

Cornell High School

Graduation Project

12th grade Requirements

2013-2014

# **Graduation Project**

## **Grade Sheet of Completed Items**

NAME: \_\_\_\_\_

\_\_\_\_\_ Three School Data Sheets and Career Cruising completed.

\_\_\_\_\_ Job Shadowing Experience from Junior Year Completed with Notes and Documentation

\_\_\_\_\_ Employee evaluation form from Junior Year

\_\_\_\_\_ Thank You Note to Mentor

\_\_\_\_\_ Final Draft of Paper from Junior Year

\_\_\_\_\_ Cover Letter and Resume

\_\_\_\_\_ College Scholarship Essay from English 12

\_\_\_\_\_ Completed Portfolio

# Cornell High School

## Permission to Job Shadow

My son/daughter, \_\_\_\_\_, has my permission to participate in a job shadowing experience which will take place on \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_ at the below location.

Location of Job Shadowing: \_\_\_\_\_

I understand that this experience is required for my son/daughter to graduate under the terms of the Cornell Graduation Project Criteria. In addition, I understand and agree that transportation to and from the work site shall be the responsibility of the parent and/or student.

Also, I understand that my son/daughter will be responsible for making up all work missed during this experience. I understand that it is the responsibility of my child to arrange for this with his/her teachers. My son/daughter will be counted as present for the day/days missed for the job shadowing experience.

Furthermore, I understand that my child will be responsible for completing an evaluation of his/her job experience, that my child will also be evaluated by their cooperating professional, and will be responsible for completing a job shadowing journal. Once completed, this information will be a vital component in the student's Graduation Project Portfolio.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

## Mentor Contact Information

Mentor Name

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Phone number

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Email address

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Business address

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## JOB SHADOW STUDENT REFLECTION FORM (notes)

Student: _____	Job site: _____
Dates of Job Shadow: _____	Department: _____
Total Number of Hours on Job Shadow: _____	
Person(s) shadowed: _____	

1. Describe the department/work site you visited:
2. What type of work activities did you observe during your job shadowing experience?
3. What did you like best about your job shadowing experience?
4. What did you like least about your job shadowing experience?
5. What surprised you most about what you observed, heard, did, or learned?

6. If you wanted to work in the department/work site you visited, what might you do to prepare in the next five years, both in high school and afterwards?

7. Would you consider a career in the type of industry in which you job shadowed? Why or why not?

8. From your perspective (your interests, abilities, and goals) identify aspects of the job that were:

Positive:

Negative:

9. Did the job shadowing experience influence your career choice/goals? How?

## Journal of Job Shadowing Experience (Notes)

Name \_\_\_\_\_

Name of Cooperating Professional \_\_\_\_\_

Location of Job Shadowing Experience \_\_\_\_\_

What you Did	With Whom	Results, observations, comments
<u>8:00 am</u>		
<u>9:00 am</u>		
<u>10:00 am</u>		
<u>11:00 am</u>		
<u>12:00 pm</u>		
<u>1:00 pm</u>		
<u>2:00 pm</u>		
<u>3:00 pm</u>		

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Cooperating Professional Signature: \_\_\_\_\_

Date \_\_\_\_\_

## **Interview Questions (Notes)**

What is your job title?

What special skills, training or experience did you need for this job?

What education did you receive in order to get your job?

Tell me about your working conditions.



What do you like most about your job?

What do you like least about your job? What would you change about your job?

How has, "What you wanted to do" changed over the years?

What are your responsibilities?

How did you get your first job?

What skills from your education/training do you use in your job?

What advice can you give me concerning this career?

Questions I would like to ask:  
(Ask any additional questions you still have unanswered.)

## **After the Interview**

---Add more information to the notes you took during the interview, if needed.

---Always send a thank-you letter promptly (within 1-2 days after the interview).

Summarize what you have learned from the interview:

I have prepared and mailed my Thank-you Letter to the person I interviewed:  
*(Must have a photo copy of your thank-you notes for your portfolio)*

\_\_\_\_\_ YES

# JOB SHADOW STUDENT REFLECTION FORM

(notes)

Student: _____	Job site: _____
Dates of Job Shadow: _____	Department: _____
Total Number of Hours on Job Shadow: _____	
Person(s) shadowed: _____	

10. Describe the department/work site you visited:
  
  
  
  
  
  
  
  
  
  
11. What type of work activities did you observe during your job shadowing experience?
  
  
  
  
  
  
  
  
  
  
12. What did you like best about your job shadowing experience?
  
  
  
  
  
  
  
  
  
  
13. What did you like least about your job shadowing experience?
  
  
  
  
  
  
  
  
  
  
14. What surprised you most about what you observed, heard, did, or learned?
  
  
  
  
  
  
  
  
  
  
15. If you wanted to work in the department/work site you visited, what might you do to prepare in the next five years, both in high school and afterwards?

16. Would you consider a career in the type of industry in which you job shadowed?  
Why or why not?

17. From your perspective (your interests, abilities, and goals) identify aspects of the job that were:

Positive:

Negative:

18. Did the job shadowing experience influence your career choice/goals?  
How?

**Thank-you Letter Guide****Job Shadow**

Write your letter and prepare the envelope right after completion of your Job Shadow experience. It is important to mail this letter within a week. When you write the letter, remember the following:

- Be neat
- Check your spelling and grammar
- Begin your letter with a sentence that specifically thanks the sponsor for allowing you to spend time at his/her place of work/business.
- State something positive that you learned during your job shadow experience.

**Sample Thank You Letter Format**

Date

Job Shadow Sponsor Name

Site Name

Address

City, State, Zip

Dear Mr., Ms. Mrs.:

(Body of Letter)

Sincerely,

Your Name

Your Address

## Career Shadowing

### Employer Evaluation Form

Please take a minute to evaluate this student's day on the job. A score of 1 will be the lowest and a 4 being the highest.

- 1) The student was punctual.

1                      2                      3                      4

- 2) The student actively participated in all tasks assigned.

1                      2                      3                      4

- 3) The student asked appropriate job-related questions.

1                      2                      3                      4

- 4) The student showed a genuine interest in the job area shadowed.

1                      2                      3                      4

- 5) The student's behavior was respectful and appropriate.

1                      2                      3                      4

- 6) The student's appearance and dress were appropriate for the job setting.

1                      2                      3                      4

Please make any additional comments:

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

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

**Student should present this form to the job-shadowing host at the beginning of the job shadowing experience. Job shadowing host is to complete this form prior to the student leaving the work site so student can present to his/her mentor upon return to school.**

## Graduation Project Portfolio Rubric

Name \_\_\_\_\_

Topic: \_\_\_\_\_

Evaluator(s) \_\_\_\_\_

CRITERIA	POINTS	COMMENTS
<b><u>Cover Sheet for Binder</u></b> Cover sheet is attractive, colorful, and clearly has the student's name and interests included. Cover sheet includes the student's name and project title. All unoriginal images are cited on a page after the title page in MLA format.	5 4 3 2 1 0	
<b><u>Title Page</u></b> Title page is nice and neat. The title page should be free from errors and have the student's name, graduation project, mentor name and place of employment, and the date (MLA Format).	5 4 3 2 1 0	
<b><u>Table of Contents</u></b> The portfolio contains a table of contents. The table of contents is <b>titled</b> and lists <b>major sections</b> of the portfolio with corresponding page numbers. The title page is <b>not</b> included in the table of contents. The table of contents is double-spaced and is <b>free</b> from spelling and conventional (grammar usage, punctuation, and capitalization) errors.	5 4 3 2 1 0	
<b><u>Reflective Introduction</u></b> The portfolio contains a <b>personal introduction</b> of this students' graduation project and a <b>brief</b> overview of their experience. The information in this section provides the reader with a clear understanding of the project and the final findings of the student. You should include the reason why you chose to explore the career you chose and what makes you a good candidate for that job. Think about the skills that you possess. Think about what you have learned through this process and what your plans are after graduation. This page has a <b>title</b> , is <b>written in first person</b> , and is <b>double-spaced</b> . This section is a <b>minimum of 1 page</b> in length and is formally written. This page is <b>free</b> from spelling and conventional (grammar usage, punctuation, and capitalization) errors.	20 16 12 8 4 0	
<b><u>Three School Data Sheets</u></b> This portion of the portfolio contains the three completed school data sheets that include information about the three schools that the student was considering attending.	5 4 3 2 1 0	
<b><u>Career Cruising</u></b> This section includes the results from the student completing the Career Cruising online.	5 4 3 2 1 0	



<p><b><u>Job Shadowing Notes/Journal</u></b> During the job shadowing experience, the student took <b>notes</b> and asked questions to their mentor. In this section, the portfolio should have <b>copies of the notes</b> and the <b>interview questions/answers</b>. The student can include any valuable information from their job shadowing experience here. This section includes the <b>student's permission to job shadow form</b> complete with all three signatures. Also, the <b>mentor contact form</b> is here as well as the employer evaluation form.</p>	10 8 6 4 2 0	
<p><b><u>Final Draft of Paper</u></b> A <b>clean and updated copy</b> of the student's 11<sup>th</sup> grade paper should be included. These pages are <b>free</b> from spelling and conventional (grammar usage, punctuation, and capitalization) errors.</p>	10 8 6 4 2 0	
<p><b><u>Job Profile</u></b> Students will include a color copy of their job profile that they completed in their government class. These pages are <b>free</b> from spelling and conventional (grammar usage, punctuation, and capitalization) errors.</p>	5 4 3 2 1 0	
<p><b><u>College Scholarship Essay</u></b> Students will include a <b>clean</b> copy of the college scholarship essay that they wrote for English 12. This page has a <b>title</b> and is <b>double-spaced</b>. This section is a <b>minimum of one full page</b> in length. This page is <b>free</b> from spelling and conventional (grammar usage, punctuation, and capitalization) errors.</p>	10 8 6 4 2 0	
<p><b><u>Cover Letter and Resume</u></b> Students will create a cover letter and resume which highlight their career goals as well as their work experiences. Students will write a clear and focused object for their resume. Students will write a traditional cover letter following all of the conventions of a letter. This page is <b>free</b> from spelling and conventional (grammar usage, punctuation, and capitalization) errors.</p>	20 16 12 8 4 0	
<p><b><u>Professional Presentation of Portfolio</u></b> Nice, neat, well organized. Has all components included and in the correct sequencing. Portfolio should be presented in a binder with sheet protectors and utilizing dividers.</p>	20 16 12 8 4 0	
<p><b><u>Appendix:</u></b></p> <ul style="list-style-type: none"> <li>9 -10<sup>th</sup> grade requirements</li> </ul>	5 4 3 2 1 0	

<b>Total Points</b> _____/125	Additional Comments:
<b>Percentage</b>	
<b>Letter Grade</b>	

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

## School Data

Name of School:

Address:

Phone:

Web Address:

### DESCRIPTION

Type:

Total Enrollment:

Length of School Term:

Summer School Options:

### HOUSING

Dormitories:

Off Campus Options:

Meal Plan:

### STUDENT PROGRAMS AND SERVICES

Tutoring Options:

Computer/Internet Access:

Student Organizations (Fraternities, Student Government, etc):

Intramural Sports:

TUITION AND EXPENSES

In-State Tuition:

Out-of-State Tuition:

Fees (technology fees? Enrollment fee, etc):

Cost of Room and Board:

Books and other planned expenses:

ADMISSIONS

Application Deadline:

Application Fee:

Early Admission Policy (if any):

FAFSA Deadline:

Freshman Orientation:

TESTING INFORMATION

SAT

Average Score:

ACT

Average Score:

MAJORS OFFERED (List only those that relate to your career interest)

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