

## Course #08980 Life and Career Planning: Vanguard School

Name \_\_\_\_\_ Team Leader \_\_\_\_\_

Required for all Males:

- \_\_\_ Selective Service** This is required for males to complete by their 18<sup>th</sup> birthday. Registration takes five minutes and can be done at [www.sss.gov](http://www.sss.gov) Include documentation of completion of this requirement.
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***A half credit (.5) may be earned when the student finishes at least 10 of the college/ career experiences listed below. Please check the items completed and submit with documentation and summaries as described.***

- District 214 Career Night** Attend a Career Night at a home school and write a detailed summary for each of the three presentations attended. Include documentation of attendance. *Dates and Locations [Here](#). All start at 6:30 pm.*
- Career Presentation or a similar presentation** Attend the presentation at Vanguard School and write a one page detailed summary of the presentation.
- Job Shadowing Experience** You must job shadow for a minimum of 2 hours at a job site you are interested in learning more about. Write a detailed description of your experience and include documentation (business card) and signatures.
- ASVAB** Take the assessment (at school—need to sign up in advance), complete the summary and interpretation with counselor or armed services representative.
- Community Career Expo** Attend a career expo and write a detailed summary for three separate presentations. Include documentation of attendance.
- D214 College Night at Harper College:** Attend the D214 College Night and describe at least three different colleges; bring business cards of representatives, include a summary of at least one discussion held with a college representative.
- Career Cruising** Take an Interest Inventory through the online program, and complete the follow up [questionnaire assignment](#).
- Business / Industry Site Field Trip** This experience is a school-sponsored trip. Write a one page summary of the business / industry visited and include why or why not you could have a career in this field.
- Career Interview** Conduct a 20 question interview with someone in a field/career you find interesting. Questions should be related to job preparedness, skills, successes and challenges. Questions and responses must be typed. Include a business card for documentation.
- Job Fair Interview** Attend a job fair and interview for a job in a field you are interested in. Write a summary of your interview. Include your perceived interview strengths and areas needed to improve.

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- ❑ **Parent/Guardian Work Site Day** Write a detailed description of your experience. Be sure to include start and end time (six hour minimum), job responsibilities, skills required to be successful in this position, and why or why not you could see yourself in this job / career. Parent / Guardian signature is required. This event needs to be completed on a NON-ATTENDANCE day for school.
- ❑ **High School Graduation Plan / Individual Learning Plan** Meet with your Mr. Kain or Ms. Negron to develop a graduation plan for this school year, including all courses needed to graduate and when you are going to take them. When completed, you will arrange a meeting with your team leader and a parent / guardian to discuss.
- ❑ **College / Trade School Visit** Arrange a visit to an institution of higher learning and take an official tour. Meet with a representative to learn about admission procedures and courses offered. Bring business card for documentation. Include a detailed summary of your opinion of the institution, and why or why not you will be attending.
- ❑ **Financial Aid Night** Attend a financial aid planning night. Bring documentation along with a description of financial aid options available to you. This can be in District 214, Harper College or similar.
- ❑ **Cover Letter** Create a well developed cover letter and resume within Google Docs which includes intended job, goals, personal information, employment history, community service, and skills.
- ❑ **Resume** Create a well developed cover letter and resume within Google Docs which includes intended job, goals, personal information, employment history, community service, and skills.
- ❑ **Professional Email Account** Create a “gmail” account in Google. Keep the account name simple and professional in nature (i.e. firstname.lastname@gmail.com). Add three contact email addresses from your D214 account (team leader, service learning coordinator, teacher / counselor). See Mr. Kosirog for more details on this.
- ❑ **Post-Secondary Application** Complete and submit an application to an institution of higher learning, or other post-secondary program.
- ❑ **Learning Style Inventory** Complete an online [Learning Style Inventory](#) to better understand how *you* learn. Complete a 1-2 paragraph review about what learning style you associate with the most. Also include in this write up tips you can do to help you learn better in the future.
- ❑ **FAFSA Application Completed** Complete and submit a [Free Application for Federal Student Aid](#). This is a multistep process that should be done by all Senior level students planning to continue their education at an institution of higher learning.

Directions to earn credit for this course:

1. Students create an electronic folder titled “Life & Career Planning: Last Name”
2. Put this folder in your Personalized Learning Plan folder.
3. Students work with their team leader, teacher, parent or any other person to work on this course each week (planning, summarizing, writing)
4. When a student and team leader agree the student has successfully completed 10 of these options, and has adequately documented each of these in their folder, the student can submit their folder to Mr. Kain, Ms. Negron, or Mr. Scholten.
5. When completion confirmed, Mr. Kosirog will award CTE credit to the student.