Copper Hills High School Senior Exhibition Handbook 2018-2019

The Copper Hills High School Senior Exhibition is a career and college preparatory project, which is required for English 12 Students. Upon completion, students will have shown competency in their ability to communicate, to write technically, to persuade, to inform, to market themselves, to show evidence of their skills, and to prepare for both college and career fields.

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Dear Students,

It is with mixed emotions that I welcome you to your last year as a Grizzly. I know that it has not been an easy road and I congratulate you for making it this far. This year will be exactly what you make it. It should be a year of hard work, expectations fulfilled, and celebrations, but you alone hold the keys to make this happen.

Before I shake your hand and deliver your diploma, there are still many objectives that you need to pass before the end of the year. One of these, if you are taking English 12, will be the Senior Exhibition. Designed by the Copper Hills English Department in collaboration with schools across the country, the Copper Hills High School Senior Exhibition is a portfolio project that will help to bridge the gap between your skills as a high school student and those of a college student, career professional, or military serviceman/woman.

During this year-long project, you will choose a career or volunteering area that interests you. You will then research and write about your choice, complete a shadow experience, reflect on your experience, and provide a professional presentation of the results. You will also design an e-portfolio to present this information to your teacher, to future schools, to employers, and to other interested parties via the Internet. Lastly, you will work alone or in groups to design and complete a service project which will have a lasting impact on your Copper Hills community.

Your English teachers will teach you to craft the perfect resumé, cover letter, proposal, research paper, and reflective pieces for this project. While the majority of the work should be done outside of school, your teachers should provide time in their classes for learning the writing-specific segments of the project.

Like your senior year, this project will be what you make it. It can change your life and help to lead you down the path to success and a bright future, while also allowing you to leave a positive legacy behind. I wish you good luck and remember to ask yourself daily... Am I better today than I was yesterday, and am I committed to become better tomorrow than I am today?

Sincerely,

Principal Bryan Veazie

Overview & Due Dates

	Task Description Additional information may be found by contacting your English teacher.	Due Dates
Pride	**Grizzly Pride –** A project that leaves a positive and lasting mark on Copper Hills High School. 1. Students will design, create, organize, and complete something lasting, which will better their high school environment and will be seen for years to come. 2. Students will fill in and submit the proposal worksheet and signature page. 3. Students will write a five-paragraph proposal essay and submit both to their Digital Portfolio.	**Mar.1**
Portfolio	**Career Interest Profile & Reflection** Students will take an online survey or use software to determine possible career interests or jobs that may fit their personality. 1. Students will write a minimum five-paragraph reflection essay. 2. Students will upload this essay to their Digital Portfolio. **Resume** Students will craft a professional resume for future prospective employers. 1. Students will upload their resumes to their Digital Portfolio. **Cover Letter** Students will write a professional letter that typically accompanies all professional resumes. 1. Students will upload their cover letters to their Digital Portfolio. **Job Shadow/Volunteer Experience Reflection** Upon completion of either the job shadow or volunteer experiences, students will write a minimum five-paragraph essay reflecting on and documenting their experiences. 1. Students should write a reflective essay of their experience. 2. Students should obtain official proof of participation in the form of a signed letter or email from their contact person at the organization. 3. Students will upload both their reflection essay and their proof of participation to their Digital Portfolio.	**Mar.1**

Overview & Due Dates Continued…

	Task Description Additional information may be found by contacting your English teacher.	Due Dates
Paper	**Career Research Paper –** Students will do extensive research on a career of their choosing. They will create an MLA format works cited page, an outline, and an MLA format career research paper all to be submitted together. 1. Students will submit the paper to their English teacher, with **due dates for the paper specific to individual teachers.** 2. Students will upload a copy of the paper, complete with outline and works cited page to their Digital Portfolio by May 1st.	**Mar.1**
Project	**Option 1: Job Shadow –** Students will spend between 4-6 hours off campus observing a professional in their chosen career field. Students should observe, take notes, and photographs (if permitted) of their experience. 1. Students will complete the job shadow in one day. 2. Students will complete their reflective essay. 3. Students will obtain their proof of participation. 4. Students will upload all information to their Digital Profile. **Option 2: Volunteer Experience –** Students will provide 4-6 hours of service to a well-established organization that is directly related to their career choice. The chosen work must enable students to learn more about the particular industry and their chosen field of work. Students should take notes and photographs (if permitted) of their experience). 1. Students will complete the hours of volunteer work. 2. Students will complete their reflective essay. 3. Students will obtain their proof of participation. 4. Students will upload all information to their Digital Profile.	**Mar.1**
Presentation	**Senior Exhibition Presentation –** Students will create and present a 8 -10 minute media-based presentation via PowerPoint, Prezi, Film etc. that introduces him or herself, showcases and documents their Grizzly Pride, their career exploration, their job shadow or volunteer experience (with photographs if available), and their future plans. 1. Students should dress professionally and present to both their teacher and a panel, or to their teacher and their class (individual teacher will decide). 2. Students will be assigned times for presentation by their teachers.	**Mar. 4 – Mar. 15**

The Grizzly Pride Project & Overview

Introduction

One major piece of your Senior Exhibition is the Grizzly Pride Project. The Grizzly Pride Project is a gift or legacy that you as a student can leave behind for your school. Before you graduate, you will create something to improve the lives of those around you for years to come.

You are required to work with a teacher, staff member, or coach to complete a project that leaves a lasting impact on CHHS. The possibilities are endless, but you are expected to design a project based on your knowledge of what is most needed in your school or your community. Examples of projects could include working with the robotics teacher to design devices, which would help students with disabilities, organizing a club that promotes awareness for bullying, working with an art teacher to design artwork for the cafeteria, or working with a math teacher to create an after-school tutoring group.

Students may work in pairs or groups to create large-scale projects, but must get both group approval and justification approval from their teacher. For example, it may take multiple students to design and create a mural for the commons area, but it would only take one student to organize a sewing club. While students may put in countless hours to complete their projects, students must commit to and document at least six hours of actual work on the project. Volunteer hours for the volunteer experience will not count for this project.

Instructions

1. Brainstorm for any ideas that you can use to start your project. Ask teachers or staff for examples of past projects. Research community project ideas and craft your own. Think of what our school needs and create a way to make it happen. Run it by your teacher.
2. Fill out the proposal on Page 7. Use the answers you provided to draft a five paragraph proposal essay. State what your legacy will be, why it's needed, who will be involved, the steps it's going to take, and the timeframe you will need. Submit the worksheet (complete with two signatures from staff members), to your teacher. Submit your proposal essay to your Digital Portfolio.
3. Make contact with any teachers, staff, adults, or professionals you may need to assist you.
4. Once approved by the staff, begin to execute your plan. Take the steps you laid out in your proposal. Make sure to document everything as you go. Consider what evidence you will need to provide of the beginning, middle, and end of the project (photographs, video, testimonials, letters, interviews etc).
5. You will complete the project and provide evidence in your Senior Exhibition presentation. In the presentation, you should show or discuss your inspiration for the project, planning, execution, and the finished product. You should explain the significance of the project and how it will improve our community at Copper Hills High School.

Grizzly Pride Project Proposal
Worksheet and Signature Form

You must get your Grizzly Pride Project approved by at least two Copper Hill's faculty or staff members. Answer the following questions 3-4 concise sentences. Staff members will base their decision to sign off of the answers you provide. You should also use the answers to these questions for writing your proposal essay. Submit both this worksheet (with signatures) and your essay to your Digital Portfolio (you may scan or take a picture to upload the worksheet).

1. Describe your Grizzly Pride Project idea.

2. Which CHHS faculty member will oversee this project?

3. How will the project benefit Copper Hills High School?

4. When will this project be carried out?

5. What are the steps you will take to complete this project?

(Remember when writing the essay, this is your project and your idea. Persuade your readers (as if they were future employers or business partners), that your project has what it takes to have a lasting impact on your school!

For Staff Use:
1. I have read the proposed Grizzly Pride Project description and believe it to be satisfactory.
Staff Name #1_____
Signature_____ Date_____

2. I have read the proposed Grizzly Pride Project description and believe it to be satisfactory.
Staff Name #1_____
Signature_____ Date_____

PORTFOLIO: Digital Portfolio

For the most part, you will be completing and submitting the work for your Senior Exhibition from home and online. With the exception of particular segments that your teacher may want to personally check off or grade, your work for your exhibition will be submitted via a digital portfolio or e-portfolio. There are a number of sites that students may wish to use to complete their portfolios, but the school would suggest using *Google Sites*, *WordPress*, *Wikispaces,* or *Weebly*.

Teachers may or may not provide class instruction time on how to create these portfolios. However, various teachers will offer tutorials for interested students before and after school.

1. Create a portfolio. Again, using one of the free websites above. All of the websites have tutorials and templates for creating basic sites. Students may choose the title of their URL, but PLEASE REMEMBER these addresses will be used on resumes for potential employers. URL's should be professional in nature, including the student's name or something related to their skill. Student's should provide their teacher with their URL as soon as possible so their teacher may begin grading their work.

The home page of the Digital Portfolio should include:
- The student's name
- An appropriate picture
- A short autobiography (1 or two paragraphs) of their skills, education, goals etc.
- Clear and visible links to the sections of their Senior Exhibition.
    - Resume
    - Cover Letter
    - Proposal
    - Research Paper
    - Job Shadow/Volunteer Work Experience

2. Complete components of your project. Save them as PDF's. Upload them to your site.
3. Make sure to click "Save" or "Publish" and submit your site.

Document to Submit on Portfolio	File Name	Date
Career Interest Profile Reflection	Firstname_Last_Career_Interest_Reflect.pdf	5/1
Grizzly Pride Proposal & Wrksht	Firstname_Last_Pride_Proposal	5/1
Final Resume	Firstname_Last_Resume.pdf	5/1
Final Cover Letter	Firstname_Last_Cover_Letter.pdf	5/1
Job Shadow/Volunteer Reflection	Firstname_Last_Job/Vol_Reflect.pdf	4/27
Job Shadow/Volunteer Proof of Part	Firstname_Last_Job/Vol_Proof.pdf	4/27
Final Career Research Paper	Firstname_Last_Career_Paper_Final.pdf	5/1
Senior Exhibition Presentation	First_Last_Presentation.(whichever you use)	TBD

PORTFOLIO: Career Interest Profile Reflection

One component of your Senior Exhibition is your Career Interest Profile and Reflection. You may have completed one during your Careers Class as a sophomore. Regardless, you should complete this profile before you begin your exhibition projects. This may play a huge part in deciding which career you want to research and where you would like to do your job shadow or volunteer work.

1. Login to the Internet and visit: http://utahfeatures.org (click assessment, then int.profiler).

2. Complete the profile by filling out the sixty-question survey.
3. Once completed, examine your scores on the following list:
____ Realistic: practical, physical, hands-on, tool-oriented
____ Investigative: analytical, intellectual, scientific, explorative
____ Artistic: creative, original, independent, chaotic
____ Social: cooperative, supporting, helping, healing/nurturing
____ Enterprising: competitive environments, leadership, persuading
____ Conventional: detail-oriented, organizing, clerical

4. Look over the careers listed for you and then choose the top three that sound most interesting to you. Now go to the Occupational Outlook Handbook Website (http://www.bls.gov/oco/) and do a search for your careers in the bottom left corner. Record some basic information about each career (Description, Qualifications, Education, Projection, Earnings, Future Outlook, etc.) Does this career interest you?
Could you do it? Does it fit your personality and talents?

5. You will now write a 250-300 word reflection about your Career Interest Profile Results. Do you believe the scores depicted above accurately represent your talents, interests, and abilities? Why or why not? Explain. Which three careers did it say were a good fit for you? Describe each briefly. Do these careers interest you? Why or why not?

6. Once you have your reflection in final draft format, save it as:
Firstname_Last_Career_Interest_Reflect.pdf

7. Submit it to your Digital Portfolio.

(**PLEASE NOTE: You need to have at least two back-up careers in mind in case you are not able to shadow or volunteer for the career of your choice. Both the job shadow/volunteer experience and the research paper must be directly linked.**

PORTFOLIO: Resume

One component of your senior Exhibition Portfolio is a resume, which is a one-page document you would provide to a potential employer as a way of introducing yourself. Sometimes called curriculum vitae, it is a brief account of your education, qualifications, and previous experience. It needs to be brief and direct. You will work on this component as part of your English 12 class and then upload the finished electronic product to your Digital Portfolio. Use the attached Resume Guide to get started. You can also research resume examples, look at templates on your computer, or simply get instructions from your teacher.

Instructions:

1. Brainstorm. List everything you might include on your resume. Topics could include: your Education, your paid or unpaid Work Experience (list where you worked, job title, location, how long you worked there, what you did, etc.), Volunteer Experience (list where you volunteered, total hours, location, what you did, etc.), Qualifications (list specific skills you have, especially ones that apply to a job such as computer skills), Activities (list extra-curricular involvement that might show desirable traits in an employee such as teamwork), and /or Achievements (list recent, notable, specific awards or accomplishments).

2. Create a Draft: Resumes usually fit on page and utilize bullet points instead of complete sentences. Formatting should be neat, organized, and eye-catching. Once you are ready to make the resume, try using one of the built-in templates on Microsoft Word for an easy-to-fill-in pre-formatted resume outline. Be sure to start with your contact information, followed by clearly organized topics, which include the details about yourself and your work experience. Give specific "one-liners" that tell about your skills, accomplishments, or duties. Use action words (see list below) that emphasize what you did or accomplished.

administered	reorganized	performed	launched
demonstrated	analyzed	reviewed	founded
implemented	designed	completed	created
participated	increased	directed	organized

3. Revise, Edit, and Format. Resumes must be error-free and be perfect in formatting. Read it several times, then have someone else look at it, too, before saving a final draft.

4. Save it. Once you have your resume in final draft format, save it as: Firstname_Last_Resume.pdf

5. Upload it to your Digital Portfolio.

Resume Guide

Use this Resume Guide as a basic outline of how to organize your professional resume. You can look at various sample resumes online.

Your Name
Street Address
City, State, Zip Code
Phone Number
E-mail address
Digital Portfolio URL

Education
High School Name – School City, State
Dates of attendance

Work Experience
Company Name, Dates of Employment
- Job Title, description, responsibilities

Company Name, Dates of Employment
- Job Title, description, responsibilities

Activities or Achievements
- List volunteer experience, sports, clubs, etc as well as dates of involvement or other achievements here.

Qualifications
- List computer, language or other personal skills here.

Do's & Don'ts For Your Resume

Do:
-Organize info clearly and carefully.
-Format the page so that everything fits and is well-aligned.
-Use formal/professional vocabulary
-Proofread
-Use any type of work experience, listing your most recent first.

Don't
-Use complete sentences
-Use first person ("I" or "Me")
-Use slang
-Include anything about age, habits, lifestyle, spirituality, or friends.
-Include education below high school.
-Use special or flowery fonts.

Portfolio: Cover Letter

For your Senior Exhibition, you must include a well-written cover letter, which will typically follow or precede your resume if applying for a job. Your creative and persuasive skills will play a big role in this letter. Most often, the cover letter is the first thing potential employers will see from you and it can be the difference between moving forward and being ignored. A cover letter should feature some of the points of your resume and should immediately convince potential employers that you are worth their time. When you have completed a high-quality cover letter, please submit it to your Digital Portfolio.

Instructions:

1. Background: A cover letter should complement not duplicate your resume. Its purpose is to interpret the data-oriented, factual resume and add a personal touch. A cover letter is often your earliest written contact with a potential employer, creating a critical first impression. Effective cover letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences. Remember that you should express a high level of interest and knowledge about the position.

2. Choose Your Recipient: This cover letter should be written either to the company you are shadowing/volunteering with, or a company that holds the position you are researching. You will need to find the company's address and the name/position of their hiring manager or human resources department. This information must be included above your salutation.

3. Write & Format: Type up your cover letter following the format in the attached Cover Letter Guide. Be sure to look at online samples of cover letters or examples that your teacher may provide you in class.

4. Proofread: Your cover letter should have absolutely no errors in mechanics. Proofread your letter multiple times before saving the final draft.

5. Submit: Once you have your cover letter in final draft format, save it as: Firstname_Last_Cover_Letter.pdf and upload it to your Digital Portfolio.

Cover Letter Guide

Contact Information

The first section of a written or uploaded cover letter should include your contact information:

· Your Name
· Your Address (City, State, Zip Code)
· Your Phone Number
· Your E-mail Address

Employer Contact Information
Find contact information for the employer and list it below your contact information.

Cover Letter Salutation
It is important to include an appropriate salutation at the beginning of the cover letter or message. If you have a contact person for your letter, be sure to include their name in your letter. Examples:

· Dear Ms. Smith:
· Dear Sir or Madam:

Body of Cover Letter
The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up. This section of your cover letter should include:

· First Paragraph - Why you are writing
· Middle Paragraphs - What you have to offer the employer (be specific)
· Final Paragraph - How you will follow-up

Cover Letter Closure
When writing a cover letter or sending an e-mail message to apply for a job, it is important to close your letter in a professional manner. For example:

· Sincerely   · Respectfully
· Best regards   · Thank you
· Kind regards   · Thank you for your consideration

Follow the closing with a comma, a space, and then your name and your contact information, if you're sending an e-mail message. For example:
Best regards,
Your Signature
Your Name Typed
Your E-mail Address

PROJECT: Option 1 – Job Shadow & Reflection

One of your options for your Senior Project is to spend a minimum of 4-6 hours job shadowing an individual who performs in a career position or field that you are interested in pursuing. A "job shadow" is an off-campus opportunity for you to follow around a professional at work, observing them in their job position. Many times, job shadowing involves sitting down with the industry volunteer during or afterward to interview him or her about the position and his or her expertise. Your purpose is to find out as much about your industry contact's position as you can, in an effort to see if that career would interest you in the future.

What is an acceptable job shadow?

- Shadowing a professional who does your "dream job," a related job, or works in a field want to learn more about.
- Shadowing a friend of the family or a co-worker / employer of someone in your family.
- Shadowing a professional that works at a business or organization you are connected to.
- Shadowing someone you have contacted from a cold call, walk-in, or meet and greet.

What is not an acceptable job shadow?

- Shadowing a CHHS staff member on campus.
- Shadowing a family member.
- Shadowing an individual whose career is not related to one of your career interests.
- Shadowing a person who is part-time, under 22, or doesn't work for an established company.
- Shadowing an individual with a group of other students

Instructions:

1. Brainstorm. Think about career fields that interest you. Now research the career positions that exist in those fields. Next, consider your personal networks. Who do you know who might be connected to that field? Who do your parents, friends, or friends' parents know? What companies / organizations are in your neighborhood that might relate? Make a list of options and gather names, contact info, and locations.

2. Make Contact. Contact each company, organization and /or individual with which you have a "lead" and inquire about the possibility of setting up a formal job shadow with an industry volunteer at that site. Be sure to explain your purpose and give details about who you are, why you're interested, how long you want to be on site, and what dates/times fit best in your schedule during the week. You will need to spend 4-6 hours on site.

3. Prepare and Shadow. Prepare for your job shadow by researching the company or organization ahead of time. Then, be sure to ask your contact prior to the job shadow about how you should dress, procedures when you arrive, rules on site, what you should bring, etc.

Be sure to mention that you will want to ask some questions. Keep in mind that you will be talking about this in your Senior Exhibition Presentation. It is a good idea to get photos, documents, and any other articles you can from the site to use when you present.

4. Follow Up. Be sure to send a follow up thank you note or e-mail to your job shadow contact. You will also need to obtain a signed letter (on letterhead) or a formal e-mail statement from your contact verifying the shadow date, times, company / organization, and contact. This will be attached to your reflection.

5. Document, Reflection, Submit. Use the attached Job Shadow Experience Guide as assistance for the documentation and reflection write up for your job shadow day. Your final reflection should be 300-500 words typed, and should include all the info listed on the guide. You will submit the completed reflection to your Digital Portfolio. Save the file as Firstname_Last_Job/Vol_Reflect.pdf

Job Shadow Experience Reflection Guide

Use the questions below as a guide for the documentation and reflective write up of your Job Shadow Experience. Be sure to attach documentation (electronic copy of business letter on letterhead or electronic copy of formal e-mail) as verification of your participation.

At the top of your Job Shadow Experience Reflection, be sure to type the following:

Student Name:

Name of Company/ Organization:

Industry Field:

Date & Times of Job Shadow Experience:

Contact Full Name & Title:

Phone Number #1

Phone Number #2 (If Applicable)

Email:

Address:

Job Shadow Reflection Guide Continued...

Answer each question below thoroughly when you write up your reflection (not necessarily in this order):

1. Give some background info on the company / organization where you shadowed and why you chose it.

2. Give a detailed explanation of what you did while you were there.

3. Describe the setting / work environment where you shadowed:
      a. Where was it and what did it look like?
      b. How many people (approx.) work there? What departments (if any) are there?
      c. Describe the atmosphere.
      d. Describe the average employee at this site.
      e. What did you notice while walking around about company policies, procedures, norms, traditions, motivation level, productivity, etc.?
      f. Did you like the working atmosphere? Why or why not?

4. Describe your contact (who you shadowed) at the site:
      a. How did you get in touch with them?
      b. What do they do for the organization? Is this the position they started in?
      c. How long have they worked there? How did they get this job position? What other jobs has your contact had that may have helped lead to this career?
      d. What types of tasks does your contact perform on a daily basis? How many hours per week?
      e. What level of education is necessary to obtain your contact's career position? (Degrees required? Degrees recommended? Credentials or certificates?)
      f. What is the occupational outlook for this career? Has it been affected by the economic crisis?
      g. What does your mentor like about his or her job? What is challenging?
      h. What qualifications and/or personality traits are useful in his or her career? What steps does your mentor recommend you take if you want a career like theirs?

PROJECT: Option 2 - Volunteering & Reflection

One of your options for your Senior Exhibition is to spend a minimum of 4-6 hours volunteering with a community organization that is connected in some way to the career field you are interested in pursuing. As a student you have learned plenty about your academic subjects. Now it is time to learn more about your community and the world of work. Your purpose is to provide some service to the community while at the same time learning something about a field or industry of interest to you. Your volunteer experience must be done through an existing, well-established community organization. Examples: The Red Cross, The Human Society, American Cancer Society. Check with your teacher before assuming the organization you have chosen will suffice.

What is an acceptable volunteer service project?

- Organizing or being responsible for a specific event.
- Working closely with the director or manager of an organization.
- Providing a required service to an organization that would otherwise need to be provided by someone else.

What is not an acceptable volunteer service project?

- Providing donations of your own personal items or items that you have collected from others.
- Participating in an activity or event on the school's campus.
- Visiting an event, fair, or fundraiser where you participate, as does any other member of the public.

Instructions:

1. Brainstorm. Make a list of community organizations that are related to your field of interest and research them.

2. Make Contact. Contact each organization and inquire about the possibility of volunteering for that organization and scheduling a time to talk with someone in a leadership position there. You will need to spend 4-6 hours volunteering at the organization and will then need to do a follow-up conference with a contact person so you can answer the questions below.

3. Plan and Volunteer. Prepare for and do your volunteer experience. You may do this on a weekend, or if you obtain the necessary paperwork and signatures, you may do it on a one-day fieldtrip during the week. Keep in mind that you will be talking about this experience substantially in your Senior Exhibition Panel Presentation. It is a good idea to get photos, documents, and any other articles you can from the organization to use when you present.

4. Follow Up. Be sure to send a follow up thank you note or e-mail to your contact at the organization. You will also need to obtain a signed letter (on letterhead) or a formal e-mail

statement from your contact verifying that you did volunteer with the date, times, and description of how you participated. This will be attached to your reflection below.

5. Document, Reflect, & Submit: Use the attached Volunteer Experience Guide as assistance for the documentation and reflection write up for your participation in the volunteer experience. Your final reflection should be 300-500 words typed, and should include all the info listed on the guide. You will submit the completed reflection to your Digital Portfolio. Save the file as Firstname_Last_Job/Vol_Reflect.pdf

Volunteering & Reflection Guide

Use the questions below as a guide for the documentation and reflective write up of your Volunteering Experience. Be sure to attach documentation (electronic copy of business letter on letterhead or electronic copy of formal e-mail) as verification of your participation.

At the top of your Volunteering Reflection, be sure to type the following:

Student Name:

Community Organization:

Industry Field:

Date & Times of Volunteering:

Point of Contact Full Name & Title:

Phone Number #1

Phone Number #2 (If Applicable)

Email:

Address:

Volunteering & Reflection Guide Continued...

Answer each question below thoroughly when you write up your reflection (not necessarily in this order):

1. Give some background information on the organization you volunteered with and why you chose it.

2. Give a detailed explanation of the service you provided during your volunteer experience.

3. Describe your contact at the volunteer site:
    a. What do they do for the organization?
    b. How long have they worked there?
    c. Are they employed by the organization or do they volunteer?
    d. How long have they worked/volunteered there? How many hours do they work there?
    e. How did you get in touch with them?

 4. Describe the work environment you experienced.

5. Would you like to continue working in this environment?

6. What types of tasks did you perform?

7. What level of education is necessary to continue in a similar paid position?

8. What qualifications and/or personality traits are useful in this similar paid position?

9. What did you enjoy the most about your service? What did you like the least?

10. What challenges did you encounter? How did you deal with them?

11. How did this experience relate to or inform your future goals or career interests?

PAPER: Career Research Essay

A major part of the Senior Exhibition is to write a formal research paper on a career of your choice. This piece will be completed as part of your Senior English Class. You will choose a career that you are interested in and/or want to learn more about (using the Utahfutures.org site). You will create a Works Cited Page with four or more reputable sources and then use those sources to do extensive research and become knowledgeable about the career you've chosen. You will then write a formal 1500-2000 word, (appropriate-academic-style) paper about your career. Remember, your job shadow/volunteer experience should directly relate to the career you have chosen to research.

Instructions:

1. Choose a career topic. Look at the results from your UtahFutures Career Interest Profile. This is a great opportunity to choose a career for which you supposedly have strengths, but may not know a whole lot about. Of course, it would be ideal if the career was also one you might consider pursuing one day. After doing your profile, a great site for getting started on research and browsing careers is The Occupational Outlook Handbook (bls.gov). In fact, you'll probably use this site as one of your four sources.

2. Preview Career Research Questions. The attached Career Research Questions Guide will help guide your career research. Feel free to also research info about your career that is not on this list. Preview this page prior to looking for sources so you have an idea of what kind of info your sources ought to include.

3. Find Sources. You will need to find a minimum of four reliable, academic sources for this assignment. They can be, but are not limited to: reliable websites, databases, web articles, journals, books from the library, or personal one-on-one interviews with career field experts. Hopefully, during your job shadow, you ask a lot of questions. Make sure to include quotations from the person you shadow in your paper. These quotations may also be nice to have in your Senior Exhibition Presentation.

4. Make your Works Cited Page. Your English teacher may provide you with resources on using citations. Use OWL Online http://owl.english.purdue.edu/ to help you format correctly.

5. Research. Use your sources to thoroughly research your career topic. Take notes, using the Career Research Questions as a guide. Be sure to not plagiarize info from your sources. Instead, summarize, paraphrase, or quote a source (you should already have written down all source information for Works Cited Page), so you can give credit to it using a citation in your paper. If you plagiarize at this step by writing things down word-for-word without quotes, or not noting the source, you will most likely plagiarize in your written paper, which will lead to a 0 on your final grade.

6. Outline. Following your teachers instructions, create an outline for your paper.

7. Write your paper. Use your outline to develop your paper citing research from all of your sources. Be sure that you have a well-structured introduction, body, and conclusion. Your final Career Research Paper should be typed in (appropriate academic) format and should be between 1500-2000 words in length. Be sure to add your Works Cited Page as the last page of the document.

8. Submit. You will submit the final draft of your paper to your Digital Portfolio. Save your file as: Firstname_Last_Career_Paper_Final.pdf. Your English teacher may or may not also ask for a hard copy in class, or another form of submission. Your teacher may also provide you with expectations or a rubric for grading.

Career Research Paper Guide

Use this guide to help you format, layout, and research the content of your Career Paper.

Required Format:

- 1500-2000 words (4-6 pages); Times New Roman, or Calibri font, 11 or 12-point.

- Double-spaced, one-inch margins all around.

- Heading at top, including name, class, period, teacher, date (aligned left) and title (aligned center).

- Last name & page numbers in header

- Works Cited Page - last page of paper (see OWL Online for required source info & formatting)

Introduction

1. Attention Device Opener – How can you creatively introduce this career topic?
2. Central Idea – What is the career you will write about? Definition? Why are you interested in it?
3. Overview of Points – What topics will you cover in the paper?

Body Topic A: History and Background of the Career

1. How long has this career been a relevant one in the United States?
2. Trace the origins of how this job has started, developed, and evolved into the career it is today.
3. What major historical events (inventions, wars, crisis, etc.) have affected this job market?
4. Describe some of the most famous historical figures or notable current-day persons who have this career. What made them successful in this career?

Body Topic B: Requirements to Obtain the Career

1. What kind of education (degree, license, training) do you need to obtain this career?
2. What should your major or degree be in if you have to go to college for this career?
3. What local colleges and/or programs offer the education you need for this type of career?
4. What is the route to getting this job? What path do you have to take? How long to get to this position?
5. What other jobs are related to it? (Smaller jobs to work your way up) Explain them.
6. What skills, personality, time, expertise, etc. should one have to be successful in this type of career?

Body Topic C: Job Position Description

1. What are the daily duties / kinds of tasks in this job during the average work day?
2. How does this job position fit into the big picture of the company / organization?
3. What hours does one usually work in this position? What kind of workplace environment is the job done in?
4. Who works above and below a person in this career position? Who do they report to?
5. What is the income range for this job? Is it salary or hourly?
6. What types of benefits or retirement plans come with this job? What kind of vacation time is offered?

Body Topic D: Job Reflection and Outlook

1. What would be challenging about having this career? What perks are there to this career?
2. What is the job market like for this career in Salt Lake City? Utah in general?
3. How has this job been affected by the current economic downturn?
4. What local businesses, companies offer positions for this career type?
5. How does this career help or benefit the community or society as a whole?

Conclusion

1. Overall, why is this career important or necessary in our society?
2. Would this career be a good one for you? Why or why not?

Presentation Overview

The most important component of your Senior Exhibition is the final presentation you will give to a panel of your teacher's choosing. This could be anyone from teachers, your classmates, administrators, and counselors, to community volunteers. This task is an opportunity for you to showcase your future plans, career research, Grizzly Pride, and your Job Shadow or Volunteer Experience.

The goal is to clearly communicate evidence that you have been a capable learner, and have now become a model graduate who is prepared to be a productive contributor to the community and function as a responsible citizen.

You will be assigned a date, time, and room to do your presentation. On your assigned day, you will dress professionally or as if you were going to a job interview. Boys should wear a button-up shirt, tie, belt, and slacks, with suit optional. Girls should wear skirts below the knees, and a blouse or button up shirt. Both should have well-kept hair and appearance and should avoid appearing too flashy. Your final 8-10 minute presentation should be professional, polished, visually stunning, and well rehearsed.

Instructions:

1. Gather & organize. Consider all the visual evidence you will need to make a professional, organized presentation about the above topics (photos, video clips, artifacts, copies of documents, and more). Make a list and come up with a system for saving it.

2. Choose your media. The most important part of your presentation is YOU speaking, but you will also be required to have professional digital media incorporated into your speech. Choose media that you are familiar with and can manipulate easily: PowerPoint, Prezi, and iMovie are some examples of acceptable media that will enhance your presentation. Feel free to also use a combination. Be creative!

***Caution: It is essential that you discuss your format of presentation with your teacher **PRIOR** to the date of your presentation. Make sure the software you have used will work with whichever device will be used to present it. Do not assume it will work on your teacher's computer. If making any type of film, conversion to DVD would be best.

3: Create presentation & media. Using the attached Presentation Worksheet, create a presentation that is organized and visually appealing. Consider that you will need a clear introduction, body, and conclusion. Remember, your digital media should not be text-heavy; the information will be spoken aloud. Rather, your media should be rich in pictures, charts, graphs, examples, graphics, video clips, etc. Use text sparingly, and when you do, be sure to use brief phrases and bullet points.

4. Plan what you will say. Do not "wing it." Put some thought into what you will touch on in each topic of your presentation. Remember that your presentation media is a tool, not the

presentation itself. You should not be reading off slides or notes. You must speak to the audience clearly and directly.

5. Complete, submit, and rehearse. Once complete, you will upload your presentation to your Digital Profile. Save your file in whatever format it was created. The title of the file should be: First_Last_Presentation.

You should rehearse your entire presentation (content and digital media) at least four or five times before presenting to your audience. Again, check in with the teacher whose room you'll be presenting in to test your media on their equipment prior to the presentation day.

6. Come prepared and present! On the day of your assigned presentation, you will dress professionally and come prepared with all materials needed for your presentation, including a back-up digital and hard copy of your media (in case something does not work). You should shake your panelists' hands as you enter and be prepared to answer some questions afterward. You will be given your overall presentation score a few days after.

Presentation Tips:

· Think professional - not "high school"
· LIMIT text: slides or navigations shouldn't be text heavy. The purpose of digital media is to provide interesting visuals: graphs, pictures, charts, etc. These should be of good quality (not distorted, blurry, grainy, etc.)
· NO lengthy sentences or paragraphs. Give brief lists, topics, notes, and phrases to serve as guidelines or "trigger words."
· Everything in presentation should be big enough for audience to see/read clearly. Make sure colors contrast clearly.
· Use consistent fonts/ bullets, colors, styles throughout presentation.
· Absolutely no spelling mistakes in presentation.
· Use polished transitions/ animations.
· Utilize clear organizational features (bullets, arrows, underlining, and other graphic elements) that illustrate your info in a way that your audience can immediately understand.
· PRACTICE! Practice timing, narration, introduction, conclusion: rehearse what you want to say. You should not be looking at the screen, but rather making eye contact with the audience the entire time.

Presentation Guide

Use this worksheet as a guideline for how to organize your Senior Exhibition Presentation. You do not need to follow this exactly, but you do need to cover all topics mentioned here.

| Introduction | Give your name and welcome the panel. Come up with a memorable attention-grabber for your speech; make sure it blends well with the rest of the presentation. Give main point of your speech with an overview of topics.

> | Highlights of You | Who are you? What are your most prominent traits/qualities? Where do you come from? Is there something special or particularly interesting about your background that has shaped who you are?

> | Highlights of You | Give a few unique skills/talents/interest / activities you are involved in that you are proud of? Consider a relevant, interesting picture or two related to your skills, talents, or special interests

> | Grizzly Pride | Devote some time to describe what you did for your Pride Project, explain your inspiration, planning, steps, the end result, how you feel about it, and how it contributes to CHHS. Be sure to give many visuals and artifacts.

> |
|---|---|---|---|---|---|---|---|
| Transition | Now find a way to move from discussing your personal life and legacy at CHHS to looking ahead to your future. Describe your goals, and make connections between your interests, activities, etc. and what you want to do when you graduate.

> | Career Exploration | Briefly discuss your career interest profile results and what career you researched for your paper. Be sure to spend ample time discussing why you choose that career and how it connects to your talents, abilities, etc.

> | Career Reflection | Discuss the "future outlook" of the career. Do you see yourself pursuing this field? Why/ why not? Give your final, overall insight regarding your career research experience; any surprising discoveries or revelations?

> | Transition | Now find a way to move from discussing what you learned from your career research and how what you learned informed your decision for where to the job shadow /volunteer experience.

> |
| Job Shadow/Volunteer | Describe the inspiration and overview of what exactly you did during your job shadow/ volunteer experience; provide details about when, where, contact person, duties performed, how you actually spent your time. Show evidence.

> | Job Shadow/Volunteer | Describe interesting highlights/lessons about what you took away from the job shadow or volunteer experience. What did you learn about yourself, a career, and your community? How will this inform decisions you will make for the future?

> | Job Shadow/Volunteer | What is your final, insight/conclusion regarding this experience? What did you learn? Did you make any surprising discoveries or revelations about yourself and/or about this type of career?

> | Conclusion | Provide a nice "wrap-up" to your overall presentation; draw some in-depth conclusions about yourself, future, and legacy you leave at CHHS. Thank the audience members; invite the them to ask you a few questions. |

SENIOR EXHIBITION PRESENTATION GRADING RUBRIC

1=Missing or insufficient 2=Needs revision 3=Approaches expectations 4=Meets expectations
5=Exceeds expectations

Student includes detailed information concerning the following areas, which are expanded upon during his / her presentation:

I) PERSONAL NARRATIVE & REFECTION 1 2 3 4 5
Student provides brief, interesting information about self: background; unique skills / talents; a few relevant highlights regarding personal challenges, accomplishments, and goals

II) Grizzly Pride 1 2 3 4 5
Student explains and reflects on the inspiration, process, and completion of project, and discusses how it will better Copper Hills High School Visual evidence is provided as proof of completion.

III) CAREER EXPLORATION 1 2 3 4 5
Student reviews the process through which he/she researched prospective career, reflecting on any revelations or insights about the career and / or research experience; student includes a few highlights of research and discusses the future outlook of career.

IV) JOB SHADOW / VOLUNTEER EXPERIENCE 1 2 3 4 5
Student explains his/her cumulative experience engaging in job shadow or volunteer experience; student includes specific information and details describing what exactly was done / learned in the job shadow or volunteer endeavor.

V) DIGITAL MEDIA PRESENTATION 1 2 3 4 5
Student's PowerPoint, Prezi, or video is professional and eye-catching. many pictures, graphics, tables & charts are included; text is used minimally & effectively; no typos or errors are noticeable; use of media shows effort, quality, visual appeal, and creative use of technology.

VI) ORGANIZATION / FLOW OF PRESENTATION 1 2 3 4 5
Introduction & Conclusion: there is a clear beginning, middle, & end to presentation; student introduces self, greets panelists, shakes hands, provides expressive opening, makes a meaningful closing, is composed and thoughtful during Q & A, thanks panel. Flow: Smooth transitions between ideas and topics; overall unity, fluency, and connectedness to presentation.

VII) DELIVERY / COMMUNICATION SKILLS 1 2 3 4 5
Appearance: professional attire; clean / neat. Body Language: good eye contact; good posture, poise. Oral Language: no slang; limited "ums;" appropriate, mature word choice; clear volume, effective pace and tone.

PASSING SCORE = 25/35. STUDENT'S Students with a score lower than 25 will receive a NO PASS, and must re-do their presentation in order to receive a passing grade. PLEASE NOTE: A score of "1" in any category will also automatically result in a NO PASS.

TOTAL SCORE: