

Careers 12

Course Overview

Introduction

- “A Letter to Students and Parents”
 - Parent Letter (10 pts)
 - “How to Submit”
- “About Your Grade”
- Pre-graduation quiz (10 pts)

Senior Presentation

- Information Sheet
- Evaluation Sheet (200 pts). *You must pass your Senior presentation to pass Careers 12 -- regardless of how many other points you accumulate.*
- Senior Survey (15 pts)

Getting the Job You Want

- Reading 1: The Resume
 - Sample Resumes
 - Assignment 1: Updated Resume (20 pts)
- Reading 2: The Cover Letter
 - Sample Cover Letters
 - Assignment 2: Updated Cover Letter (20 pts)
- The Interview

Senior Year Checklist

- Marking Period 1 Class Meeting: Instructions and Overview (1 pt)
- Marking Period 2 Class Meeting: Progress Check (1 pt)
- Marking Period 3 Class Meeting: Progress Check (1 pt)
- Marking Period 4 Class Meeting: Wrap-up (1 pt)
- Class meeting with School Counselor (1 pt)
- Schedule one-on-one meeting with School Counselor (5 pts)
- Schedule one-on-one meeting with Principal (5 pts)
- College/Job Site Visit (10 pts)
- College/Job Fair (10 pts)
- Scholarship Applications (10 pts)
- “Smart Borrowing” workshops (5 pts)
- Financial Aid night (5 pts)
- FAFSA Completion night (5 pts)
- Selective Service Registration (5 pts)
- Register to vote (5 pts)

- Military Recruiter (5 pts)

Ready to Graduate

- Diploma verification -- correct name and spelling
- Measure for Cap and Gown
- Order graduation announcements
- Senior Pictures
- Cap and Gown pictures
- Complete graduation "biographies" for Commencement
- Baccalaureate

Community Service (260 pts)

You start the year with "0" points in the grade book -- an "F". To pass each marking period you need to earn....

- ...50 points by the end of Quarter 1;
- ...100 points by the end of Quarter 2;
- ...240 points by the end of Quarter 3; and
- ...520 points by the end of Quarter 4.