PINE GROVE AREA SCHOOL DISTRICT

GRADUATION PROJECT REQUIREMENTS

In order to graduate from the Pine Grove Area School District, a student must complete a project while under the guidance of the high school faculty. The purpose of the project, which includes career exploration, job shadowing, and community service, is to insure that the student is researching, planning, and continuing on a path to establish and meet goals for life after high school.

GRADUATION PROJECT OVERVIEW
All projects will contain the following:
1. Career portfolio
2. Research paper
3. College/career day reflection
4. Job shadowing experience
5. Community service project
6. Final product

Each of the five required parts will be assessed. A satisfactory must be received in each of the components above to complete this project successfully.

GRADUATION PROJECT CHARACTERISTICS
1. Communication skills
2. Creativity
3. Depth of knowledge
4. Critical thinking
5. Higher order thinking skills
6. Evidence of planning
7. Topic that capitalizes on student strengths
8. Opportunities for research
9. Student self-direction and student reflection
10. Technology skills

GRADUATION PROJECT GUIDE

I. DEVELOP A CAREER PORTFOLIO (Freshman Year)

➢ Students will create a portfolio that tells the story of the student including achievements, growth, vision, reflection, skills, experience, education, training and career goals.
   - Due by May 15th- Completion with Computer/Career Teacher will be verified by administration.

II. RESEARCH PAPER/EXPEREINCE AND REFLECT ON CAREER FAIR
(Sophomore Year)

➢ Students will research a career field of their choice.
➢ Student will write a three page paper based on their research (MLA Format)
   - Due by Dec 1st- Completion with English 10 Teacher will be verified by administration.
➢ Students will attend a College/Career Fair.
➢ Student will complete reflection activity (attached).
   - Due within two weeks of College/Career Fair- Completion with Social Studies Teacher will be verified administration.

III. PARTICIPATE IN A JOB SHADOWING EXPERIENCE (Junior Year)

Students will complete a shadowing experience.
Students will be responsible to:

➢ Arrange for transportation to and from the organization to be shadowed.
➢ Make arrangements to complete any assignments missed during the shadowing experience prior to the experience.
➢ Conduct yourself in a professional manner. Remember you are representing both your school and yourself.
➢ Dress appropriately for the type of organization you are visiting.
➢ Student will interview the appropriate personnel to complete written assignment (attached).
➢ The student understands that no wages will be paid for the shadowing experience.
   - Due by March 1st- Completion will be monitored and verified by student's Guidance Counselor.

IV. COMPLETE A COMMUNITY SERVICE PORJECT (5 hours/year freshman through junior years, and 20 hours during Senior Year)

➢ Students will complete a community service project designed to contribute to society
➢ Complete a total of 35 hours of community service over a four-year period (may be completed with a group of no more than five students).
➢ Propose a project and submit for approval. Complete proposed service and log hours with appropriate signatures.
   - Due by April 1st for 9th-11th Graders/ February 1st for 12th Graders- Approval and submissions will be verified by appropriate administration and guidance counselor.

V. PRODUCE A FINAL PRODUCT (Senior Year)
- ➢ Student will complete a summary presentation that includes the career portfolio, college/career fair reflection, job shadowing and community service summary.
- ➢ Students will create a multi media presentation that will be presented to the committee.
- ➢ Student will also be expected to respond to questions.
  - o Presentations will be scheduled throughout the month of March-Completion will be verified the faculty committee.

Modifications/adaptations to the graduation project guidelines may be made for those students who enter Pine Grove Area High School after the 9th grade year. Specific requirements in each individual's program will be addressed by the guidance counseling staff within the first month of entering the high school.

CAREER PORTFOLIO (Freshman Year)

The electronic career portfolio is a purposeful collection of work that tells the story of the student. It is a tool that gives employers a complete picture of who you are-your experiences, your education, your accomplishments- and what you have the potential to become- much more than just a letter of application and a resume can provide.
Requirements:
1. All information should reflect the student's accomplishments and experiences. No fictitious information should be used.
2. Portfolios should be clearly labeled with the name of the student.
3. All files must be viewable on a Windows platform.
4. Portfolios need to be well organized, contain substantiated statements, and is written in an acceptable business style.
5. The use of templates must be identified at the bottom of the page.
6. Electronic portfolios should contain no more than 30 pages.
7. The portfolio must include directions to access the portfolio, a table of contents, proper navigation through the portfolio, a resume, and career summary. The career summary page should include career choice, description of career, education required, and future job outlook (e.g., monetary, advancement).
8. Other topics and materials that may be included are: awards and honors, community activities, examples of projects, writing samples, and so on.
9. Students can showcase education and work experience by showing examples and evidence of work, skills, and accomplishments.

CAREER RESEARCH PROJECT (Sophomore Year)

"When I grow up, I want to be…." Now that you are at a point in your life when you must be more serious about making plans and preparing for the future. Some students have already decided on your life after PGAHS, while other are just realizing that it is time to begin thinking and planning. No matter stage a student is, he/she needs reliable information about possible careers and schools to help you in your decision-making. This research paper is designed to help you find such information.
Requirements:
1. A Title Page including title, your name, and the due date.
2. A three-page research paper comparing two (2) careers.
3. Proper documentation/ MLA formatted
4. A work cited section with three (3) sources for each career.

COLLEGE/CAREER DAY REFLECTION ACTIVITY (Sophomore Year)

Now that you have experienced the career fair, take a few minutes to reflect on what you observed today and how it might affect your plans for the future.
Please write your answers on a separate sheet of paper.

1. Which jobs were of interest to you?

2. Which jobs did you find boring?
3. Would you still consider a career in this field? Why or why not?
4. What surprised you most about what you learned, heard or observed today?
5. What knowledge or skills are you learning in school that will be used on the job?
6. What knowledge or skills do you need to strengthen to be successful on the job?
7. Did any other ideas for careers come to mind today?
8. Was this a positive experience for you? Why or why not?
9. Would you recommend this experience to other students? Why or why not?

JOB SHADOWING INTERVIEW QUESTIONS (Junior Year)

Please answer the following questions as completely as possible on a separate sheet of paper preferably word processed.

1. What were the title and the responsibilities of your workplace host?
2. Which parts of the job were of interest to you?
3. Which parts of the job did you find boring?
4. Would you still consider a career in this field? Why or why not?
5. What surprised you most about what you learned, heard or observed today?
6. What knowledge or skills are you learning in school that will be used on the job?
7. Was this a positive experience for you? Why or why not?
8. Would you recommend this organization or shadowing experience to other students? Why or why not?

JOB SKILLS

Your workplace host uses a lot of the same skills that you are now learning in your classes. To find out which skills are most important to your host's job, ask for examples of how the following skills are used on the job. Remember to speak clearly and remember to record your answers on a separate piece of paper and return to the Guidance Office.

1. Please give an example of how you use writing on the job.
2. Please show me how math is important in this job.
3. Please give me a specific example of why it's important to have good listening skills.
4. Do you ever have to work in teams in this job? How So?
5. Please explain why you need computer skills for this job.
6. What types of problems do you solve on the job?
7. What skills do you need to solve these problems?
8. What skills do you need to develop or strengthen?

COMMUNITY SERVICE REQUIREMENTS (Freshman through Junior Year)
COMPLETE APPROVAL/ LOG DOCUMENT
   A. Includes dates description of activities approval, completion and the signature
      the adult supervisor.

FINAL PRODUCT (Senior Year)
COMPLETE A MULTIMEDIA SUMMARY PRESENATION
   A. Presentation must be formal, correct grammar and punctuation, appropriate
      vocabulary.
   B. Presentation must be an accurate presentation of the information.
   C. Presentation should include pictures and possible sound and video.
   D. The presentation will be assessed based on the following:
      1. Organization
      2. Content
      3. Supporting materials
      4. Communication skills
      5. Unacceptable presentations become the responsibility of the student to
         redo

COMMUNITY SERVICE REQUIREMENTS (Senior Year)
COMPLETE APPROVAL/ LOG DOCUMENT AND ACTIVITIES SUMMARY
   A. Presentation must be formal, correct grammar and punctuation, appropriate
      vocabulary.
   B. Include summary reflection in multi-media presentation
      1. Who did you help or work with?
      2. Who did you need to assist you?
      4. What materials did you need?
      5. Where did you get your materials?
      6. Where did you do your hours, and work?
      7. When did you work on your hours?
      8. When did you begin to gather materials?
      9. Did you enjoy your work? Why or why not?

REVIEW OF PRESENTATION
   A. All presentations will be scheduled for presentation
   B. The presentation should be extemporaneous, not read or memorized
   C. Student will also be expected to respond to questions.