

Graduation Project Guidelines

Mrs. Melissa Mintzer
Penn Manor HS

Requirement

- All students must complete a graduation project in order to graduate!
- It is much better in the long run to do it right the FIRST time, and not have to think about it again. Prepare for November presentation dates!

Presentations

- November 11 - 12 - 13
- Early Dismissal Days
- 12:45 - 1:15 - 1:45 - 2:15
- You will have 2 days “off”

Scheduling Information

- Submit a form - by FRIDAY -if you:
 - Have a calendar conflict to avoid
 - Ex. College class, doctor appointment
 - Need a particular time slot
 - Need a computer available
 - Power Point
 - Pictures
 - Career Cruising

Who views your presentation?

- High School Teachers (2)
- Adult Volunteers (1-2)
 - Student Teacher
 - District Staff
 - Parent Volunteer
 - Community Member

Which day will I present?

- Schedule will be determined by alphabetical order:
 - Wednesday 11/11 - beginning
 - Thursday 11/12 - middle
 - Friday 11/13 - end of alphabet

What do I need to prepare?

- Your organized folder
- Prepare to talk about your career goals & education plan
- Answer questions from the panel
- Act professionally - look nice, make eye contact, be confident

Reflective Paper

- As a child, what did you want to be when you grew up?
- How has that career choice changed?
- What classes & activities have you done to help prepare for that goal?
- How did your service hours help you learn about the working world?
- How have you grown from 9th grade until now?

Résumé

- Typed - no spelling or grammar errors
- Include at least 4 of these categories
 - Career Objective
 - Education
 - Work & Volunteer Experience
 - Extra Curricular Activities
 - Awards & Certificates
 - Skills & Abilities

Career Shadowing

- Student Evaluation Forms
 - Approval form - submitted in advance
 - Evaluation form - after your experience
- Site Supervisor Signature
- Hours Verification
- Complete Responses to Questions
- Thank You Letter

Community Service

- 30 hours total
- Verification & Signatures
- Responses to 4 questions
 - Bulleted items on middle of verification form
 - Answer these questions for each site

Supplemental Documentation

- Career Cluster Quiz
- Career Cluster Worksheet
- Alternative: www.careercruising.com
 - Matchmaker
 - Skills Inventory

Interviews

- Complete 3 questionnaires (hard copy)
- Interview 3 adults
- Only 1 may be a relative

- Alternative: www.careercruising.com
 - Use written interviews to complete one interview requirement

Education/Training Research

- Research 3 sites for further training after HS
- Complete 1 comparison chart for each site
- Use www.careercruising.com
 - Search by cost, location, etc.
 - Save to your electronic portfolio

www.careercruising.com

- To enter the site:
 - Username: penn
 - Password: manor

- To access YOUR electronic portfolio
 - Already created & set up for you - just log in
 - Username: student ID number
 - Password: 6 letters of last name + 2 of first name
 - Ex. Melissa Mintzer = mintzeme

SAVE OFTEN!

Have more questions?

- Mrs. Mintzer
 - Email: melissa.mintzer@pennmanor.net
 - Room 209 or FL Dept IPC (206)
 - Tuesdays
 - During homeroom - “tutoring”
 - Work in computer lab 208
 - Sign up on the office counter
- Mrs. Cox
 - www.pennmanor.net
 - HS Site -Graduation Project
 - PDF files of all paperwork