

Focused on Student Safety
Making a Difference in Our Community
Striving for Academic Excellence
Demonstrating Individual and Group Efforts



14823 Path Valley Road
Willow Hill, PA 17271
Phone 717.349.7172
Fax 717.349.2748

Dear Student,

In order to help students be prepared for their next steps in life, all students graduating from the Fannett-Metal School District must complete a culminating project. This project will encompass many diverse options and conclude with an exit interview. The foundation of this project is embedded in career exploration, which will prepare you to pursue your future endeavors. Many of the required items will present naturally within the curriculum of your classes. We have provided you with more flexibility in your junior and senior years to allow for exploration of any career interests you may pursue when you graduate.

The purpose of this manual is for you and your parent/guardian to review and understand the project by including specific details and procedures. We encourage you to explore various career options as you develop your portfolio, and reflect back on the portfolio components as you continue through your high school career. As noted above, an exit interview will be a part of the culminating project. The exit interview will take place with any or all of the following: teachers, administrators, and guidance staff in your senior year. The purpose of the exit interview is to analyze the evidence of the work you have completed for the project and to articulate the reasons why you explored particular areas of interest. Additionally, interviewing is an essential skill that will benefit you in the future.

We believe this process will be beneficial for your growth. If you have questions please contact the high school office or guidance office.

Sincerely,

Mr. Zula & Mrs. Strayer

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8TH GRADE YEAR

During the second semester of your 8th grade year you will be given a variety of personality and career assessments. These assessments should be taken serious and given consideration. The assessments are used to determine what careers might be of best interest for you and fit with your personality traits. You will need to retain the information from your 8th grade year for your final portfolio. You and your parent/guardian will meet with the guidance counselor to discuss the results of your assessment and begin your high school academic plan, with focus on preparing you for your desired career.

9TH GRADE YEAR

Beginning with the class of 2020, you will be experiencing a class called CEW. This class will focus on Career, Education, and Workplace standards. Items taught will focus you on your career goals. During this class you will be working with the business teachers and guidance counselor to complete resumes, cover letter, letters of recommendations, soft skills (i.e. communication, problem solving, teamwork, conflict resolution, etc.), and all other career focused materials. This work should be kept in a binder and updated every year after.

During this course you will be exposed to education and career planning websites that will be used in writing a paper. The websites may include but may not be limited to: www.educationplanner.org, www.pacareerzone.org, or www.smartfutures.org. This paper will address where you see yourself in five years. The paper will be turned in during the spring of the year. The business teacher will create and grade this paper on a rubric. The rubric will be included with the paper in your portfolio.

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10TH GRADE YEAR

1. Complete a job shadow with reflection. After completing the job shadow fill out the Job Shadow Reflection Form found on the school website. Make the reflection available for your exit interview.
2. Take the PSAT. Include a copy of your results for your exit interview/portfolio (paid for by school)
3. 10th Grade Career Interest and Assessment Paper
 - a. This paper will be 3-5 pages in length.
 - b. Will be assigned and assessed in English Class
 - c. Paper requirements will be given by English teachers
 - d. Students who are taking English virtually should contact the school to get the requirements for this assignment
4. Volunteer and provide 10 hours of community service and then complete the 'Community Service Verification Form.' This form should be available during your exit interview.

11TH GRADE YEAR

Beginning your Junior year, the following opportunities will be available (review checklist for requirements/electives):

1. Complete the ASVAB test and have a copy of your scores available for your exit interview
 - a. The Armed Services Vocational Aptitude Battery is the most widely used multiple-aptitude test battery in the world. As an aptitude test, the ASVAB measures your strengths, weaknesses, and potential for future success. The ASVAB also provides you with career information for various civilian and military occupations and is an indicator for success in future endeavors whether you choose to go to college, vocational school, or a military career. This will be scheduled for all students to take during school hours.
2. Take the SAT, ACT, or PSAT (College Bound). Include a copy of your results for your exit interview. (10th Grade PSAT satisfies requirement for project credit)
3. Take a SAT prep course and provide a paper signed by your instructor of completion of the course.
4. Visit a post-secondary institution and complete the 'Post-Secondary Visit – Student Reflection Form.' This form should be available during your exit interview.
5. Attend the post-secondary training with parent/guardian sponsored by FMSD with a PHEAA representative. This occurs each January. Students who attend should get a paper signed by the guidance counselor confirming their attendance.
 - a. Note: This workshop is also appropriate for seniors. It is understood that seniors attending this workshop will not meet the January 1st deadline for project completion – Discuss with Guidance Counselor prior to Semester Break if you plan to attend.
6. 11th Grade Career Interest and Assessment Paper
 - a. This paper will be 3-5 pages in length.
 - b. Will be assigned and assessed in English Class
 - c. Paper requirements will be given by English teachers
7. Attend a College & Career Fair or a College & Technical Fair and then complete the 'College/Career Fair Reflection Form.' This form should be available during your exit interview.
8. Volunteer and provide 10 hours of community service and then complete the 'Community Service Verification Form.' This form should be available during your exit interview. Total of 20 community service hours between 10th and 11th grade.
9. Complete NCAA Clearinghouse application (division I or II student-athletes)

These items should be completed by January 1st of your senior year.

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12TH GRADE

Updated Cover Letter/Resume

- This should be available during your exit interview
- Will be assigned and assessed in English class
 - Students who are taking English virtually should contact the school to get the requirements for this assignment

Exit Interview

The purpose of the interview is for students to:

- Practice interview skills
- Communicate to the interview committee their future plans
- Analyze and evaluate the opportunities provided by the Fannett-Metal School District
- Provide feedback to the high school on the effectiveness of the career portfolio
- Register to vote (As appropriate)
- Complete Selective Service paperwork (As appropriate)

Other items to consider:

- Attend FAFSA workshop sponsored by FMHS
- Apply for FMHS Scholarships, if applicable

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Fannett-Metal High School Graduation Project Checklist

Note: The following requirements & electives should be completed by January 1st of your senior year

Requirements:

The following list of requirements will be integrated into your education through the natural progression of your coursework; you do not need to seek these opportunities independently. They will be provided in class. For students “grandfathered” into this project – You will only need to complete requirements for the grades that you complete when this project is active (e.g. 2016-2017 and beyond).

When completing these requirements, please put forth your best effort and embrace them as learning opportunities. These elements will be incorporated into your exit interview. **Please retain copies of all documents and submit to your academic advisor upon completion.**

Grade 8:

- Personality & Career assessments
- 8th Grade Conference: Includes student, parent/guardian, and counselor. The goal will be to discuss your high school career, as well as post-secondary goals. (While not a requirement, this is certainly a good opportunity for you and your parents to learn about High School and the beginning stages of career planning)

Grade 9:

- Career, Education, and Work (new course)
- Completion of various career related documents, as instructed by business teacher & guidance counselor (Must be maintained in portfolio – Includes, but is not limited to: resumes, cover letter, letters of recommendation, etc.)
- Career Exploration Paper (Based on future aspirations) – Business Teacher will provide rubric

Grade 10:

- PSAT – Paid for and administered by school
- 10th Grade Career Interest and Assessment Paper – English Teacher will provide rubric

Grade 11:

- ASVAB Test
- 11th Grade Career Interest and Assessment Paper – English Teacher will provide rubric

Grade 12:

- Update Cover Letter/Resume – Assigned/Reviewed in English Class
- Register to Vote & Complete Selective Service Paperwork (As appropriate)

Non-Specific Requirements:

- 20 Hours Community Service – Must be documented on “Community Service Verification Form”

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Electives:

In addition to the above requirements, students should complete a **minimum of 3** of the requirements listed below, prior to their exit interview. Choices should be based on the exploration and decision of future aspirations (e.g. post-secondary education, military, workforce entry, etc.) Recommended grade levels are noted to facilitate appropriate pacing and development of this project, but can be completed at any time. All documentation of activities should be maintained for the exit interview.

- Job shadow & Reflection Paper
 - Recommended 1-2 visits 10th grade
 - Recommended 1-2 visits 11th grade
 - Note: All job shadowing will be marked as an excused absence
- SAT, ACT, or PSAT (second time)
 - SAT/ACT: Spring 11th Grade (first time), Early Fall 12th Grade
 - PSAT (second time) – 11th Grade
 - Sign Ups will be announced in late spring of your 10th Grade year
- SAT Prep Course (11th Grade)
 - Provide signed confirmation from instructor upon completion of course
- Visit Post-Secondary Institution (11th Grade)
 - Complete “Post-Secondary Visit – Student Reflection Form”
- Attend Post-Secondary training (PHEAA) (11th or 12th Grade – January)
 - Obtain signature from Guidance Counselor to confirm attendance
- Attend a College & Career Fair or College & Technical Fair (11th Grade)
 - Complete “College/Career Fair Reflection Form”
- Complete NCAA Clearinghouse application (11th Grade)

Additional elective options for those students not pursuing post-secondary education (1 additional check each):

- Minimum of 4 Job Shadow & Reflection Papers
- 27 Total Community Service Hours

**** Note:** Consult with your academic advisor or guidance counselor to identify which electives are most beneficial for you, based upon your career interests and post-secondary endeavors

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Advisor Senior Project Checklist

Student:

Graduation Year:

Requirements:

Date Completed	Advisor Signature	Project Requirement
		Completion of CEW (verify on report card)
		Career Documents: Resume, Cover Letter, Letters of Rec, etc.
		Career Exploration Paper
		PSAT Scores
		10 th Grade Career Interest and Assessment Paper
		ASVAB Scores
		11 th Grade Career Interest and Assessment Paper
		Senior Year: Update cover letter & resume
		Register to Vote: Show proof of registration (As appropriate)
		Selective Service Registration (As appropriate)
		20 Hours Community Service

Electives: Three Required

Date Completed	Advisor Signature	Project Requirement
		Job Shadow & Reflection Paper (minimum 1)
		SAT, ACT, and/or 2 nd PSAT Score
		SAT Prep Course
		Post-Secondary Institution Visit & Reflection
		Post-Secondary Training Session (PHEAA)
		College/Career/Technical Fair
		NCAA Clearinghouse
		4 Total Job Shadow/Reflections*
		27 Total Community Service Hours*

* For students not pursuing post-secondary education