



**SOUTHERN LEHIGH SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS**

**Education Committee Meeting
High School Faculty Lounge Room
11/22/2010
5:30 PM**

Minutes

- I. OPENING PROCEDURES
 - A. Time - *Call to Order 5:30 pm*
 - B. Recording of attendance by the Secretary:
In attendance: *Joseph Liberati, Leah Christman, Joan Takacs, Kristen Lewis, John Zuk, Patricia Mohr, Corinne Gunkle, Bill Hayes*
- II. APPROVAL OF MINUTES from September 2010 meeting: Approved.
- III. OLD BUSINESS
 - A. Cyber Smarts Parent Program (reminder): December 9th 7:00 PM to 8:30 PM all are encouraged to attend this event. More information is on our website.
- IV. NEW BUSINESS/ PRESENTATIONS / REPORTS
 - A. Graduation Project – Mr. Zuk presented a paper that had information from the proposed graduation project. The conceptual documents outline the requirements for the project. The project will be career focused and occur in the 10th grade year so that they have the opportunity to benefit from the knowledge gained through their research. *See Attachments A, B, and C.*
 - B. Program of Studies Changes for 2011-12 – Mr. Zuk presented the changes to the program of studies for the High School.
 - C. Preview to Assessment Report for the Board – The 2009-2010 assessment report will be given to board members this evening in preparation for the December 6th board meeting. Board members are encouraged to email questions to the Directors of Education.
 - D. Transportation of homeless students - \$50k savings was realized by district by working with other schools for solutions for the transportation of homeless students staying outside of the district.
 - E. Sapphire Investigation – District has evaluated the differences between Sapphire and PowerSchool and has come to the conclusion that Sapphire holds some significant advantages for the district. This will be coming to the board on December 6 for approval.
 - F. A field trip request by the Intermediate School to Camden Aquarium was approved pending Superintendent's approval of required paperwork.
- V. VISITORS' COMMENTS



**SOUTHERN LEHIGH SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS**

VI. EXECUTIVE SESSION (ANY TIME IF NEEDED)

VII. ADJOURNMENT: 6:45 PM

**Attachment A: A Glimpse of Graduation Projects in Other Districts
As of October 2010**

| School | When | Description of Graduation Project |
|---------------------|---|---|
| East Penn (Emmaus) | Junior year | Students complete a job shadow experience. They complete a paper and go through an interview process. No oral presentation. |
| Parkland | Freshman Year or | Can be completed through a Science Fair/History Day presentation or a project done in a class can serve as their graduation project. Contract submitted for approval |
| | Junior year | English class - complete a paper/presentation |
| Salisbury | Begin of 2 nd marking period 10 th grade | Students must meet benchmarks of the project each year. 3 tracks: Community Service Job Shadowing |
| | Proof 12 th grade | Creative Project |
| Northern Lehigh | Must complete by the end of September of Senior year | Students must complete 20 hours of community service. Students keep a time log, write a reflective report and give an oral presentation using technology. |
| Whitehall | Junior Year | A student first identifies a topic of interest and a member of the evaluation team approves it. The student will need to ask questions, select resources, conduct research, develop written material and make an oral presentation. The project will be done during the eleventh grade English class. |
| Allentown | Primarily in Sophomore and Junior years. Complete a presentation senior year. | They allow a variety of things for a student's graduation project - Career/Community/Creative or Cultural |
| Northwestern Lehigh | Grade 9 | The project is centered on community service of 30 hours over three years. Select a project and get it approved. |
| | Grade 10 | Complete at least 15 hours of community service. |
| | Grade 11 | Complete community service hours and write process paper. |
| Neshaminy | Senior year | Students will research, using the electronic "Coin Library" and the Pennsylvania Career Guide, and submit both a written and a PowerPoint presentation. |



Attachment B: CTA Career Related Course Content

Southern Lehigh School District

GRADUATION PROJECT

Activities that take place in the Career and Technology Applications course that support students in successfully completing all components of the Graduation Project include:

- Career Research:
 - Complete Personality, Interests, Skill, and Aptitude Assessments
 - Research Careers: Education, Technical Skill Requirements, and Job Outlook
 - Research Career Paths, Ladders, Salary Comparison, and Lifelong Learning Opportunities
 - Research Post-Secondary Education Opportunities for Career Advancement
 - Compare Various Career Exploration Experiences:
 - Job Shadow vs. Internship vs. Work Study, etc.
 - Career Research Reflection Paper
 - Create a Bar Chart Comparing Earning Potential Based on Level of Education
 - Create a Payroll Spreadsheet Using Authentic Tax Rate Deductions
- Practice Using Online Job Listing Web Sites
- Develop a Personal Goal and Objective Statement
- Create a Personal Data Sheet
- Complete Sample Job Application Forms
- Develop a Professional Resume
- Create a Personal Reference List
- Compose a Sample Cover Letter
- Compose a Post-Interview Thank You Letter
- Understand the Purpose of and Complete a Sample W-4 Form
- Compose Letter of Application to a Post-Secondary Institution
- Attend an Interviewing Skills Presentation by a Guest Speaker
- Create of Multimedia Mock Interview Using Audacity or GarageBand
- Conduct a Personal Interview with a Professional Using Skype
- Practice and Demonstrate Workplace Etiquette
 - Dining, Meeting, Telephone, E-Mail, and Texting
- Develop and Present Student Created Multimedia Presentations
- Attend a State College Campus Tour and Workshop
- Attend a Private College Campus Presentation and Tour

Southern Lehigh School District



The Graduation Project Student Manual

Student's Name

Career and Technical Instructor/Teacher

Southern Lehigh High School
5800 Main Street
Center Valley, PA 18034
(610) 282-1421

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Southern Lehigh School District

GRADUATION PROJECT

INTRODUCTION

The faculty and administration of Southern Lehigh School District believe that a Graduation Project will challenge our students to go beyond what is learned in the regular high school curriculum. The Graduation Project is a learning process with student-centered research revolving around Pennsylvania Career Education and Work Standards and ending with a formal presentation. Projects will provide an avenue for creativity and demonstration of individual talents. It is our goal to significantly improve student achievement and to help all students explore career paths and become lifelong learners.

Working individually under the direction of their Career and Technical Instructor/Teacher, the student is required to complete a Graduation Project. Although each student will be given direction during this project, the responsibility for completion of it lies with the student.

The project is a graduation requirement of Southern Lehigh School District as well as the Pennsylvania Department of Education, Chapter 5, Section 5.124.

In addition to career skills, students will improve their oral communication skills, written communication skills, information-gathering/research skills, technology integration, personal reliability and accountability, in completing tasks in a timely manner. The Graduation Project requires students to develop and demonstrate these important skills. All projects will be evaluated to assess if students are able to apply, analyze, synthesize, and evaluate information gathered and then communicate evidence of knowledge and understanding.

It is our hope that each student will derive a sense of accomplishment by completing a Graduation Project that reflects his/her interests and abilities. The opportunity to explain one's knowledge, explore possible career paths, and apply learning to real-life situations will help our students grow and promote their learning long after they leave Southern Lehigh.



Southern Lehigh School District

GRADUATION PROJECT

COMPONENTS

The Graduation Project is designed to include and incorporate all of the following components:

CAREER RESEARCH

Through the Graduation Project students will begin serious consideration and research of possible career choices. Activities including personality surveys, interest assessments, and skills assessments will be conducted to give students a starting point for their research. They will also investigate and compare the educational requirements for various careers and the anticipated demand for those positions, both now and in the future.

CAREER ACQUISITION DOCUMENTS

An important part of obtaining a job is the completion of job acquisition paperwork. Students will prepare for the work world by learning how to create and complete the necessary forms and letters. The following career acquisition documents will be included in the student's professional portfolio:

- Cover Letter
- Personal Data Sheet
- Resume
- Personal Reference List
- Thank You Letter
- Job Application
- W-4 Form

PROFESSIONAL PORTFOLIO

In addition to the career acquisition documents, these items will be included in the student's professional portfolio, which will be in hard copy and digital formats. Students will be encouraged to update and maintain their professional portfolio throughout their academic and post-high school endeavors.

- Survey results for personality, interest, skill, aptitude, and learning style inventories
- Career and college comparisons
- Mock interview vodcast
- Letter of application to post-secondary institution
- Certificates of achievement (examples: PSSA, SAT, PSAT, ACT, Honor Roll)
- Records of Organization Affiliations (examples: Boy Scouts, 4 H, FBLA)

Attachment C: Graduation Project Student Manual

Students are encouraged to incorporate any additional items or projects into their professional portfolio that best represents their interests, skills, aptitudes, or talents (examples: poetry, artwork, musical compositions, research reports, and/or multimedia projects).

JOB SHADOW

The goal of the job shadow experience is for students to explore possible career choices in a field of their interest. Students will attend two separate job shadow experiences at the pre-approved location of their choice. Through the job shadow, students will establish a professional contact and gain an introduction into the workplace atmosphere.

Students are required to locate and arrange their own job shadow experiences. Students must be aware that some interests and career choices do not lend themselves to a high school level job shadow experience. This may be due to geographic limitations, confidentiality, hazardous working conditions, or other similar restrictions. If special circumstances exist, meet with your Career and Technical Instructor/Teacher for guidance.

Students are required to take notes and formulate an in-depth one-page reflection on their job shadow experience. See Job Shadow Experience Requirements and Expectations on Page 7 for more details on format and guiding questions.

REFLECTION PAPER

After completing the career research, professional portfolio creation, and job shadow experiences, students will reflect on their learning experiences and write a three to five page narrative paper, including first-hand accounts from their job shadow experiences. They will summarize what they learned from the project and how this knowledge will help them in their career selection process.

PRESENTATION OF FINDINGS

The final step of the Graduation Project will be a formal oral presentation of the student's career exploration process. Wearing appropriate business attire, students will be required to present their findings to a panel of teachers incorporating digital visual media.



Southern Lehigh School District

JOB SHADOW EXPERIENCE

REQUIREMENTS AND EXPECTATIONS

Requirements

1. You are required to participate in two job shadow experiences prior to April 1 of their sophomore year. Each experience must be a minimum of six hours. All job shadow experiences must be pre-approved by your Career and Technical Instructor/Teacher at least three days in advance.
2. Your job shadow experience **may** take place during school hours. This is a school related activity, so you will not be marked absent from school for the day; however, you will be marked absent by your classroom teacher in each class and you are required to make up all missed work.
3. You will need to complete a Southern Lehigh School District Job Shadow Experience Permission Form at least three days prior to your visit. This form can be found in your Graduation Project Student Manual.
4. While at your job shadow experience you are required to complete a Job Shadow Form and take notes regarding your observations and experiences. The person you are shadowing must sign the Job Shadow Mentor Form. You are required to attach a business card, company letterhead, company envelope, or some other preprinted document from your visit.
5. You are required to write a one-page narrative reflection paper on each job shadow experience. Prior to attending your job shadow experience, choose a minimum of five open-ended questions appropriate to your job shadow experience that you would like to ask your mentor. You may use questions presented in the article, "Questions to Ask While Job Shadowing," found at www.quintcareers.com/job-shadowing_questions.html as a resource. These questions and responses, along with your personal thoughts and observations of the experience, will form the content of your one-page job shadow reflection paper.
6. The basis of your 3-5 page reflection paper and presentation will be from your Job Shadow Form, notes, observations, and two narrative reflection papers, so be thorough.

Restrictions

1. Students may not job shadow at their family-owned business, no exceptions.
2. Students may shadow at their parent or guardian's place of employment, but they may not shadow their own parent or guardian.
3. Students may not job shadow a current or former employer unless specifically pre-approved.
4. All persons shadowed must be 21 years of age or older.

Attachment C: Graduation Project Student Manual

Expectations

1. Remember that while you are away from school you are a representative of Southern Lehigh High School. You are expected to behave in a professional, responsible, and respectful manner. Failure to do so could affect your overall grade.
2. It is recommended to discuss proper attire with your job shadow mentor when arranging your job shadow visit. Otherwise, you should dress professionally. For gentlemen this means dress slacks or khaki pants, a collared shirt (tucked-in), a belt, and appropriate shoes with socks. For ladies this means dress slacks with a sweater or professional top or a modest skirt and top. Of course, a business suit is always appropriate for gentlemen or ladies.

REMINDER: Tank tops, t-shirts, blue jeans, shorts, mini-skirts, spaghetti straps, or flip-flops are not acceptable business attire.

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Southern Lehigh School District

NARRATIVE REFLECTION PAPER

REQUIREMENTS

Requirement

After completing the career research, professional portfolio creation, and job shadow experiences, students will reflect on their learning experiences and write a three to five page narrative paper, including first-hand accounts from their job shadow experiences. They will summarize what they learned from the project and how this knowledge will help them in their career selection process.

Format

1. Three to five page narrative reflection paper
2. MLA style report including MLA style Works Cited page (minimum of **three** sources)
3. One copy of the paper must be submitted to your Career and Technical Instructor/Teacher

Evaluation

See *Graduation Project Written Component Rubric* on Page 8 for evaluation criteria.



Southern Lehigh High School

GRADUATION PROJECT

WRITTEN COMPONENT RUBRIC

STUDENT:

CAREER AND TECHNICAL INSTRUCTOR/TEACHER:

Highly successful = 3 Successful = 2 Not yet successfully= 1

CONTENT

SCORE

COMMENTS

Paper is 3-5 pages in length

Relates specific personal experiences

Uses accurate and appropriate vocabulary

Draws thoughtful conclusions

Reflects on significance of job shadowing and career research

ORGANIZATION & FOCUS

SCORE

COMMENTS

Paper is focused on subject

Contains introduction & conclusion

Uses logical sequence of ideas

Makes smooth transitions

Provides adequate details and summary

Attachment C: Graduation Project Student Manual

STYLE & CONVENTIONS

SCORE _

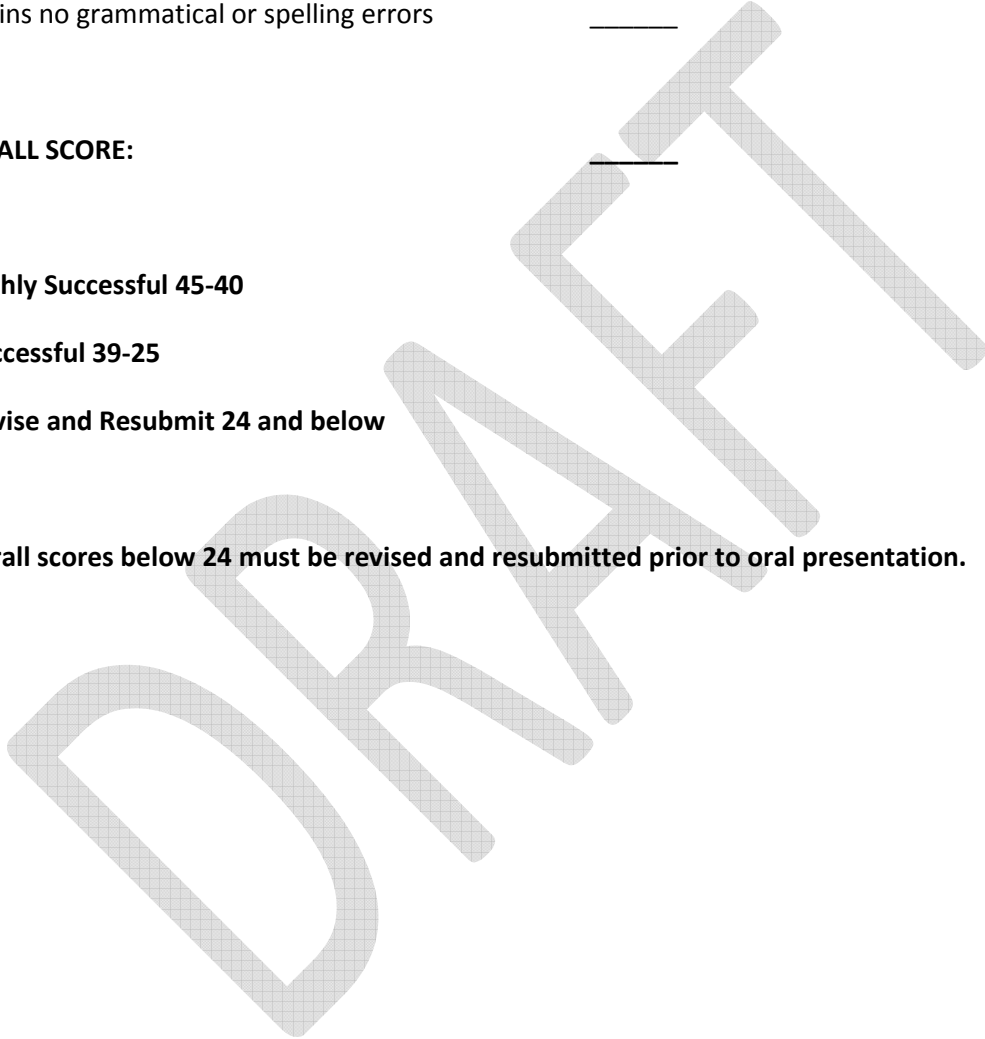
COMMENTS

| | |
|--|-------|
| Uses vocabulary specific to subject matter | _____ |
| Uses words that help the reader understand | _____ |
| Uses proper language | _____ |
| Uses complete sentences | _____ |
| Contains no grammatical or spelling errors | _____ |

OVERALL SCORE: _____

- Highly Successful 45-40**
- Successful 39-25**
- Revise and Resubmit 24 and below**

***Overall scores below 24 must be revised and resubmitted prior to oral presentation.**



Attachment C: Graduation Project Student Manual

Student's Last Name 1

Student's First and Last Name

Instructor's Name

Course Name and Number

Date

MLA Report Formatting

Margins. For all pages the top margin is one inch and left, right, and bottom margins are also one inch.

Page numbering. The number is placed in a header in the upper right corner.

Line spacing. Double-line spacing is used throughout the entire paper.

Report title. Center and key the report title in title case lettering. Use double-line spacing following the title.

Headings. Headings help readers follow the organization. Headings are keyed one tab from the left margin in sentence case lettering and underlined.

Summary citation. A summary citation is placed after the report title. It includes a summary of the report as well as the thesis that asserts the writer's main point.

Works cited. Begin a new page (hold the control key while striking the enter key) using a one inch top margin. Place the title Works Cited at the one inch top margin in title case lettering. List is alphabetized by author's last name. First line of each entry is at the left margin; subsequent lines are indented (hanging indent) one tab or .5 inches. Use double-line spacing throughout the works cited page.

Font. Reports should be keyed in Times New Roman or Arial and in 12 pt. font.

Works Cited

Dansereau, D. F. "Learning Strategy Research." Thinking and Learning Skills, Vol. 1. Hillsdale, NJ: Lawrence Erlbaum, 1985.

Giesecking, Hal, and Paul Plawin. 30 Days to a Good Job. New York: Simon & Schuster, 1994.

Hamel, Ruth. "Making Summer Earnings Work For You." USA Weekend, 2-4 June 1989, 10-11.



Southern Lehigh School District

ORAL PRESENTATION

REQUIREMENTS

By the time you make your Graduation Project presentation, you will have plenty to talk about. In front of a panel of teachers, you will speak for 5 – 8 minutes about your project. The presentation will be graded using the Oral Component Rubric included in this student manual.

Some tips to keep in mind as you prepare:

- Dress appropriately – this is a formal presentation.
- Students are required to produce a digital visual media presentation, using any program of their choice.
 - Be sure you have a “hard copy” of your visual presentation in case of any unforeseen problems.
- You should be prepared to answer 2 – 3 questions from the panel. The questions will relate to some aspect of the presentation, reflection paper, job shadow experience, something you learned from the project, or future goals.
- Double-check the rubric to make sure that all requirements are fulfilled.
- Please be patient: you will be notified within two weeks if you were or were not successful.

On the day of the presentation:

- **Students are not permitted to be in the hallways during presentations.**
- If you decide to stay in the building until you present, you will report to the cafeteria and remain there until your scheduled presentation time.
- If you decide to leave the building and return, be sure to arrive 10 minutes prior to your scheduled presentation time. If you are more than 2 minutes late, you will not be permitted to present.

During your presentation:

- Summarize your career research
- Summarize your project
- Discuss your expectations for your project
- Summarize what you have learned from doing your project
- Summarize what you learned during your two job shadow experiences
- Discuss how your project will affect your short-term and long-term goals
- Utilize your visual presentation
- Answer any questions from your faculty panel



Southern Lehigh High School

GRADUATION PROJECT

ORAL COMPONENT RUBRIC

STUDENT: _____

CAREER AND TECHNICAL INSTRUCTOR/TEACHER: _____

FACULTY PANEL EVALUATORS: _____

Highly successful = 3 Successful = 2 Not yet successfully = 1

| <u>CONTENT</u> | <u>SCORE</u> | <u>COMMENTS</u> |
|---|--------------|-----------------|
| Communicates benefits of experience | _____ | |
| Supports assertions with facts and /or data | _____ | |
| Uses accurate and appropriate vocabulary | _____ | |
| Draws thoughtful conclusions | _____ | |
| Reflects on significance of job shadowing and career research | _____ | |

| <u>EFFECTIVE SPEAKING</u> | <u>SCORE</u> | <u>COMMENTS</u> |
|-------------------------------------|--------------|-----------------|
| Maintains eye contact with audience | _____ | |
| Clearly and correctly enunciates | _____ | |
| Varies tone, volume, and pace | _____ | |

| <u>PHYSICAL PRESENCE</u> | <u>SCORE</u> | <u>COMMENTS</u> |
|---------------------------|--------------|-----------------|
| Professional dress attire | _____ | |

Attachment C: Graduation Project Student Manual

Head up and good posture _____

ORGANIZATION & FOCUS

SCORE

COMMENTS

Presentation is focused on subject _____

Contains introduction & conclusion _____

Uses logical sequence of ideas _____

Makes smooth transitions _____

Provides adequate details and summary _____

Meets time requirement of 4-7 _____

VISUAL MEDIA

SCORE

COMMENTS

Demonstrates aesthetically pleasing design _____

Always communicates significant information _____

Readable information _____

Contains no grammatical & spelling errors _____

RESPONSE TO QUESTIONS

SCORE

COMMENTS

Provides knowledgeable responses _____

OVERALL SCORE:

Highly Successful 54-60

Successful 36-53

Unsuccessful 0-35

***Overall scores below 35 must be revised and represented.**



Southern Lehigh High School

GRADUATION PROJECT

TIMELINE

All components of the Graduation Project will be completed in the student's sophomore year.

The Graduation Project includes many components, some of which are scheduled and completed within the Career and Technology Applications class and other components that are solely the student's responsibility.

Any component that is not successfully completed must be repeated or revised until a successful grade is accomplished.

A timeline has been provided to ensure that deadlines are being met successfully.

| | |
|----------------------------------|---|
| September – First Week of School | Introduce the Graduation Project |
| Mid-September* | Student/Parent Contract Signed and Returned to Your Career and Technical Instructor/Teacher |
| Month of October | Career Exploration and Research Conducted in Career and Technology Applications Class |
| By December 1st | Job Shadow Experience #1 Completed and One-Page Reflection Paper Submitted |
| Mid-December* | Job Shadow Experience #1 One-Page Reflection Paper Returned to Student |
| By March 1st | Job Shadow Experience #2 Completed and One-Page Reflection Paper Submitted |
| Mid-March* | Job Shadow Experience #2 One-Page Reflection Paper Returned to Student |
| By April 1st | 3-5 Page MLA-Style Narrative Reflection Paper Submitted |
| Mid-April* | 3-5 Page MLA-Style Narrative Reflection Paper Returned to Student |
| Mid-May* | Oral Presentation |
| By June 1st | Students Will Be Notified of the Outcome of the Graduation Project |

*These dates will be revised each school year to reflect the specific date for each deadline.



Southern Lehigh School District

GRADUATION PROJECT

STUDENT CHECKLIST

Student's Name: _____

| Graduation Project Component | Date Completed | Grade Received | Instructor/Teacher's Signature |
|--|----------------|----------------|--------------------------------|
| Student/Parent Contract | | | |
| Components: Completed Through Career and Technology Applications | | | |
| <ul style="list-style-type: none"> • Personality/Skill/Aptitude Assessments | | | |
| <ul style="list-style-type: none"> • Interviewing Skills Presentation | | | |
| <ul style="list-style-type: none"> • Creation of Multimedia Mock Interview | | | |
| <ul style="list-style-type: none"> • Career Research: <ul style="list-style-type: none"> ○ Research Multiple Career: Education/Technical Skill Requirements/Career Outlook ○ Research Multiple Careers Career Path/Ladders/Salary Comparison/Lifelong Learning ○ Career Research Reflection | | | |
| <ul style="list-style-type: none"> • Job Search Skills Project | | | |
| Career Acquisition Papers | | | |
| ➤ Personal Goal/Objective Statement | | | |
| ➤ Personal Data Sheet | | | |
| ➤ Job Application Form | | | |
| ➤ Resume | | | |
| ➤ Personal Reference List | | | |
| ➤ Cover Letter | | | |
| ➤ Thank You Letter After Interview | | | |

Attachment C: Graduation Project Student Manual

| Graduation Project Component | Date Completed | Grade Received | Instructor/Teacher's Signature |
|---|-----------------------|-----------------------|---------------------------------------|
| ➤ W-4 Form | | | |
| ➤ Letter of Application to a Post-Secondary Institution | | | |
| Components: Student's Responsibility | | | |
| <input type="checkbox"/> Job Shadow Experience #1 | | | |
| <input type="checkbox"/> Observation Log #1 | | | |
| <input type="checkbox"/> One-page reflection paper | | | |
| <input type="checkbox"/> Job Shadow Experience #2 | | | |
| <input type="checkbox"/> Observation Log #2 | | | |
| <input type="checkbox"/> One-page reflection paper | | | |

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Southern Lehigh School District

GRADUATION PROJECT

JOB SHADOW MENTOR

SIGNATURE FORM #2

Student's Name: _____

Date of Job Shadow: _____ Hours: _____

Location: _____
(Name of Business)

(Address)

(Phone Number)

Person Shadowed: _____

Position/Department: _____

Regular Working Hours: _____

Number of Years in this Position: _____ Industry: _____

Working Conditions: _____

Duties of the Job (Job Description): _____

Possibility for Future Job Shadow: _____

Previous Job/Industry: _____

Signature of Person Shadowed: _____

Signature of Student's Parent or Guardian: _____



Southern Lehigh High School

GRADUATION PROJECT

JOB SHADOW EXPERIENCE

OBSERVATION LOG #2

Student's Name: _____ Date: _____

Directions: Choose a minimum of five open-ended questions you would like to ask while on your job shadow experience from the article, "Questions to Ask While Job Shadowing," found at www.quintcareers.com/job-shadowing_questions.html. List your five questions below and use the space provided to record the answers you received during your job shadow experience. These topics will form the content of your one-page job shadow reflection paper.

| |
|-------------------------------|
| Question 1: _____ _____ |
| Question 2: _____ _____ |
| Question 3: _____ _____ |
| Question 4: _____ _____ |
| Question 5: _____ _____ |



Southern Lehigh High School

GRADUATION PROJECT

JOB SHADOW EXPERIENCE

PARENT PERMISSION FORM #2

Dear Parent/Guardian:

Please use this form to request pre-approval and grant permission for your student's planned absence from school for the purpose of job shadowing. Absences will be excused if pre-approval is requested three or more days in advance. Please submit this completed form to your student's Graduation Project Career and Technical Instructor/Teacher.

Name of participating student: _____

Career and Technical Instructor/Teacher: _____

Date of absence: _____

Location/Name of Business: _____

Address of Business: _____

Phone Number of Business: _____

Parent's Signature: _____

Telephone: _____

Parent's E-Mail Address: _____

We will contact you if there is a problem with this request.

Office Use Only

APPROVED INITIALS: _____

Date of Approval: _____

DISAPPROVED INITIALS: _____

Date of Disapproval: _____

Reason for Disapproval: _____



Southern Lehigh School District

GRADUATION PROJECT
JOB SHADOW EXPERIENCE
PRE-APPROVAL FORM #2

Student's Name _____ HR # _____

Cooperating Professional _____

Job Title _____

Work Place _____

Work Place Phone Number _____

Date of Shadow _____

Anticipated Time _____ Time _____ Total Hours _____
(Ex 8:00AM – 5:00PM)

Student Signature _____ Date Pre-Approval Submitted _____

Parent Signature _____ Career and Technical Instructor/Teacher
Initials and Receipt Date _____

In one or two paragraphs, using correct spelling and grammar provide the following information:

- Why did you select this person, or job to shadow?
- What do you hope to learn from this job shadow experience?



Southern Lehigh School District

GRADUATION PROJECT

JOB SHADOW MENTOR

SIGNATURE FORM #1

Student's Name: _____

Date of Shadow: _____ Hours: _____

Location: _____
(Name of Business)

(Address)

(Phone Number)

Person Shadowed: _____

Position/Department: _____

Regular Working Hours: _____

Number of Years in this Position: _____ Industry: _____

Working Conditions: _____

Duties of the Job (Job Description): _____

Possibility for Future Job Shadow: _____

Previous Job/Industry: _____

Signature of Person Shadowed: _____

Signature of Student's Parent or Guardian: _____



Southern Lehigh High School

GRADUATION PROJECT

JOB SHADOW EXPERIENCE

OBSERVATION LOG #1

Student's Name: _____ Date: _____

Directions: Choose a minimum of five open-ended questions you would like to ask while on your job shadow experience from the article, "Questions to Ask While Job Shadowing," found at www.quintcareers.com/job-shadowing_questions.html. List your five questions below and use the space provided to record the answers you received during your job shadow experience. These topics will form the content of your one-page job shadow reflection paper.

| |
|-------------------------------|
| Question 1: _____ _____ |
| Question 2: _____ _____ |
| Question 3: _____ _____ |
| Question 4: _____ _____ |
| Question 5: _____ _____ |



Southern Lehigh High School

GRADUATION PROJECT

JOB SHADOW EXPERIENCE

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Name of participating student: _____

Career and Technical Instructor/Teacher: _____

Date of absence: _____

Location/Name of Business: _____

Address of Business: _____

Phone Number of Business: _____

Parent's Signature: _____

Telephone: _____

Parent's E-Mail Address: _____

We will contact you if there is a problem with this request.

Office Use Only

APPROVED INITIALS: _____

Date of Approval: _____

DISAPPROVED INITIALS: _____

Date of Disapproval: _____

Reason for Disapproval: _____



Southern Lehigh School District

GRADUATION PROJECT
JOB SHADOW EXPERIENCE
PRE-APPROVAL FORM #1

Student's Name _____ HR # _____

Cooperating Professional _____

Job Title _____

Work Place _____

Work Place Phone Number _____

Date of Shadow _____

Anticipated Time _____ Time _____ Total Hours _____
(Ex 8:00AM – 5:00PM)

Student Signature

Date Pre-Approval Submitted

Parent Signature

Career and Technical Instructor/Teacher
Initials and Receipt Date

In one or two paragraphs, using correct spelling and grammar provide the following information:

- Why did you select this person, or job to shadow?
- What do you hope to learn from this job shadow experience?



Southern Lehigh High School

GRADUATION PROJECT

STUDENT/PARENT CONTRACT

As a parent/guardian of _____, a student at Southern Lehigh High School, I am aware that in addition to satisfying all of the necessary credit requirements, my child must successfully complete all of the components of the Graduation Project in order to be eligible for graduation.

I fully understand that the Graduation Project will require my child to:

- successfully complete the Career and Technology Applications course
- successfully complete a professional career portfolio within their Career and Technology Applications class
- attend the Penn State Career Day workshop
- attend a private college campus tour
- complete two, one-day job shadow experiences with an individual in a career field that is of interest to the student
- submit a one-page reflection for each job shadow experience
- submit a 3-5 page narrative reflection MLA-style paper
- give an oral presentation regarding his/her career exploration experience, utilizing digital visual media

I fully understand that if my child does not complete the Graduation Project as described, they will not receive a Southern Lehigh High School diploma until the project has been completed.

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

I, the student, understand that I am responsible for completing all components of the Graduation Project as outlined in the project manual. I understand that if the Graduation Project components are not completed satisfactorily, I will not graduate and will not receive a diploma from Southern Lehigh High School.

STUDENT'S NAME: _____

STUDENT'S SIGNATURE: _____

THIS CONTRACT MUST BE RETURNED TO THE STUDENT'S CAREER AND TECHNICAL INSTRUCTOR/
TEACHER BY _____.