



Assignment Quick Guide 2019-2020

<p>Due August 30</p>	<ol style="list-style-type: none"> Weekly Production Report – Print, complete, mentor signatures due each Tuesday Portfolio Assignments: Work Philosophy Paper – PRINT FIRST YEAR STUDENTS & SECOND YEAR STUDENTS who have switched employers: Obtain a copy of the policies and procedures/handbook at your jobsite. NOTE: If job doesn't have a Policies and Procedures Handbook have mentor sign WAIVER. TURN IN
<p>Due September 27</p>	<ol style="list-style-type: none"> Weekly Production Report – Print, complete, mentor signatures due each Tuesday Portfolio: Create or Update your Resume Provide References Sheet Type an accompanying Cover Letter – PRINT Upload a photo of YOU on the job to the PowerPoint accomplishing a task on your training plan GA Best Soft Skills Evaluation – PRINT and Collect From Employer before due date
<p>Due October 31</p>	<ol style="list-style-type: none"> Weekly Production Report – Print, complete, mentor signatures due each Tuesday Portfolio: Career Consultation Portfolio: Fill out the assigned Mock Job Application and attach your Updated Resume (not references)
<p>Due November 30</p>	<ol style="list-style-type: none"> Weekly Production Report – Print, complete, mentor signatures due each following Tuesday Portfolio: Portfolio: Research Project and Accompanying PowerPoint– PRINT Upload a photo of YOU on the job to the PowerPoint accomplishing a task on your training plan GA Best Soft Skills Evaluation # 2 PRINT and Collect From Employer before due date
<p>DECEMBER Due @ Scheduled Midterm</p>	<ol style="list-style-type: none"> Weekly Production Report – Print, complete, mentor signatures due each Tuesday Portfolio: Student News Article (2 COPIES SUBMITTED) Training Plan Evaluation 1 of 2 – PRINTED BY COORDINATOR, Distributed in November Midterm Portfolio Reviews- PRINT rubric before review
<p>Due January 31</p>	<ol style="list-style-type: none"> Weekly Production Report – Print, complete, mentor signatures due each Tuesday Portfolio: Present your Digital Presentation to assigned study hall of 10th or 11th graders- - - Turn in RUBRIC from presentation – MUST BE TURNED IN BY YOU. Job Shadow Day Permission Form Due Pick out career book for CES Career Day in February Note: 2 & 3 WBL Periods- You have until February 28 to present to a <u>different</u> study hall class of 10th or 11th graders
<p>Due February 28</p>	<ol style="list-style-type: none"> Weekly Production Report – Print, complete, mentor signatures due each Tuesday Portfolio Project: Job Shadow Reflection PRINT Job Shadow Thank You Card – Card turned in addressed and stamped envelope, UNSEALED 2 & 3 Periods: Present your Career Board or Digital Presentation to a class of 10th or 11th graders Turn in RUBRIC GA Best Soft Skills Evaluation 3 PRINT and Collect From Employer before due date
<p>Due March 29</p>	<ol style="list-style-type: none"> Weekly Production Report – Print, complete, mentor signatures due each Tuesday Upload a photo of YOU on the job to the PowerPoint accomplishing a task on your training plan Portfolio: Employer Thank You Card – Card provided to students at February RPM Portfolio: Letter of Recommendation– use request form, which stays with person. Letter due March 29 Employer RSVP and Survey Mentor Reflections worksheet
<p>Due April 30</p>	<ol style="list-style-type: none"> Weekly Production Report – Print, complete, mentor signatures due each Tuesday GA Best Soft Skills Evaluation 4 PRINT and Collect From Employer before due date Portfolio: Letter of Introduction to the Portfolio Portfolio: WBL Journey Display Board
<p>MAY Due at Exit Interview</p>	<ol style="list-style-type: none"> Weekly Production Report – Print, complete, mentor signatures due each Tuesday End of the year reflection- PRINT Final Portfolios are Due – RUBRIC POSTED ONLINE Training Plan Evaluation 2 of 2 – PRINTED BY COORDINATOR, Distributed in April