



WBL Career Research Project

Directions: Research the career you would like to pursue at this point in your education in addition to your next step (college, university, technical school, or a branch within the military that will provide you the credential that you need to be successful in this career. You will display items A-R in a PowerPoint presentation.

The day that you present your midterm portfolio check, you will need to have a printed copy of the PowerPoint. This copy should be printed with 3 slides on a page, usually called the “Notes” page format. It does NOT have to be printed in color. Additionally, you will need to have already either shared the PowerPoint with me via O365 or have it available on a flash drive at the time of your meeting.

Overall Criteria for Presentation (Must Turn In)

1. Create a minimum of 16 slides. Provide all of the information in items A-R.
2. Credit at least 3 sources to support your findings. See Resources below.
3. Use the school’s logo and appropriate clip art within your presentation.
4. Make sure all images, including those of you are good quality.
5. Include the WBL Logo
6. Include Link to WBL website for WBL section and take visitors to the website.
7. NOTECARDS with information used in presentation will need to be submitted along with presentation.

Resources for Research:

1. www.college411.org
2. www.onecenter.org
3. www.careerinfonet.org
4. <http://schoolsintheUSA.com>
5. www.search4careercolleges.com
6. www.collegeview.com
7. Occupational Outlook Handbook

350 Points	PowerPoint Presentation
90 Points	Introduce Yourself
A = 10 Points B through E= 20 Points	<p>A. Title Slide –</p> <ul style="list-style-type: none"> - First and Last Name - Junior or a Senior, First year or Second Year WBL - Career Goal - “Work Based Learning with Ms. Boyer” - WBL Logo <p>B. Slide 2- Title of Slide= Name of Current Job Placement (Company, Organization)</p> <ul style="list-style-type: none"> - Mentor first and last name - Describe your mentor in the professional sense- their position, how long they have been at the business - Digital Picture of either the company logo or a picture of the business <p>C. Slide 3 – Title of slide= “On the Job”</p>



	<ul style="list-style-type: none"> - Include 4 Photos of worksite/you completing work related tasks. *Have parental consent if you have photos of children. D. Slide 4- Title of slide = My Title: _____(Your Job Title) <ul style="list-style-type: none"> - Technical Skills - Technical skills can be found on your training plan E. Slide 5- Title of Slide = My Title: _____(Your Job Title) <ul style="list-style-type: none"> - GA Best Soft Skills - Use at least 3-4 that you have learned or improved from the GA Best Soft Skills Evaluation while you have worked there
<p>160 Points</p>	<p align="center">Introduce Your Career Path and Research</p>
<p>20 Points Per Slide</p>	<ul style="list-style-type: none"> F. Slide 6- Title of Slide= My SMART Goals <ul style="list-style-type: none"> - Discuss: What SMART stands for and why the format is important to success - List your three SMART Goals from assignment - 1 of each – College or Post-Secondary Goal, Academic, Current Job Related G. Slide 7- Title of Slide= Career Interest <ul style="list-style-type: none"> - Name of the career you would like to pursue - Describe a day in the life of a professional with this career - What are the typical daily duties like for this profession? - What are the education/training options for someone wanting to pursue this degree? H. Slide 8: Title of Slide= Future Career Outlook <ul style="list-style-type: none"> - What is the range of salary in this occupation (lowest to highest)? - What geographic location is this job outlook the most in demand? - How favorable is the job market growth overall (demand or outlook) for this career? MUST BE RESEARCH BASED. Not your Opinion. Source Occupational Outlook Handbook I. Slide 9: Title of Slide= Post-Secondary Goals for a Career in _____. <ul style="list-style-type: none"> - Name the school/institution you've researched to help you prepare for this career and the City and State it is located in. - Which college/program/major do you plan to graduate with? - Include the institutions logo on this slide - If your current job matches this college major, then include a picture of you on the job J. Slide 10- Title of Slide= Name of Post-Secondary Option <ul style="list-style-type: none"> - What are the institution's admission requirements? SAT, GPA, ACT, Compass Tests How do you apply? What do you use to apply? How many letters of recommendation do you need and from whom? K. Slide 11- Title of Slide= List the Major or Concentration or Certificate Program <ul style="list-style-type: none"> - How many credit hours needed to complete this major? - Length of program in years? - Does it include an internship or a practicum or a clinical? If so, how long is it? L. Slide 12- Title of Slide = Financial Commitment for College <ul style="list-style-type: none"> - List and be able to describe at least two types of scholarships that this institution offers students - <u>Itemized Predicted Costs of:</u> Tuition (in-state or out of state if the institution isn't in Georgia) Room and board (meal plan) Fees (if appropriate), Textbook estimates M. Slide 13- Title of Slide= _____(Name of Post-Secondary Choice) at a Glance <ul style="list-style-type: none"> - List cultural diversity ratios - Gender ratios - Student enrollment of the institution

100 Points	Discuss Work Based Learning Program at CHS
20 Points Per Slide	<p>N. Slide 14- Title of Slide = My Work Based Learning Experience</p> <ul style="list-style-type: none"> - Your grade (Junior or Senior) - What is WBL? – when you work and earn class credit at the same time by doing assignments that build your portfolio - How many Periods you take WBL - Describe A day in the life of a WBL student – do you leave and go to work every day, or...etc. - My Schedule: Other types of classes you take on campus or at college - Why did I register last Spring? Why you signed up for WBL last Spring <p>O. Slide 15 Title of Slide= Admission Process for WBL</p> <ul style="list-style-type: none"> - Rising Junior or Senior - At least a 2.75 GPA (Average WBL GPA is 3.25) - Independent learner - Good attendance and discipline - Transportation <p>P. Slide 16- Title of Slide = WBL Classwork</p> <ul style="list-style-type: none"> - Weekly/Monthly Assignments - Monthly Meetings - Discuss your work experiences in the presentation in references to being able to leave early from school VS having a job after school <p>Q. Slide 17- Title of Slide = Works Cited</p> <ul style="list-style-type: none"> - Must have 3 Cited sources <p>R. Slide 18- Title of Slide = Thank You</p> <ul style="list-style-type: none"> - Any Questions? - Anyone want an application? - Provide WBL Website, www.canestocareers.com - Provide a generic picture of someone in your career choice – be sure it is good quality

EDITING: Separately scan your PowerPoint for these

1. No punctuation in headings (Me!, GUESS!? Or (:))
2. Headings have title case or all caps
3. No Slang (fam = family, peeps= people, u= you)
4. Spelling Errors
5. Grammatical Errors- including non-professional language and text message language
6. Quality images – NO watermarked or proprietary images, watch your image resolution (blurry images=distraction)
7. Could your teacher DO the presentation for you because you have too much on each slide? 4x4 Rule

Is this the Final Word? – **NO**. The world will not IMplode if you have too many words per slide or if your presentation is distracting. But, this is training time, and if you TRAIN yourself to deliver a killer presentation without relying on reading text to your audience, learning to improvise, and tell the story, your world will EXPLODE with possibilities. And, when you get good enough at speaking, it won't matter very much what's behind you.

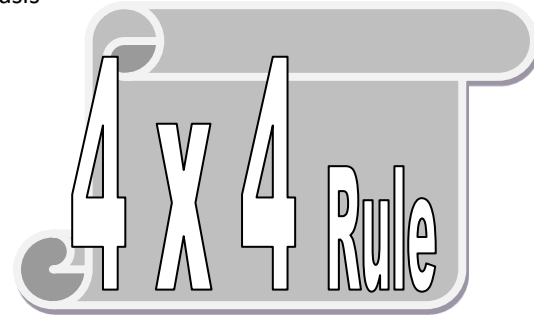
Professional Presentation Preparation

Professional Presentation Path to Success:

1. Sketch out the CONTENT of each slide on paper – Use your research to guide your presentation layout.
2. Use PowerPoint or a presentation program to add the textual contents of your outline to a blank presentation
3. Add images (rule of thumb- no more than 2 images per slide – including graphs, charts, offset quotes)
4. Add template (remember, needs to be a business professional template) **No Distracting transitions**
5. Save every 5 minutes to your Flash Drive; One Drive, 365 Drive, any drive. Also, have a backup copy.
6. Print a copy of your Presentation for technology emergencies: NOT to use during the presentation.
7. Have notecards, BUT, don't use them. 😊

Presentation Formatting Guidelines – Keeping Content Center Stage

- **No Special Effects:** Spend your time preparing to present, not adding SE
- **Pick one font and STICK with it.** Maximum 2 fonts. Example: All headers are Times New Roman and all Content is Arial. I recommend one. It doesn't really matter and costs you more production time.
- **Font Color:** Stick with one following color rules. Use one more font colors for emphasis if you absolutely HAVE to. Not many reasons for this, actually.
- **Slide Background color:** Pick ONE. Stick with it. Or use a template. Remember, it is not ART class. It's presentation skills time.
- **Use WHITE SPACE.** Think of your slides as an AGENDA for the story you are telling, not a Novel. You don't want the audience to READ, you want them to KEEP UP.
 - People get tired of looking at busy slides. Don't put busy slides in the presentation
 - Don't be scared to add another slide with the same heading and (cont.). Better to look more organized than rushed. Always Use the 4 x 4 Rule.
- **Organization:** For a professional presentation, you have probably already researched. Make sure you layout the content in an organized fashion. **Any** audience wants to know the presentation is coming to a conclusion. 😊
- **Color Rules: Beware of on screen color interaction**
 - Dark Background: Font colors should be lighter
 - White Background: Font colors should be darker
 - ALWAYS test the colors in the room you will be presenting
 - Nothing says **"I'm Giving up my Power,"** by not having your presentation readable
- **Fonts**
 - **Headings:** 44 Point
 - **Content:** MINIMUM 28; Up to 32
 - **Fonts** – Only Professional: Times New Roman, Arial, Calibri – **ABSOLUTELY NO SCRIPT**
 - **No ALL Uppercase- unless it is for emphasis and only one or two words together**
 - **NO Emoticons** 😊 ☹
 - **No PUNCTUATION** such as exclamation points – unprofessional
- **SPELLING – 10 Points** Per Spelling Error. Period.



No more than 4
bullets per slide
No more than four

