

Penn Manor Graduation Project

Name: _____

Career Cruising Log-In Instructions

Go to <http://blogs.pennmanor.net/highschool> and “Important links” career cruising link in the right hand column.

Purpose of the Graduation Project:

Penn Manor seeks to prepare every student for life-after high school. The graduation project is designed to help student create a post-secondary plan through understanding that postsecondary education and life-long learning are necessary for long-term career success.

Graduation Project Tasklist

The attached checklist is designed to assist you with graduation project tasks, as well as individual four-year planning activities to prepare you for life after high school.

- You will start this checklist depending on where you are currently at with your graduation project tasks.
- Students are responsible for keeping all other graduation project documentation in their possession until they present the project (Files can be scanned and uploaded to Career Cruising or keep a physical folder).
- Students can verify their graduation project requirements at <http://blogs.pennmanor.net/graduationproject>

9th Grade

Task to be completed in 9th grade:

Career Matchmaker
Begin Resume and Portfolio
Interview #1

Task Instructions:

Portfolio

Keep address and phone number up-to-date so resume will be accurate

- Click on **My Account > Profile** at the top. Fill out your address and information. This profile information will be at the top of your resume. Please update this information if you move or get a new phone number.

Career Matchmaker and My Skills Assessment

Do your first career matchmakers to get an idea of careers that may interest use. Save three to your portfolio so the counselors know what you are interested in.

- Click on **Assessments** to see the list of assessments.
- Click on **Matchmaker and My Skills to take the assessment and save them to your portfolio**. Click on Start New Matchmaker. Please complete all 114 questions, take your time for the most detailed results!
- Click on **My Careers**. Use your assessment results to find careers that might be interested in pursuing after high school. **Save** these careers to your portfolio for future reference. Your counselor may use these to tell you about career seminars and other opportunities in the field.

Career Interview

You must interview three professionals in a career area that interests you for your graduation project. Use the Interview Form to record answers. One of the three required interviews can be completed through Career Cruising.

- Click on the **Careers** tab at the top, and enter in a career of interest. Once a career is selected, click on the individual names under **Interviews** on the left hand side. You may not be able to answer all of the questions on the Interview Form, so answer it as thoroughly as possible.

Resume

Start your resume to build upon each year. Enter activities, experience, awards, volunteer, and other things you do in and out of school.

- Click on **Employment** tab across the top. Review the **Employment Guide** to learn about resumes, the content, and writing effective bullet points. Once you understand what a resume is, click on **Resume Builder** or **Build My Resume** under the **Employment** tab. Click on each topic to fill in information about your Career Objective, Education, Work Experience, Etc. Be sure to click **Save**. (In the Future: You will be able to share this with others by selecting the **Format and Print** button at the top.)

10th Grade

Task to be completed in 10^h grade:

Career Matchmaker (may have been completed in 9th grade)

Resume- Update

Schedule Interviews with professionals in your career area of interest

Start looking at colleges you want to visit and research

Task Instructions:

Decide on which one of the four activities you are completing:

- Career Shadow: Pick up the paperwork or print it from guidance to do a career shadowing day
- College Visit: Go to a college website and look up open houses or special visit days
- Community Service: Identify a place to do community service, minimum 10 hours.
- Full-Day CTC Visit. Tell your counselor you are interested in a CTC visit and check out the website to see what programs you want to visit for a full-day CTC visit fall of your junior year.

School Comparison

Write comments about three schools you are interested in. During your interview the counselor/teacher you will present to is going to expect you to talk about three schools you can apply to and why you chose those colleges or programs.

- Once you have some careers in mind, go to the **Education** tab at the top of the page, and then enter in a major to search for and schools that offer that subject as a program or college major will appear. You can also view the USA map to search schools by state. **Save** any interested schools to your portfolio. You need to save at least 3 to your grad project. When you go back to **My Saved Schools** under **My Plan** you can make **comments** about what you liked and didn't like about those schools.

Career Interviews

If you have not completed an interview yet, please research a company or person to interview. One of them can be on career cruising.

- Scheduling an Interview: If you don't know a professional in your career interest to interview, check out the **Penn Manor Counselors Website** for suggestions <http://blogs.pennmanor.net/pmhscounseling> under the **Career Resources** tab you can find the link to PA Chamber of Commerce Career Connect, where you can search for companies to contact.

Resume

Update your Resume. Be sure it includes your address, four areas, and is error free.

- Click on **Employment** tab across the top. Review the **Employment Guide** to learn about resumes, the content, and writing effective bullet points. Once you understand what a resume is, click on **Resume Builder** or **Build My Resume** under the **Employment** tab. Click on each topic to fill in information about your Career Objective, Education, Work Experience, Etc. Be sure to click **Save**.

11th Grade

GRADUATION PROJECT DUE by SPRING JUNIOR YEAR

Tasks to be completed in 11th grade:

- Complete all remaining tasks from the graduation project
- Reflective paper

Go through the evaluation form and make sure you have all of the tasks done. Complete any that remain to do and write your reflective paper. You can schedule an appointment with your counselor to present any time during your junior year before the deadline in the spring.

On your Resume: It is crucial that you go back and check for grammatical errors, spelling and punctuation, and formation. Resumes cannot contain mistakes of ANY kind. You can export your resume to a Word document under “Format and Print” button and then upload it to google drive it to save for future jobs, college applications, and scholarships.

12th Grade

Graduation project should be complete *before* the start of your senior year.

Utilize Career Cruising for:

- Ordering transcripts for the colleges you are applying
- Search for scholarships in Career Cruising database
- Access your resume to send with college applications and scholarships
- Keeping notes about the schools and jobs you are applying for

Graduation Project Checklist

Class of 2017, 2018, 2019, 2020

Student Name: _____

If you have any questions, please contact your counselor.

- Complete all activities on Career Cruising including:
 - Career Matchmaker (done in 9th grade)
 - Career Matchmaker (done in 11th grade)
 - Create and update a resume
 - Compare three different schools

- Three professional career interviews (one may be a family member and one may be from Career Cruising, if needed)
 - Complete the form for the interview and save each one

- One page written reflection
 - Paper must be double spaced, 12pt. font
 - Print and save

CHOOSE ONE OF THE FOLLOWING:

- 10 hours of community service
 - Complete the form and save
- Career Shadowing (one time):
 - Complete the form and save
- College Visit (one time):
 - Complete the form and save
- Full Day CTC Visit (one time):
 - Complete the form and save

FINAL STEP

- Presentation with Counselor Scheduled
 - Need to bring with you in your portfolio or have uploaded to Career Cruising in your “My Journal”:
 - Interview sheets (3)
 - Resume (1)
 - Written Reflection/CTC essay
 - Chosen Option documentation