Berwick Area Senior High School

Graduation Project

Items Needed for Presentation

Graduation Project Student Contract

Graduation Project Hours Log Sheet

Career Research Project

Additional Resources

Student Presenter Checklist
Presentation Tips
Community Service/Job Shadow Locations

BHS Community Service/Career Research Graduation Project

Students will perform **30 hours** of documented community service/job shadowing **AND a career research presentation**. Students will complete an oral presentation and interview about their experience. Community Service/Job Shadowing is defined as time spent after school volunteering for a non-profit organization OR job shadowing a career of interest. Students MAY NOT be paid for these hours.

The Project Proposal/Application must be **pre-approved** by your Guidance Counselor, Dean of Students, or High School Administrator before accumulating hours. Any documented hours prior to approval will not count towards the 30 required hours. **Students may acquire hours from at least one (1) organization but not more than four (4) organizations.**

Examples of hours that MAY NOT be used for Graduation Project:
College coursework and/or Credit Recovery Course
It does not include class assignments.
It does not include personal employment or work.
It may not be supervised by a relative.
It cannot include volunteer hours performed during the school day (unless pre-approved).

Requirements for the final project and presentation regarding Community Service and Career Research:
☐ Students **MUST** keep a log of their hours. A supervisor's signature is required to verify hours. A log must be filled out each time students volunteer. Log forms are available on the BHS webpage and in the guidance office.
☐ Students must have a minimum of 20 Google Slides following the provided outline as part of their career research project.
☐ Students **MUST** be prepared to complete an interview based on their community service/job shadow experience and career research project with a panel of teachers.

Late submissions MAY result in additional hours being added to the total number of hours required for completion of the graduation project.

Berwick Area High School
Graduation Project Student Contract

Student Name (Print) _____

Grade _____   **Homeroom** _____   **Student ID Number** _____

Approved by _____

Service Organization/Job Shadow (Site and Address) _____
_____
_____

Service Organization/Job Shadow Phone Number: _____

Description of Activity: _____

_____

Student Signature: _____   **Date** _____

Parent/Guardian Signature: _____   **Date** _____

Supervisor Signature: _____   **Date** _____

 If volunteering for more than one organization, a separate sheet must be filled out for each
 Service Organization/Job Shadow (Site and Address)

Berwick Area High School
Community Service / Job Shadow Log Hours

Student Name: _____   **Student ID #** _____

Organization Name:_____   **Supervisor's Name:** _____

Date	Activity Performed	Hours Spent
	TOTAL HOURS:	

Supervisor Signature:_____   **Date:** _____

Additional Sheets are available in the Guidance Office.

Career and College Research Project

It is very important while you are in high school to identify career interests and begin researching where you would like your life to lead upon graduation. This project will help you explore careers and research post-secondary education opportunities that will help you achieve employment in your chosen career. Please choose the instructions based on your current 12th grade English course then follow the instructions listed below to complete your project.

Career & College Research Graduation Project

Dual Enrollment/AP/CW(H)/CW

1. Choose any career you are interested in pursuing post-graduation
2. Develop a "Wordless" Google Slides presentation following the outline below.

OVERVIEW and HOW TO's

*Keep in mind that this is a PRESENTATION, so most of the information in the outline should be **PRESENTED** to your audience **VERBALLY**. The slides should be a **GUIDE** for your audience.

*Use the **Notes View** in Google Slides to write a **SCRIPT** of what you plan to say while presenting each slide. Then, **PRINT** these notes to take with you to your presentation.

***Design elements** are important too.
Here are some guidelines for a **good design:**
-Dark Background
-Light Font
-Appropriate Font ("fits" the topic)
-Font 36 or larger
-Images should be large and clear (with embedded links to their original source)
-Slides should be visually appealing (FILL them, but not with words)
-Decide if you want to "sign post" with titles/headings for your audience; If you do, be consistent in your design choices

*Crediting your sources is essential.
Here are several options:
-Option 1: In the NOTES section of Google Slides, type your information. AFTER the information, add an in-text citation. It will look like this (Author) or like this ("Article Title"). EMBED a link to the source. This way, you will NOT need a Works Cited slide.
-Option 2: On the SLIDE **IF** you're using a quote, a number, a signpost, etc., embed a link to the source where you found the information that you will discuss while on that slide.

Part 1 - The Career	Information on the Slide
Slide 1: Title Slide	Your name Career and College Exploration Project Class of 2023 Graduation Project
Slide 2: Career Choice & Description	Career name/Job Title Description of what a person with this career does Reason chosen Connections between this career and your community service/job shadowing
Slide 3: Earnings	Typical earnings for someone with this career Are they paid a salary or hourly wages? Are there bonus opportunities? Overtime?
Slide 4: Education Required	What "level" of education does someone need to have to be hired for this career? High school diploma? College degree (Associates degree? Bachelors degree? Masters degree? Doctoral degree)?
Slide 5: Training Required	**IF COLLEGE IS REQUIRED:** Are there certificates that must be obtained? Work study hours? Internships? Etc. **IF COLLEGE IS NOT REQUIRED:** Are there certificates that must be obtained? If not, are there suggested certificates that would make a person more "marketable" for this career? Does one need to take a special test (for example CDL)? Etc.
Slide 6: Other Qualifications	Some examples: Grades Availability Willingness to travel Willingness to relocate Willingness to work nights and weekends Etc.
Slide 7: Working Conditions	Pace of job Inside or outside Routine or spontaneous Alone or in groups Etc.
Slide 8: Job Outlook	After your education is obtained, will this job be readily available? How many job openings are there projected to be for this career in the future? Where? Will you have to move? Explain
Slide 9: Advancement	Can you "move up the ladder" in this career? How do you advance if you wish to do so? Be specific
Slide 10: Related Occupations	If this career isn't "the one", what are some others that are related to this one? If this career is "the one", what are some others that are related to this one?

Part 2: The Education
***Choose a community college, university, or technical college/training program that would help you to obtain the necessary education needed to pursue the career you researched.**

Part 2: The Education	Information on the Slide
Slide 11: The School	School name Picture of school required
Slide 12: School Location Information	Where is the school? How far is it from where you live?
Slide 13: School History and Traditions	When was the school established? What "traditions" should incoming students know about? If there aren't any that you can find, include a "fun fact" about the school.
Slide 14: Campus Life	How many students attend the school? What organizations or clubs are available that you might be interested in joining? Are there recreational facilities/activities available? List some.
Slide 15: Housing Options	Is there housing on campus? If so, what types of options are available? Who is required to live on campus (if not commuting)? For how long? What is the cost of staying in a dorm/campus housing?
Slide 16: Admission Requirements	What do you need to do to get admitted to the school? Are there GPA requirements? Do you need to take the SAT/ACT? If so, are there score requirements? Is there an application that needs to be completed? What's the process? Do you need letters of recommendation? If so, how many and from whom?
Slide 17: Tuition Costs	If planning to attend a two-year or four-year college, calculate the tuition/year. If researching a technical college or training program, what is the cost of the **entire** program?
Slide 18: Degree Program	What degree will you need to obtain employment in the career you researched? (Include what you will need to major/minor in) *If no degree is required, what is the title of the training program and/or certificate(s) or license(s) you should acquire?
Slide 19: Degree Program Details	List several required classes in your major Include a short description of what you will be learning about in each class *If you're not looking to obtain a degree, list several courses/topics that will be required to obtain your certificates.
Slide 20: Summary	Now that you have completed your school research, would you like to attend this school? What are some steps you need to take to begin preparing for college life?

Career Research
Graduation Project

REEL Writing/Cyber

1. Choose any career you are interested in pursuing post-graduation.
2. Develop a 6x6 Google Slides presentation following the outline below.

OVERVIEW and HOW TO's-

*Keep in mind that this is a PRESENTATION, so most of the information in the outline should be **PRESENTED** to your audience **VERBALLY**. The slides should be a **GUIDE** for your audience.

*Use the **Notes View** in Google Slides to write a **SCRIPT** of what you plan to say while presenting each slide. Then, **PRINT** these notes to take with you to your presentation.

***Design elements** are important too.
Here are some guidelines for a **good design:**
-Dark Background
-Light Font
-Appropriate Font ("fits" the topic)
-Font 24 or larger
-Images should be large and clear (with embedded links to their original source)
-Slides should be visually appealing (FILL them, with no more than 6 bullet points - 6 words each line)

*Crediting your sources is essential.
-On the SLIDE **for EACH bullet**, embed a link to the source where you found the information that you will discuss while on that slide. If all of the bullets come from the same source, you should link each bullet.

Part 1 - The Career	Information on the Slide
Slide 1: Title Slide	Your name Career Research Project Class of 2023 Graduation Project
Slide 2: Career Choice & Description	Career name/Job Title Description of what a person with this career does Reason chosen Connections between this career and your community service/job shadowing
Slide 3: Earnings	Typical earnings for someone with this career Are they paid a salary or hourly wages? Are there bonus opportunities? Overtime?
Slide 4: Education Required	What "level" of education does someone need to have to be hired for this career? High school diploma? College degree (Associates degree? Bachelor's degree? Master's degree? Doctoral degree)?
Slide 5: Training Required	**IF COLLEGE IS REQUIRED:** Are there certificates that must be obtained? Work study hours? Internships? Etc. **IF COLLEGE IS NOT REQUIRED:** Are there certificates that must be obtained? If not, are there suggested certificates that would make a person more "marketable" for this career? Does one need to take a special test (for example CDL)? Etc.
Slide 6: Other Qualifications	Some examples: Grades

	Availability Willingness to travel Willingness to relocate Willingness to work nights and weekends Etc.
Slide 7: Working Conditions	Pace of job Inside or outside Routine or spontaneous Alone or in groups Etc.
Slide 8: Job Outlook	After your education is obtained, will this job be readily available? How many job openings are there projected to be for this career in the future? Where? Will you have to move? Explain
Slide 9: Advancement	Can you "move up the ladder" in this career? How do you advance if you wish to do so? Be specific
Slide 10: Related Occupations	If this career isn't "the one", what are some others that are related to this one? If this career is "the one", what are some others that are related to this one?

For Part 2, you should CHOOSE between post-secondary education OR life after high school.

Part 2: The Education	Part 2: Life after High School
Slide 11: The School School name Picture of school required	**Slide 11: Living Arrangements** Will you rent, buy to own, have a roommate, etc.? What are the costs of rent/mortgage loan? Renter's or homeowner's insurance cost? Property taxes?
Slide 12: School Location information Where is the school? How far is it from where you live?	**Slide 12: Utilities** What utilities will you need for your living situation? Water, Electricity, Garbage, etc.?
Slide 13: School History and Traditions When was the school established? What "traditions" should incoming students know about? If there aren't any that you can find, include a "fun fact" about the school.	**Slide 13: Transportation** How will you get to your job? Own/lease a car, rideshare, public transportation? How much will it cost to maintain your vehicle? Insurance, registration, tires, oil changes, etc.?
Slide 14: Campus Life How many students attend the school? What organizations or clubs are available that you might be interested in joining? Are there recreational facilities/activities available? List some.	**Slide 14: Banking** Savings, checking accounts? Will you choose a bank or credit union? Any fees? Credit cards, what are the fees?
Slide 15: Housing Options	**Slide 15: Health Insurances**

Is there housing on campus? If so, what types of options are available? Who is required to live on campus (if not commuting)? For how long? What is the cost of staying in a dorm/campus housing?	Where will you get health, dental and vision insurance? Will this be provided by your job? What is the cost to you? Are there copays?
Slide 16: **Admission Requirements** What do you need to do to get admitted to the school? Are there GPA requirements? Do you need to take the SAT/ACT? If so, are there score requirements? Is there an application that needs to be completed? What's the process? Do you need letters of recommendation? If so, how many and from whom?	**Slide 16: Communication** Phone costs? Is there a contract? Internet costs?
Slide 17: Tuition Costs If planning to attend a two-year or four-year college, calculate the tuition/year If researching a technical college or training program, what is the cost of the **entire** program?	**Slide 17: Entertainment** Cable, streaming, Directv or Dish? Costs for television services? Music streaming costs?
Slide 18: Degree Program What degree will you need to obtain employment in the career you researched? (Include what you will need to major/minor in) *If no degree is required, what is the title of the training program and/or certificate(s) or license(s) you should acquire?	**Slide 18: Groceries** What will be your grocery costs for a week? Develop a weekly menu and price the costs of the food you would need.
Slide 19: Degree Program Details List several required classes in your major Include a short description of what you will be learning about in each class *If you're not looking to obtain a degree, list several courses/topics that will be required to obtain your certificates.	**Slide 19: Leisure and Hobbies** What will you do for fun when not at work? Gym memberships? Clubs? Trips, vacations? What are the costs of your leisure activities?
Slide 20: Summary Now that you have completed your school research, would you like to attend this school? What are some steps you need to take to begin preparing for college life?	**Slide 20: Summary** Now that you have done your research, will these costs be feasible based on the expected income of your chosen career? What will you need to eliminate or cut back on to pay your bills? What are some steps you need to take to begin preparing for this career and life after high school?

BHS Community Service/Career Research Graduation Project

Student Presenter Checklist

- I have all hours documented and signatures in place.

- I have prepared a Google Slides presentation including the 20 required Career Research slides.

- I know my presentation date and time.

- I know my material and am ready to present to the panel.

- I am dressed according to the dress code and prepared to present

<u>Presentation Tips</u>

✔ Be dressed in a clean and neat manner. School dress code is a minimum. Professional dress shows initiative. Visible undergarments, low cut tops, t-shirts, jeans, sweatpants, poor hygiene, short dresses or skirts, and unkempt hair will result in lower scores. Take pride in your appearance.

✔ Be sure your visual presentation is clean and neat. Handwritten parts must be legible and look professional. Show the quality of your efforts.

✔ If you are using a flash drive, Google Slides presentation, or other piece of technology, PLEASE check it on a school computer DAYS before you present. If there is a problem using the school computers, you will have no time to fix it the day of your presentation. Show you are prepared.

✔ Be sure to speak clearly. Practicing the presentation beforehand will help you remember what you want to say.