

Cover Letter Lesson 1 & RIE Introduction: Juniors

Nov. 28, 2017

	Lessons	Standards
Last Week Nov 20-24	Parent-Teacher Conferences – No School	
This Week Nov 27-Dec 1	Cover Letter Lesson 1/RIE Intro (Tues) Foxes in Focus/RIE Review (Wed) RIE – First RIE (Thurs) Link Crew(Fri)	CRLE
Next Week Dec 4-8	Cover Letter Lesson 2 (Tues) AG Door Decorating (Wed) AG Door Decorating/AG Party (Fri)	CRLE

Materials: Cover Letter Assignment Sheet (In box, attached), RIE Schedule (Attached), RIE Permission & Letter to Parent (In box, attached)

Note: Teachers - Keep copies of Resumes, Cover Letters, & Job Applications in student portfolios. Students will need them for their EA project portfolio and Mock Interviews.

Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. **Read the following announcement to students:** RIE Thursdays will begin this Thursday, Nov. 30th. Instead of being requested during AG over two days, students will be requested over two sessions at the end of the day on Thursday. See the attached schedule for exact details. On Thursdays, students will not go to AG after 3rd period. Instead, students will go directly to their 4th period class. Lunch will be based on 6th period instead of 5th period, but the same rules will apply. After 7th period is over, students will report to their AG. In AG, the AG teacher will confirm with each student where they should go for each session of RIE. The RIE request list will remain the same, and will be posted on Wednesday in the same location as always. Students who are not requested may leave campus for the day if they do **not have a D or F in any course** and if they have returned the **signed permission slip** from their parent/guardian. If students do not return the signed permission slip, they cannot leave campus. Students with D's or F's in any course must remain in their AG if they are not requested by another teacher. Students may be requested for remediation, intervention, or extension purposes. This means that students may be requested because of missing assignments, to re-learn a concept, to complete a test, project, or lab, for a club meeting, to attend a college visit, or for an opportunity to dive deeper into subject matter. If you are requested, you must go to the requested location or you will go to **Saturday School**. RIE is just like any other academic class time and students must not be absent or tardy. RIE is a very important learning and growth

- opportunity. It can make the difference between a diploma, a scholarship, a career, or a college. Do not schedule outside appointments during this time. Expect to be at school and taking advantage of learning opportunities during this time. RIE is not a time to wander around from teacher to teacher. Students need to check in beforehand or ask to be requested ahead of time. If students ask to be requested or ask to go get help from a teacher, they must remain in that class the whole 30 minutes. Remember, students must communicate with teachers ahead of time. Also, all RIE requests are done by 1:00pm on Tuesday. If students need to go see a teacher after that, they will need to get a note. **Note: Buses run on the normal schedule. Students who are bused home will not be able to leave school early unless they provide their own transportation.** If a student remains on campus, they can go to three locations: **The Fishbowl Computer Lab, B127 Computer Lab, & the Commons.**
- 5. If students have an early release or work release, remind them that they are required to stay for RIE if they are requested or if they have a D or F in any class. Tell students to communicate with their teachers and stay on top of their grades if they do not want their work schedule to be adjusted due to RIE.**
 - 6. Please refer all RIE issues/questions with Early Release or Work Release students to James Rise. Identify students in your AG who have Work or Early Release and send them to talk to Mr. Rise in the Athletic Department Office ASAP.**
 - 7. Pass out the RIE Permission Slip & Letter to Parent Handout.** Review the document with students. Tell students if they want to be able to leave campus this Thursday, the document must be returned before this time. Tell students that tomorrow you will have more time to address any of their questions about RIE. The point of today's RIE introduction is to simply get the permission slips out to students. Tell students to talk with their parent/guardians, write down any of their questions, and be prepared to discuss the topic further tomorrow.
 - 8. Cover Letter Lesson:** Explain to students that on February 15th all Juniors will participate in a mock job interview with an adult other than their AG teacher. They will turn in a job application as well as a copy of their resume and cover letter. All of our recent lessons have been in preparation for the Mock Interview activity and will also count as a Career Related Learning Experience and an Extended Application requirement for graduation.
 9. The goal of today's lesson is to understand what a cover letter is and how to write one. Lead a discussion on what a cover letter is. Explain that the assignment is to develop a cover letter with the purpose of applying for an entry-level job, which they are qualified for TODAY! (ex: Starbucks, McDonalds, Subway, Rite-Aid, Home Place, a Farms, etc.)
 10. If students created resumes and applications that are not based on their actual qualifications please ask them to modify them so they are an honest and usable tool that they can use now.
 11. Using the example and instructions provided (Cover Letter Assignment Sheet), instruct students to write a cover letter addressed to their AG teacher. Normally, they would address it to the person who does the hiring at the

- exact place they want to get a job. To find the name of the person who does the hiring, they can call the company and simply ask! But, in the interest of time just have them address it to the AG teacher.
12. Go over the handout, answer any questions, and give students time to work. Next Tuesday will be a cover letter work day. If students have not completed their resume or job application, they can also work on completing these items. Students need to make sure they have completed all of these items and turned them in.
 13. The cover letter will be due at the end of AG next Tuesday, Dec. 5, 2017.
 14. End advisory according to personal preference.