

## EXTENDED APPLICATION PROJECT GUIDE / CHECKLIST

EA Project: Direct to Workforce 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.)

Direct to Workforce Components:

- Choose a career plan:** Identify what job you would like to have in 5 years and identify the entry level position that is the first step to obtaining your long term goal.  
**Career of Interest:** \_\_\_\_\_
  - Describe each of the following:** (a bulleted list is acceptable)
    - Description/Overview of the entry –level position and long term position you desire
    - Specific Work Activities
    - Working Conditions
    - Preparation
    - Licensing and Certification
    - Wages
    - Employment and Outlook
  - Complete at least a 2 hour job shadow/interview** with a professional in your career of interest or attend a career information session. Use the Supervisor Questions Worksheet during the job shadow.
  - Locate and print 3 current job announcements that you are currently qualified for**
  - Locate and explain the following job related resources:** (a bulleted list is acceptable)
    - Employment Office
    - Temp Agencies
    - Online Services (job search services)
    - Unemployment Office
  - Obtain interview clothes** (include a picture)
  - Participate in at least 2 additional mock interviews** (use the mock interview scoring guide)
  - Obtain at least one letter of recommendation** for employment from someone not related to you
  - Obtain Career Readiness Certification-** See Mrs. Bashor or Mrs. Rankin
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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: Direct to Workforce Student Name: \_\_\_\_\_ AG Teacher: \_\_\_\_\_

## Portfolio Scoring Guide (Check when standard is met)

- |   |   |
|---|---|
| <input type="checkbox"/> Title Page                   | <input type="checkbox"/> Work Log   |
| <input type="checkbox"/> Table of Contents            | <input type="checkbox"/> Reflective Essay   |
| <input type="checkbox"/> Cover Letter                 | <input type="checkbox"/> Copies of Thank You Notes  |
| <input type="checkbox"/> Resume and References        | <input type="checkbox"/> CRLE Reflection Forms/Evidence (8)   |
| <input type="checkbox"/> Sample Job Application       | <input type="checkbox"/> Supporting Documentation (Career Readiness Certification, evidence of interview clothes, job announcements, etc) |
| <input type="checkbox"/> Copy of Job Shadow Paperwork |   |
| <input type="checkbox"/> Letter(s) of Recommendation  |   |
| <input type="checkbox"/> Career Plan/Job Description  |   |
| <input type="checkbox"/> Mock Interview Evaluations   |   |

## 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: \_\_\_\_\_