

JOB EXPLORATION SUMMARY RUBRIC SUMMER 2019

Presentation: January 14 or 16, 2020

MAY 10, 2019 (8:00 a.m. – 3:00 p.m.)		Initials
Student / Parent Proposal Acknowledgment signed		
Proposal submitted / approved by Job Exploration Supervisor (Ms. Parson)		
Community Mentor chosen / accepted / signature obtained		
Binder with Table of Contents, dividers, all required forms		
TOTAL POINTS EARNED out of 20		
AUGUST 19, 2019 (8:00 a.m. – 3:00 p.m.)		
Three research summaries completed with MLA citations – turned in		
#1	#2	#3
TOTAL POINTS EARNED out of 120		
OCTOBER 16-17, 2019 (8:00 a.m. – 3:00 p.m.)		
Job Exploration Project check		
Provide JES with a detailed plan of completion		
Sign up for presentation date and time		
TOTAL POINTS EARNED out of 20 points		
JANUARY 13, 2020 (8:00 a.m. – 3:00 p.m.)		
Review of Presentation Rubric		
Binder check (to be completed immediately following orientation)		
<ol style="list-style-type: none"> 1. Completed forms 2. Completed hours log 3. Completed research summaries 4. Completed reflection essay 5. Rubrics 		
Three printed copies of each research essay		
Three printed copies of reflection essay		
Keynote – verbal confirmation of completion		
Thank You card to community mentor		
TOTAL POINTS EARNED out of 25		

Project Hours Recorded

August 19, 2019	October 16-17, 2019	January 13, 2020	TOTAL HOURS

SUB-TOTALS

CHECK POINTS / REQUIREMENTS	Points Earned	Initials
HOURS LOG – 300 points (50%)		
RESEARCH – 120 points (20%) Three research reports @ 40 points each Due August 19, 2019		
REFLECTION / PRESENTATION – 180 points (30%)		
Presentation; 50 points		
Reflection essay; 40 points		
Panelist feedback; 25 points		
TOTAL POINTS EARNED out of 115		
Pre-project checkpoint; 20 points May 10, 2019		
Midpoint checkpoint; 20 points October 16-17, 2019		
Binder check; 25 points January 13, 2020		
TOTAL POINTS EARNED out of 65		

TOTAL PROJECT POINTS EARNED out of 600		
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