mock interview with a reflection and follow-up letter			
Professional telephone contact with reflection			
Career person interview with answers to interview and follow-up letter			
College professor interview with answers to interview and follow-up letter (college professor must specialize in or be knowledgeable in your identified career choice)			
Career speaker presentation with reflection and follow-up letter			
Career related field trip with reflection and follow-up letter			
Career related project with reflection and follow-up letter			
Career related employment log and follow-up letter			
Career related job shadowing experience			

Graduation Project Timeline

Students must complete the following timeline for completion of their graduation project. Students should enter in deadlines for accomplishing each task associated with their project. The final information to be entered will be their assigned date and time for the final project presentation.

Task	Deadline
Select a career to be the focus of your project.	
Meet with your mentor and Career Prep teacher to have your career focus approved.	
Complete and submit your Graduation Project contract to your mentor and Career Prep teacher for approval.	
Meet with your mentor and Career Prep teacher to show evidence of continuing in-depth work on your graduation project.	
Meet with your mentor and Career Prep teacher to show evidence of continuing in-depth work on your graduation project.	
Meet with your mentor and Career Prep teacher to assess progress of project.	
Complete project and schedule final presentation.	

My final project presentation is scheduled for:

_____ at _____

Date   Time

Reflection Guidelines

Your reflections are an important part of the Graduation Project. Reflections will be scored using the reflection rubric (see below). You should be familiar with the rubric prior to writing. Reflections that are incomplete or do not receive a satisfactory rating must be revised and resubmitted until they are of acceptable quality.

Your reflection should be typed, double-spaced, size 12 font, on white paper, with one-inch margins. The paper must be a minimum of two (2) pages and no longer than three (3) full pages.

Begin your reflection with a brief summary of your experience. Explain what you learned from the experience. You should also indicate what impact the experience had on your future career or educational goals.

Quality	NOT YET SATISFACTORY (DATE)	COMMENTS	SATISFACTORY (DATE)
Meets the required number of pages (2-3).			
Contains an illustrative, meaningful analysis of the experience.			
Contains few errors in organizational structure, grammar, spelling, punctuation, word choice, etc.			
Demonstrates correct format and logical organization.			

Professional Telephone Conversation Guidelines

Multiple reasons exist for students to make telephone contact with a professional. Students may be calling regarding a job opening, asking for a letter of recommendation, to set up a job shadowing experience, to inquire about the professional opportunities offered by that organization, to set up a career person interview, or as a follow-up to a career opportunity, just to name a few. Before students make telephone contact, they should mentally prepare for the conversation. Mental preparation should be included in the student's reflection of the conversation. To meet this requirement, students should complete (2) two telephone contacts. Once both contacts have been made, the student must reflect on both contacts in a one to two page, double -spaced reflection. Within that reflection, students should compare and contrast telephone conversation one to telephone conversation two, the student's strengths and weaknesses associated with each conversation, and ways they would improve their conversations the next time. Students must include contact name, company name, telephone number, e-mail address, date of telephone contact and the name of the person with whom they spoke. Reflections that are incomplete or do not receive a satisfactory rating must be revised and resubmitted until they are of acceptable quality.

Proper Telephone Etiquette

✓ Say "Hello" and note the name of the person with whom you are speaking.
✓ Introduce yourself and tell why you are calling and with whom you wish to speak.
✓ Note: At this point, once you contact the person with whom you are trying to reach, you would conduct your interview, set up your appointment, etc. This is the step in which your mental preparation will be critical!
✓ Thank the person with whom you are speaking and confirm all information gathered through the conversation. This should include spelling of names, telephone numbers, e-mail address, etc.
✓ BE POLITE, PATIENT, AND RESPECTFUL.

Example Conversation

✓ "Hello, my name is…May I please speak with…?"
✓ "I am calling about scheduling an interview with one of your employees working in (career interest). As part of my graduation project I am required to conduct an interview. Is there a specific person with whom I should be speaking?"
✓ "Thanks for your time. You have been very helpful. Have a nice day."
✓ THANK THE PERSON WITH WHOM YOU ARE SPEAKING AND CONFIRM SPELLING OF ALL NAMES, MAILING AND E-MAIL ADDRESSES AND TELEPHONE NUMBERS.

Telephone Conversation Guide

Students should complete the following chart as they complete the required two (2) telephone conversations:

	Conversation #1	Conversation #2	Satisfactory (Date)
Company Name			
Contact Name			
Telephone Number			
E-Mail Address			
Date of Appointment			
Name of Person Interviewed			
Additional Comments:			

Preparation for telephone conversation (questions to ask, reason for calling, your available dates for meeting with the person, etc.)			

GRADUATION PROJECT

STUDENT GRADE REPORT

Grading Legend

O: Outstanding

S: Satisfactory

U: Unsatisfactory

NW: No work submitted

A project is satisfactorily completed if the Final Grade is O or S. If the Final Grade is U or NW you must see your Mentor **and** Career Prep teacher to make arrangements to satisfactorily complete your project. A Final Grade of U or NW means that you will not receive your diploma until you satisfactorily complete your project.

Student Name: _____ Homeroom: _____

Mentor Name: _____

Final Grade: _____

NOTE: One copy of this report is to be submitted to Mrs. Swendsen and one copy to the student. The final GPA Meeting will be held Wednesday, May 9, 2018. All grade sheets are due Friday, May 11, 2018, unless the student is enrolled in a career prep class for the spring semester of 2018. Adjustments to the calendar may be necessary due to weather related cancellations.

If applicable:

Career Prep Teacher Initials: _____   Date: _____

Graduation Portfolio satisfactorily completed? _____ yes   _____ no

GRADUATION PROJECT – EVALUATION GUIDE

OUTSTANDING	SATISFACTORY	UNSATISFACTORY

CONTENT
 	
• Communicates
  ✓ supporting information and data
  ✓ conclusions
  ✓ importance value or impact
• Cites sources
• Uses precise, accurate vocabulary appropriate for the audience
	CONTENT
	
	• Communicates
	  ✓ supporting information or data
	  ✓ conclusions
	  ✓ importance, value, or impact
	• Cites sources
	• Uses language which is appropriate for the audience
		CONTENT
		
		• Fails to communicate one or more of the following:
		  ✓ supporting information or data
		  ✓ conclusions
		  ✓ importance, value or impact
		• Inadequately cites sources
		• Uses language which is inappropriate or imprecise

EFFECTIVE SPEAKING • Uses body language which enhances the presentation • Maintains consistent eye contact with members of the audience • Enunciates clearly, correctly, efficiently • Varies tone, volume and speed to enhance presentation	**EFFECTIVE SPEAKING** • Uses appropriate body language • Most of the time maintains eye contact with the audience • Enunciates clearly, correctly, and efficiently most of the time • Includes some variety of tone, volume and speed	**EFFECTIVE SPEAKING** • Body movement and posture impede the effectiveness of the presentation • Fails much of the time to establish eye contact with members of the audience • Enunciates unclearly, incorrectly, or inefficiently most of the time • Uses tone, volume or speed which interferes with comprehensibility of presentation
ORGANIZATION • Reflects an organizational structure appropriate to the study • Uses an engaging beginning and a thoughtful ending • Clearly focuses around a controlling idea or thesis • Moves smoothly from one idea to the next	**ORGANIZATION** • Reflects an organizational structure appropriate to the study • Uses an appropriate beginning and ending • Primarily focuses around a controlling idea or thesis • Most of the time moves smoothly from one idea to the next	**ORGANIZATION** • Lacks clear organization or organizational structure is inappropriate • Lacks beginning and ending, or beginning or ending is inappropriate • Lacks focus around a controlling idea or thesis • Does not move smoothly from one idea to the next

PRODUCT EVALUATION GUIDE

1.) The project will be judged "OUTSTANDING" when rated "O" in all categories.

2.) The project will be judged "SATISFACTORY" when all four categories are rated "S" or a combination of "SATISFACTORY" and "OUTSTANDING."

3.) The project will be judged "UNSATISFACTORY" if any category is rated "U."