

## Penn Manor Graduation Project

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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.
- Carefully read the instructions
- 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).
- Students can verify their graduation project requirements at <http://blogs.pennmanor.net/graduationproject>

## 9<sup>th</sup> Grade

### Task to be completed in 9<sup>th</sup> grade:

Career Matchmaker

Begin Resume and Portfolio

Interview #1

(Recommended) Set goals for completing graduation project

(Supplemental) Ability Profile and Learning Inventory Assessment

### 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.
- *Supplemental:* If you have time, do the **My Ability Profile and Learning Inventory Assessment** to find out more about your learning style.

#### **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**. You will be able to share this with others by selecting the **Format and Print** button at the top.

### **Setting Goals for Completing Graduation Project**

It is important you plan ahead for your graduation project so that you can use your career interviews and job shadowing as ways to network for future jobs, careers, and college admissions. Take the time now to review the requirements and plan when you would like to get them complete.

- Click on **My Plan**. On the left hand column click on **My Goals & Plans**, click on **Career Planning Activities**, and then **+Add an activity**.
- **Set goals for yourself for *at least* the following activities**. Below are the activities how it relates to the Title of the task on the Penn Manor Graduation Project:
  - Complete interest or ability testing=**2<sup>nd</sup> Career Matchmaker**
  - Complete or update resume = **when you plan to add to your resume**
  - **Complete one of the following Graduation Project Activities:**
    - Attend a skill, career or tech center=**Full-Day CTC Visit**
    - Go on a fieldtrip to a college =**College Visit**
    - Take part in community service =**Community Service**
    - Job shadowing program=**Career Shadowing**
- **Other Career Planning Activities you could include:**
  - **Attend a college/training fair-** There is one at Penn Manor every November called “Education Day: and usually another one at Millersville in the Spring
  - **Co-op or Internship** your Senior year you may have an opportunity to do an internship for high school credit
  - **Learn about dual enrollment.** Every semester is a dual enrollment meeting for students interested in taking college classes the next year. This is an option for 11<sup>th</sup> and 12<sup>th</sup> grade year for many students.
  - **Practice or take the SAT/ACT** when do you want to start practicing from your PSAT results to prepare to take it your Junior year?
  - **Discuss career options with career advisor.** Your counselor will invite you to talk to them about career and college options during your junior and your senior year. At Penn Manor we call these your Junior and Senior Interviews

Lessons during Homeroom:

If this is being completed during homeroom activity, please show your homeroom teacher your **Resume** and the **Career Planning Activities** goals you set for completing your graduation project.

Teachers Initials:\_\_\_\_\_

## 10<sup>th</sup> Grade

### Task to be completed in 10<sup>h</sup> grade:

Career Matchmaker

Resume

Schedule Interviews #2 and #3 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.

### **Careers and Education**

List 4 careers under your career matchmaker assessment results that are of interest to you that you saved to your profile

1.

2.

3.

4.

For each school, list requirements or recommendations for admissions, such as SAT/ACT Scores, GPA of incoming freshman, and application requirements

**School 1 Requirements**

**School 2 Requirements**

**School 3 Requirements**

**School 4 Requirements**

Why is it important to know the level of education, schooling needed, and admissions requirements for employment or for majoring in your career area of interest?

## 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.

- If you have not already competed on career cruising, you may read one from the **Career** tab, enter a career of interest. Once you have one selected, find **Interviews** on the left hand side.

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

## 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**.

**If you have already completed 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.

## 11<sup>th</sup> Grade

### GRADUATION PROJECT DUE by SPRING JUNIOR YEAR

#### Tasks to be completed in 11<sup>th</sup> 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.

## 12<sup>th</sup> 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

Student Name: \_\_\_\_\_

If you have any questions, please contact your counselor.

- Complete all activities on Career Cruising including:
  - Career Matchmaker (done in 9<sup>th</sup> grade)
  - Career Matchmaker (done in 11<sup>th</sup> grade)
  - Create and update a resume
  - Compare three different schools
  
- Three 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 **OR** CTC full day application essay
  - 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

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