PROJECT OUTLINE

1. **CHOOSE A PROJECT**
   Job Exploration / Career Investigation Projects focus on exploring a career you are interested in and are seeking alignment with your college degree plan through job-shadow or intern opportunities. Some areas to consider are medical professions, entrepreneurship, engineering, teaching, law, law enforcement, cosmetology, photography, agriculture, auto mechanics, IT, and landscaping. However, you are not limited to this list, as it could include nearly anything.

   The research aspect of the project could include investigation of school/training requirements, salary expectations, or future needs for that career.

   > **All Job Exploration Projects must be original student work.**

   > **Projects may not be combined with class assignments, community service requirements, Eagle Scout awards, Science Fair or any other competition. Project hours cannot be completed while you are earning college credit or while being paid.**

2. **CHOOSE BETWEEN A SPRING OR SUMMER PROJECT**
   If you choose to complete your project in the spring, presentations will take place
   August 20, 2019 or August 22, 2019.
   If you choose to complete your project in the summer, presentations will take place
   January 14, 2020 or January 16, 2020.

3. **COMPLETE PROPOSAL / GET APPROVAL / SECURE A COMMUNITY MENTOR**
   Complete the proposal form included in the packet and obtain approval from Ms. Parson. Find a community mentor, obtain required information and signatures, fill out Job Exploration Proposal Form, and turn in to Ms. Parson for final approval.

4. **BE AWARE OF DUE DATES / CHECK-IN DATES**
   Keep in mind that you may not begin your project hours until you have been approved. Refer to the Summary Rubric for check in dates/times often.

5. **CREATE AND MAINTAIN A JOB EXPLORATION (JE) BINDER**
   Create a 3-ring binder with dividers. Sections need to include:
   1. **Completed forms -** Student/Parent Acknowledgement; Job Exploration Project Proposal (originals will stay with Ms. Parson, you will be given a copy)
   2. **Hours log -** filled out and signed every time you meet with community mentor
   3. **Research -** three research summaries with citations, *minimum* of one page
   4. **Reflection essay** - place the final draft on top and rough drafts behind
   5. **Rubrics -** Summary Rubric, Critical Thinking Rubric, Presentation Rubric

   ****PLEASE** take your binder with you each time you work with your community mentor and when you meet with Ms. Parson.

6. **WRITE YOUR THREE (3) RESEARCH SUMMARIES**
   Use MLA format and cite sources, including a work cited page. Research summaries must be a *minimum* of one page.

   Topics might include:
   1. Academic requirements; degrees / certificates
   2. Cost of education
   3. Institutions that offer program requirements
   4. Salary expectations
   5. Outlook of employability; future need
   6. Geographic regions of popularity

7. **WRITE YOUR REFLECTION ESSAY**
   Use this outline:
   1. Why/how you chose your project. Include any changes and/or adjustments you had to make and why
   2. Introduce your community mentor; how you chose them and how they assisted you
   3. Describe what you did during your project hours
   4. Explain your research topics
   5. Your reflection essay must include these five elements, but you can add additional information;
      a. Analyze your project
      b. Reflect on your project
      c. What did you learn?
      d. How will this impact your future?
      e. Cite sources, and include a work cited page.

8. **CREATE KEYNOTE PRESENTATION**
   Your Keynote presentation will consist of 15 slides
        5 slides on what you did
        5 slides on your research
        5 slides on conclusions, analysis, and reflection
   You may add more slides, but keep in mind that your presentation will only be between 10-15 minutes.

   **Word of advice: Take pictures of your project all along the way. Not only is it proof of your project, but Google images are boring.