

## GRADUATION PROJECT PROCEDURES

The graduation project consists of three components:

1. A project
  - a. Career portfolio including the Interest Profile and personality assessment
  - b. Community service hours
  - c. Job shadow
2. A written component
  - a. Cover letter
  - b. Resume
3. A mock interview

**INTEREST PROFILE:** The Interest Profile is a 180 question assessment based on interests. It can be accessed through the CHOICES Roadmap icon on any computer at Eastern York High School.

The Interest Profile will place a student's interests into career clusters. The top two career clusters will translate into possible career choices based on interests. This can be done by clicking "continue" and "review matching occupations" once the assessment is complete. A description of the career clusters, as well as a description of occupations is available through this computer program.

**PERSONALITY ASSESSMENT:** For the graduation project a personality assessment is available online that translates into suggested careers for students.

The letter code descriptions are available as a handout. Also available is a list of possible career choices according to the 4-letter code. Generally the personality assessment will be administered in Career Class by the career counselor. Results will be discussed in detail with the students.

**COMMUNITY SERVICE HOURS:** Each student is responsible for 10 community hours over the course of his/her high school career. Community service hours are to be initiated by the student. The student is responsible for the documentation of the service hours by an agency head or supervising adult.

Community service hours can be obtained within the school district by such organizations as National Honor Society, Interact Club, etc. The Volunteer Center of United Way of York County also has a list of agencies that need volunteer services. They can be contacted via e-mail at [www.givealittlebit.org](http://www.givealittlebit.org)

**JOB SHADOW:** A job shadow is a one day, or partial day shadow at a business or organization that mirrors a career of the student's choice. It is recommended that the job shadow follow a career cluster based on the results of the Interest Profile.

The student is responsible for requesting a job shadow through the career counselor in the Career Center. A request form is filled out. The Career Counselor will set up the job shadow. The student is responsible for transportation and maintaining a "C" or above in all classes in order to go on the shadow. A parent permission slip must also be obtained.

On the shadow, the student will be required to fill out a questionnaire. It is also advisable to have the mentor complete a checklist to attest to how the student performed on the job shadow. All of these forms will be handed to the student when the shadow is scheduled.

Upon completion of the shadow, the student will review the shadow with the Career Counselor. A thank you note to the mentor will be sent.

**COVER LETTER AND RESUME:** The cover letter and resume can be completed during class or through an individual visit to the Career Center. Students are also welcome to complete this on their own- though it is essential that it be reviewed by a qualified professional- i.e. Career Counselor, teacher, or other qualified adult.

It is recommended that the standard resume from Word Perfect be used, however other formats may be appropriate also.

The contents of the cover letter should address what job is being applied for, reasons why the student feels he is qualified for the job, and a way of being contacted to set up an interview. The contents of the resume should address personal contact information, career objective, employment, education and skills.

**MOCK INTERVIEW:** The mock interview is scheduled to take place in the fall of the student's senior year. It will be a one on one interview between the student and an adult. Interviewers can include teachers, administrators, school board members, business people, and community members.

The student will be given a list of possible interview questions prior to the interview. There will also be scheduled times for students to be taught interview skills by the Career Counselor prior to the interview.

During the interview, the interviewer will review the portfolio contents and proceed with the interview. A rubric will be used to score the interview. A 70% or above on the rubric will constitute successful completion of the mock interview.

Additional Information:

- All portfolio pieces will be housed in the Career Center
- The portfolio can be accessed by the student upon request
- A checklist of completed pieces will be in the portfolio. Also a computer program will record all data received
- The student is responsible for submitting portfolio pieces.
- The mock interview will not be scheduled unless all required portfolio pieces have been submitted
- Any questions regarding the graduation project can go through the assistant principal or the career counselor
- Upon submission of all portfolio pieces, and successful completion of the mock interview, the graduation project will be deemed complete and passing.