

## 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

**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: \_\_\_\_\_