

Sophomore Career Project

The Sophomore Career Project has three main goals: to give you experience in conducting research and writing a research paper, to allow you to explore more about a career that might interest you, and to develop your presentation skills. This project is a significant part of your semester 2 grade. Failure to complete the project will make it impossible for you to pass the semester. Please be sure to come to class every day and to keep up with the deadlines.

Class Website: www.wuhsd.org/jhochadel

Parts:

- Title Page
- Table of Contents
- Intent Letter
- Honesty Policy
- Research Paper
- Career Interview: Both original and typed)
- Interview Thank You Letter
- Works Cited
- All Work Together in Report Folder



Due Dates:

	▪ Honesty Policy
	▪ Intent Letter (Typed)
	▪ Career Interview Completed
	▪ Career Interview Answers (Typed)
	▪ Career Interview Thank You Letter (Typed)
	▪ Rough Draft #1 of Research Paper
	▪ Rough Draft #1 of Works Cited
	▪ Rough Draft #2 of Research Paper (Typed)
	▪ Rough Draft #2 of Works Cited (Typed)
	▪ Entire Project due
	▪ Presentations

Parts of the Project

Title Page:

- This can be any font. Please feel free to be as creative as you want!
- Title at the top of the page
- Picture related to your chosen career
- Your name, my name, English 2, your period, and the date included at the bottom

Table of Contents:

- Times New Roman, 12 point font
- List everything that you have included in your project.
- You do not need to put page numbers, just have them listed in the correct order.
- See example on class website

Intent Letter:

- Write a letter to me (using business letter format)

Honesty Policy:

- Remember to sign it in blue or black ink.

Research Paper:

- You are going to research a career that you are interesting in pursuing in life.
- Your paper must include the proper citation of all the information that you are using.
 - Your research paper must contain all information listed in the outline.
- You will also need to include information that you gather from your personal interview.

Career Interview Form: (You may not interview a relative)

- Ask your interviewee the questions on the Career Interview Form
- You must have the person you interview sign the interview verification at the end. This form will not be accepted without this. **A phone number is required.**
- You must also ask the person 3 questions that you come up with on your own.

Career Interview Thank You Letter

- Write a letter thanking the person you interviewed.
- You do not need to send this letter. We will be sending handwritten thank you notes.

Works Cited:

- Complete a Works Cited page for all of the information that you gathered for your paper, including your interview.

Assembling Your Project:

- When you have completed your project and put everything in order and ***either***:
 - Take it to a copy store, or an office supply store (Staples, Office Depot) to have it bound. This should cost around \$5.
 - Purchase a report cover and secure the project in the cover. The cover must be the right size to hold the papers in tightly and securely.
 - I have report folders available for loan if you desire. Please see me ahead of the due date.

Please note that all typing **must** be done in MLA format

- 12 points Times New Roman
- Double Spaced
- 1 inch margins

Presentation:

- Speeches will be given June _____
- You will cover the important information that you have found about your career
- The use of PowerPoint or another presentation program is required. **No poster boards.**
- You must be dressed in appropriate professional clothes
- More details to follow.

Career Research Project Intent Letter

Using the business letter format, write a letter to your English teacher on the career you would like to research for your career project. This letter will be part of your final career portfolio.

The contents of your letter should include:

- What career you are interested in researching.
- Why is this career important?
- What in your life has influenced your decision to choose this career?
- What kind of sources will you use for your research?
- A definition of plagiarism and how you will avoid it.

Business letter format:

- Use an 8 ½" x 11" sheet of white paper
- 1" margins left, right, top, and bottom
- Typed, single-spaced
- Use correct line spacing between date, address, paragraphs, etc.
- Font: 12 point, Times New Roman

March 20, 2012

Mr. Hochadel
Teacher
California High School
9800 S. Mills Avenue
Whittier, CA 90604

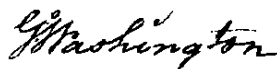
Dear Mr. Hochadel:

I am extremely interested in a career as a bus driver. It may seem strange to some people that I have chosen this career; however, I believe that bus drivers play an important role in society by bringing transportation and affordable travel accommodations to the masses. Without bus drivers, where would our world be?

I desire to become a bus driver for many reasons. For one, my grandfather has been a bus driver for many years, and, during the summer, he would often take me on his tours. Life on the road was always exciting! I have also found great interest in this career after I watched the movie *Speed* with Sandra Bullock. The things that she was able to do with that bus were amazing. Although I understand that that was an extreme situation, I admire her desire to keep the people on her bus safe. Finally, I know that I would enjoy traveling to a multitude of exciting destinations, and I have an aptitude for map reading that I know would be invaluable to a bus driver.

I know that in my research, I will have to be a detective to uncover the relevant information about this career. I plan to use the Internet, books, and a personal interview to gather this information. As I write my research paper, I will pay special attention to avoid plagiarism. I understand that plagiarism is taking someone else's words or ideas and using them as my own without giving credit to the original author. To avoid this, I will use parenthetical citations and a Works Cited page.

Sincerely,



George Washington
Student
1600 Pennsylvania Avenue NW
Washington, DC 20500

Interview Thank You Letter

You are going to type this letter for practice. You do not need to send this letter.

Current Date

Name of person you are interviewing

Title of person you are interviewing

Street address

City, STATE Zip Code

Dear Mr./Mrs./Ms./Miss Last name of person that you are interviewing:

Paragraph 1: Thank the person you interviewed for taking time to speak with you and tell how much you learned from him or her and how much you enjoyed meeting with him or her.

Paragraph 2: Write about 1 specific thing you enjoyed talking about or learned in the interview. Explain why this is important to you.

Thank the person again.

Sincerely,

Your first and last name

Student

9800 Mills Avenue

Whittier, CA 90604

Career Project Interview Questions

This interview must be done in person. Over the phone and e-mail interviews are not permitted.

Student's Name: _____ Period: _____ Date: _____

Interviewee Information:

Name: _____ Job Title: _____

Phone Number: (_____) _____

Work address: _____

Q. How did you get started in this field?

A.

Q. What was the one thing that affected your choice of career the most?

A.

Q. Is the career you have today what you expected or wanted while you were in high school?

A.

Q. What are your major responsibilities?

A.

Q. What do you do during a typical work day? Work week?

A.

Q. Have you had previous jobs which were stepping stones to this one? What were they?

A.

Q. What preparation (education, training, experience) would you suggest for someone interested in entering this field?

A.

Q. What do you like most and least about your work?
A.

Q. What skills and abilities are most important in your work?
A.

Q. What directions or trends do you see for this kind of work in the future?
A.

Q. If you had to do it all again, what would you do differently?
A.

Original question#1:

A.

Original question #2:

A.

Original question #3:

A.

You must make up and ask 3 of your own questions.

Be sure to get the Interview Verification Signed

I conducted this interview in person. The person that I interviewed is not related to me in any way.

Student's Signature: _____

Interviewee's Signature: _____

Parent's Signature: _____

Career Project Research Paper Outline

You must have at least one direct quote in each body paragraph.

Introduction:

- Attention-grabbing information about the job.
- Brief history of the job – when and where this job first appeared.
- Why is this something that somebody would want to do?



Body Paragraphs:

1. History of the career
 - a. When did the career begin?
 - b. How did the career begin?
 - c. What was the career like in the beginning?
 - d. How has it changed since the beginning?
2. Explain what a person in this career does
3. What is the job like?
 - a. What are the hours?
 - b. What is the salary?
 - c. What is the vacation time?
4. Getting the job?
 - a. What education do you need?
 - b. What skills do you need to have?
 - c. What kind of person do you need to be?
5. Stress
 - a. What physical stress is associated with this job?
 - b. What emotional stress is associated with this job?
 - c. What are some dangers associated with this career?

Conclusion:

- What is the future outlook of this job?
- Why is this an important job in society?

This is just a rough outline of how you might want to format your paper. Feel free to organize your information in a way that makes sense to you.

Remember that all information from your sources (either quoted or paraphrased) must have a parenthetical citation to go along with it.

Do not use 1st person or 2nd person pronouns (I, I'm, me, my, mine, we, us, ours, you, your, yours, you're)

Works Cited

American Revolution, The. New York: Penguin Books, 2001. Print

“Architect.” Bureau of Labor Statistics. U.S. Bureau of Labor Statistics. 2013. Web. 14 February 2013. <www.bls.gov/ooh/architecture-and-engineering/architects.htm>.

Epps, Gary. Personal Interview. 30 April 2010.

Lopez, Manuel. *The American Revolution and Britain*. New York: Harcourt Brace, 1995. Print

Murphy, Michelle. “French and Indian War.” *The World Book Encyclopedia*. Vol. 4. Chicago: World Book, 1994. Print.

Sanchez, Alberto. Personal Interview. 12 March 2008. Print.

- 12 point Times New Roman
- Double Spaced (no skipping lines)
- Do not number the entries
- Alphabetize the list by last name or article title (no numbering or bullets)
- Indent the second line of any entry 5 spaces. Look at my works cited article example. To do this, use the “hanging indent feature under the paragraph menu.
- Write “Works Cited” at the top of the page (12 point, Times New Roman, Centered. Not bold, underlined, quoted, or in italics)

Things Not To Do!

The following is a list of errors that will cause you to receive a zero on the research paper section of your portfolio:

1. Plagiarized
2. No Works Cited
3. Less than 3 sources in your Works Cited
4. Forgetting to include direct quotations in each body paragraph
5. No parenthetical citations in your research paper
6. Less than three pages long (this includes papers with margins adjusted and/or blank lines added to increase length). 3 pages is at least 1 word onto the 4th page.