

# **Graduation Project Instructions and Checklist**

This document is designed to guide you as you complete the requirements for the Graduation Project. Use it as a checklist to monitor your completion.

***Students are responsible for keeping all graduation project documents in their possession until their presentation at the end of the junior year!***

## **Graduation Project Checklist and Suggested Timeline**

- \_\_\_\_\_ Set up your Portfolio
- \_\_\_\_\_ Career Matchmaker and My Skills Assessment- grade 9
- \_\_\_\_\_ Career Selector- grade 9
- \_\_\_\_\_ Begin Resume-grade 9
- \_\_\_\_\_ Interview #1- grade 10
- \_\_\_\_\_ Interview #2-grade 10
- \_\_\_\_\_ Interview #3- grade 10
- \_\_\_\_\_ Update Resume-grade 10
- \_\_\_\_\_ School Comparisons-grade 10
- \_\_\_\_\_ Career Matchmaker –grade 11
- \_\_\_\_\_ Update Resume- grade 11
- \_\_\_\_\_ Career Shadowing OR College Visit OR Community Service OR Full-Day CTC Visit-grade 11
- \_\_\_\_\_ Reflection Paper- grade 11
- \_\_\_\_\_ Interview-grade 11

## **Instructions for Career Cruising Log-In**

Go to: <http://blogs.pennmanor.net/graduationproject/>

Then, click on the link on the page: <https://sso.careercruising.com/page/openidconnect>

Students will use their PM Google account to log in directly to their own Career Cruising electronic portfolio. Make sure that you are logged into your Penn Manor Google account.

If you have difficulty logging in to Career Cruising please check with your homeroom teacher or the HS Receptionist at the Administration Entrance or call 872-9520 ext. 1800.

## Directions for Completing the Graduation Project Requirements

### Set up your Portfolio

- Click on **My Account**> **Profile** at the top. Fill out your address and information.
- This profile information will appear 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

- Click on **Assessments** and then **Matchmaker and My Skills**.
- Click on **Start New Matchmaker** and then enter the date as the **Matchmaker Label**.
- You should answer the first set of 39 questions to get your initial results
- You should scroll down on the left and click on **Answer More Questions** and complete all 116 questions
- Scroll down to **My Skills** and click on **Start My Skills** and answer 45 questions

Review your Career Matchmaker assessment results and list 4 careers that are of interest to you:

- 1.
- 2.
- 3.
- 4.

### Career Selector

- Return to the top blue bar and Click on **Careers** and then Click on **Career Selector**.
- Complete each **Career Selector** category and then click on the blue **Save To My Plan** button.
- For at least **ONE** of your career matches you should **click on the career**, read all about the job and summarize the following:

Job Description:

Working Conditions:

Earnings:

Education Requirements:

Two related careers:

- 1.
- 2.

## Resume

A resume is a way to represent yourself on paper. You may want to give your resume to future employers, teachers, or schools. You will include activities, experience, awards, volunteer, and other experiences. The resume should be carefully checked for NO grammatical, spelling, or punctuation errors!

- Click on **Employment** tab across the top.
- Click on the **Employment Guide and then Resume** tab to learn more about resumes, the content, and writing effective bullet points.
- Once you understand what a resume is, click on **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.)
- You will be required to update this resume each year.

## Career Interview

- You must interview three individuals who work in a career area that interests you.
- Use the Interview Form to record responses ( found at HS Website)
- One of the three required interviews can be completed through Career Cruising.
- No more than one of the three interviews should be done with a family member.
  - Click on the **Careers** tab at the top, and enter in a career of interest from your Career Matchmaker results.
  - Once a career is selected, click on the individual names under **Interviews** on the left hand side and read through an interview with someone who works in that area. You may not be able to answer all of the questions on the Interview Form, so answer it as thoroughly as possible.

## School Comparison

- Now that you have identified some careers of interest it is important to find out what kind of education you need in order to pursue that field.
- Go to the **Education** tab at the top of the page and then click on **School Selector**.
- Choose to search for either **Undergraduate Schools** ( 2 and 4 year degrees) or **Career and Technical Schools**—click on one of those headings.
- You will need to answer a series of questions about what you desire in a post-secondary school.
- Review the list of matches or close matches and select schools to read about.
- Select at least **THREE** schools that interest you to **SAVE To My Plan**
- On the right side click on **Compare Schools**
  - Enter the names of each of your three saved schools and you will be able to compare them side by side

**Choose ONE of the following Experiential Components to show proof of completion:  
Career Shadowing OR College Visit OR Community Service OR Full –Day CTC Visit**

- Career Shadow:
  - Set up a one day Career Shadowing experience in an area of interest.
  - Complete absence paperwork through the attendance office
  - Complete the Career Shadowing form – found in counseling office or at HS Website
- College/School Visit:
  - Determine a school you would like to visit and use the website to set a date and register for a tour or open house.
  - Complete the School Visit form found in the counseling office or at the HS Website.
- Community Service:
  - Identify a place to do volunteer work for a minimum of ten hours.
  - Complete the Community Service form found in the counseling office or at the HS Website
- Full-Day CTC Visit-
  - Research the CTC options and programs at [www.LCCTC.org](http://www.LCCTC.org)
  - Meet with your counselor to sign up for a pre-planned tour or to schedule an individual tour

**Reflection Paper**

- Write a one-page typed (12 pt. font, double spaced) response to ONE of the following reflection prompts:
  - What is your career goal? How did the classes and activities you participated in at PMHS influence your future career plans?
  - What advice would you offer to an incoming freshman regarding how to prepare for life after high school?
  - Reflect on the activities you completed for your graduation project. Which were the most helpful to you? Describe any problems you encountered as you worked on your graduation project. Explain how you solved those problems.
- Upload your reflection paper into Career Cruising under “My Journal”.

**Interview**

- The Interview will be completed with your school counselor or other appointed person during the spring of your junior year.
- You should make sure that all items on the checklist on the front of this packet are completed prior to the interview.

**12<sup>th</sup> Grade**

Once you have completed your Graduation Project Interview you should still utilize Career Cruising for:

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



