

EXTENDED APPLICATION PROJECT GUIDE / CHECKLIST

EA Project: Apprenticeship Student Name: _____ AG Teacher: _____

Every EA Portfolio will include the following documents:

- Title Page
- Table of Contents
- Cover Letter
- Resume and References
- CRLE Reflection Forms (8)
- Work Log – Your EA project requires 10+ hours of documented time spent completing your project, assembling your portfolio, and preparing your presentation. You must keep a log of these activities.
- Reflective Essay (2-4 pages in length, outline available on EA website)
- Copies of Thank you Notes (AG Teacher, Counselor, Teachers, Supervisors, etc.)
- Supporting Documentation (award certificates, lesson plans, newspaper clippings, pictures, etc.)

Apprenticeship Project

- Choose Apprenticeship:** If you have not already chosen a trade, research three. Of those you research, choose the one that you are most interested in and use it to fulfill the remaining steps.
 - Complete Background Check Requirements for job shadow supervisor** – This must be done and approved ***BEFORE*** you start your job shadow.
 - Job Shadow** — Complete and document a job shadow (*at least two hours in length*) with a professional in your trade of interest or attend a career information session (ask about union vs. non-union, OSHA, and any other information you need). If you end up short on hours for your project, extend your job shadow.
 - Application** — Obtain and complete a copy of the apprenticeship program application as well as all required documentation for admission.
 - Supervisor Evaluation Form**- Found on the EA Project Website.
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- Presentation**
 - Introduce** your project
 - Explain** the process used/timeline/work plan and journal highlights
 - Explain** how, after completing your project, you are more prepared for the future
 - Share** any new ideas you had during or after your project
 - Explain** the next steps for your senior year
 - Explain** the next steps for immediate post high-school plans
 - Include** a visual aid (poster, PowerPoint, scrapbook, demonstration, etc.)

EXTENDED APPLICATION PROJECT SCORING GUIDE

EA Project: Apprenticeship Student Name: _____ AG Teacher: _____

Portfolio Scoring Guide (Check when standard is met)

- | | |
|--|---|
| <input type="checkbox"/> Title Page | <input type="checkbox"/> Apprenticeship Application |
| <input type="checkbox"/> Table of Contents | <input type="checkbox"/> Work Log |
| <input type="checkbox"/> Cover Letter | <input type="checkbox"/> Reflective Essay |
| <input type="checkbox"/> Resume and References | <input type="checkbox"/> Supervisor Evaluation |
| <input type="checkbox"/> Copy of Job Shadow Paperwork | <input type="checkbox"/> Copies of Thank You Notes |
| <input type="checkbox"/> Choose Apprenticeship | <input type="checkbox"/> CRLE Reflection Forms/Evidence (8) |
| <input type="checkbox"/> Complete Background Check Requirements
for Job Shadow Supervisor | <input type="checkbox"/> Supporting Documentation |

Presentation Scoring Guide

5 = Exceeds Standard 4 = Meets Standard 3 = Below Standard

Relevance

- Student demonstrates a connection between the project and his or her post-high school goals and plans
- Student shows evidence of new learning, ideas, results, or conclusions appropriate to his or her personal, academic, and/or career interests and post-high school goals.

Rigor

- Student shows how he or she applied academic and specialized knowledge and skills appropriate to his or her personal, academic, and/or career interests and post-high school goals and plans.
- Student shows how he or she applied those skills in complex or non-routine situations where there was some individual responsibility and autonomy.

Reflection

- Student shows evidence of reflecting on the project's connection to his or her post-high school goals and plans.
- Student shows evidence of new learning, ideas, or conclusions as a result of participating in the project.
- Student shows evidence of reflecting on how he or she applied appropriate academic and specialized knowledge and skills in complex or non-routine situations during the project.

Completion Date: _____

Advisor Signature: _____