

UNIONTOWN AREA HIGH SCHOOL
SENIOR PROJECT

**CAREER AWARENESS
AND PREPARATION**

**CAREER
ACQUISITION**



**CAREER RETENTION
AND ADVANCEMENT**

ENTREPRENEURSHIP

UAHS Senior Project

Introduction

For parents, guardians, and staff:

The Career Education and Work Standards, Chapter 4 of Title 22, are part of the State Board of Education's regulations of required education for all students in Pennsylvania. The Career Education and Work Standards address four areas of knowledge: Career Awareness and Preparation, Career Acquisition (Getting a Job), Career Retention and Advancement, and Entrepreneurship.

For students

The purpose of the UAHS Senior Project is to help students gain an understanding of their interests, skills, passions, and values as they think about their future. Throughout their high school career, UAHS students will work to build a career portfolio that provides the tools that they will need to prepare for their future. The project includes self-assessment, research, career acquisition activities, and culminates in a presentation. The UAHS Senior Project is a Uniontown Area School District graduation requirement.

9TH GRADE

As freshman, UAHS students will work to self-assess and gain knowledge of their abilities. They will also complete an academic and career plan.

9 th Grade		
Evidence	Career Standard	Course
Quick Assessment*	13.1	Academic Civics and Honors Civics
Interest Profiler*	13.1	
Work Importance Profiler*	13.1	
Skills Profiler*	13.1	
Budget Your Life*	13.3	
FCCTI Classroom Presentation Reflection	13.2	Academic English 9, Language Arts 9, General English 9, and Honors English 9
9 th Grade Academic and Career Plan	13.1	Guidance directed discussion in Academic English 9, Language Arts 9, General English 9, or Honors English 9

Activity	Description
Quick Assessment*	<i>Explore jobs that best match your personality. Are you realistic, investigative, artistic, social, enterprising, or conventional? Find out with this quick assessment.</i>
Interest Profiler*	<i>Discover what your interests are, and how they relate to the world of work. The Interest Profiler helps you decide what kinds of occupations and jobs you might want to explore based on your interests.</i>
Work Importance Profiler*	<i>What's important to you in a job? Discover how much you value achievement, independence, recognition, relationships, support, and working conditions in a job. Get a list of jobs that reflect your values.</i>
Skills Profiler*	<i>What skills have you acquired through your jobs and other activities? The Skills Profiler can help you explore occupations that require your skillset.</i>
Budget Your Life*	<i>How much money will you need to support your lifestyle, and which occupations will enable you lead the life you want? Developing a budget can help you explore these options.</i>
FCCTI Classroom Presentation Reflection	<i>Representatives from the Fayette County Career and Technical Institute present vocational options that are available to students. Students will complete a reflection form following the FCCTI presentation.</i>
9 th Grade Academic and Career Plan	<i>Complete a plan that includes interests, activities, academics, and goals.</i>

*Activity to be completed on the PA Career Zone website. <https://www.pacareerzone.org/>

UNIONTOWN AREA HIGH SCHOOL

FCCTI Presentation Reflection Form

Name	
Date	

Directions: After participating in the FCCTI classroom presentation, complete the reflection below.

What are three things you learned about FCCTI today?

1.
2.
3.

What are two things about FCCTI that interested you and you'd like to learn more about?

1.
2.

What is one question that you have about FCCTI?

1.

UAHS 9TH GRADE
Academic and Career Plan

Student: _____

Interests

My current interests/hobbies are:

1. _____
2. _____
3. _____

Activities/Clubs/Sports that I would like to be involved in:

1. _____
2. _____
3. _____

My current career interests are:

1. _____
2. _____
3. _____

Next year I plan to:

- ___ Attend UAHS full-time
- ___ Attend UAHS and FCCTI

Academics

Courses I plan to schedule for next year:

Mathematics

Language Arts

Science

Social Studies

Electives that I am interested in scheduling:

- _____
- _____
- _____

Goals

Starting today, my short term goal is to:

In one month, one of my goals is to:

By the end of the school year, one of my goals is to:

10TH GRADE

As sophomores, UAHS students will decide which career they would like to explore and acquire knowledge of entrepreneurship. They will also complete an academic and career plan.

10 th Grade		
Evidence	Career Standard	Course
Letter of Intent	13.1	Academic English 10, Honors English 10
Entrepreneurship Lesson "Scavenger Hunt"	13.4	World History, Honors World History, VT World History
10 th Grade Academic and Career Plan	13.1	Guidance directed discussion in Academic English 10 or Honors English 10.

Activity	Description
Letter of Intent	<i>Write a letter of intent pertaining to the career experience that they have chosen.</i>
Entrepreneurship Lesson "Scavenger Hunt"	<i>Engagement in a classroom lesson and activities related to entrepreneurship.</i> <i>Main Site</i> http://www.eiu.edu/youtheducators/thinkingacts.php <i>Activity</i> http://www.eiu.edu/youtheducators/entrepreneur_scavenger_hunt.pdf
10 th Grade Academic and Career Plan	<i>Complete a plan that includes interests, activities, academics, and goals.</i>



UAHS Senior Project Letter of Intent Format

Student's Street Address
Student's City, PA, Zip Code
Current Date

Project Coordinators: (Chose either Mrs. Baker, Mr. Brown)
Uniontown Area High School
146 E. Fayette Street
Uniontown, PA 15401

Dear *(Coordinator)*:

(In paragraph 1, explain the following points in detail)

1. Describe the career experience you have chosen to do.
2. Explain any prior knowledge you have in this area.
3. Provide a detailed plan on how you plan to accomplish this task and complete your 15 hour requirement.
4. Describe how this is a learning challenge for you.

(Copy this for paragraph 2)

I do understand that the penalty for plagiarizing any aspect of the career experience and/or cheating in any way will be an automatic failure for my senior project, which would also result in failure to graduate. I also understand that all deadlines must be met either on or before the specific date; missed deadlines will result in a grade reduction.

(Before your project will be accepted you must find a career experience supervisor to oversee and verify your career experience duties. Please type the following statement and have your supervisor sign to assume responsibilities of your Senior Project Career Experience.)

(Copy this for paragraph 3.)

I have accepted the mentor position and understand that I will be responsible for ensuring that the student completes a satisfactory career experience.

(Name _____ Contact number _____)

(In paragraph 4, thank the reader for considering your project.)

Sincerely,

(Leave four spaces and sign your name here in black ink)

Type your name



UAHS Senior Project
Letter of Intent Approval Form

Student Name: _____

Career Experience: _____

Supervisor: _____

Your Career Experience has been

___ Approved.

___ Denied. Please submit a new Letter of Intent by _____.

As you complete this portion of your senior project, please keep in mind the following:

- You are representing yourself and Uniontown Area High School. Please maintain a professional attitude during this experience.
- Reflect on what you've learned by completing the Career Experience Log. (*required*)
- Please have the supervisor verify your participation by signing the Log. (*required*)
- The Career Experience must be complete by the last day of the third marking period of your junior year.
- Once complete, turn your *Signed* Career Experience Log into your guidance counselor.

Looking ahead...

- In 12th grade, your senior project will culminate with an oral presentation. During your presentation, you should be prepared to answer questions about this career experience. You may want to take additional notes in order to remember any important details about the experience. Although not required, you may take pictures or include visual aids if you feel these items enhance your presentation. Please get permission from your supervisor before taking any pictures or printed materials from the site.

Reviewed by: _____ **Date:** _____

UAHS 10TH GRADE		Student: _____
Academic and Career Plan		
Interests		
My current interests/hobbies are:		Activities/Clubs/Sports that I am involved in:
1. _____		1. _____
2. _____		2. _____
3. _____		3. _____
My current career interests are:		Currently I am on the
1. _____		___ UAHS Academic Track
2. _____		___ UAHS Honors Track
3. _____		___ Attend UAHS and FCCTI. Shop _____
Academics		
Courses I plan to schedule for next year:		Electives that I am interested in scheduling:
Mathematics	_____	_____
Language Arts	_____	_____
Science	_____	_____
Social Studies	_____	_____
Goals		
Starting today, my short term goal is to:		
In one month, one of my goals is to:		
By the end of the school year, one of my goals is to:		

11TH GRADE

As juniors, students will complete their career acquisition documents and research paper. Students will also complete their career experience and their 11th grade academic and career plan.

11 th Grade		
Evidence	Career Standard	Course
Career Acquisition Documents	13.2	Junior year language arts course
Research Paper	13.2	
Career Experience (Work, Volunteer, Job Shadow)	13.1	Off Campus
11 th Grade Academic and Career Plan	13.1	Guidance directed discussion in junior year language arts course

Activity	Description
Career Acquisition Documents Research Paper	Create a cover letter, resume, reference list, and thank you letter. Complete a research paper on a topic that is relevant to their career choice.
Career Experience	Students will complete a career experience in the field of their choosing. The experience will be comprised of work, volunteering, or job shadowing under the direction of a mentor that is approved by the senior project coordinator. The experience must consist of at least 15 hours and be of a worthwhile nature. In order to complete the career experience, students must coordinate with a supervisor who will oversee and verify the experience. Students must also complete a career experience log that is to be turned into their guidance counselor by the end of the third nine weeks.
11 th Grade Academic and Career Plan	Complete a plan that includes interests, academics, and post-secondary plans.

Research Paper- Career Paper

For the next two weeks you will be working on a research paper for this class. I will explain each step of the process and how to complete them. If you follow each step and complete the required work on time, this will be an easy process. Your papers need to be 4 pages long including the Works Cited page.

Research steps	Due date
<p>Step 1- Identifying a topic (Your career)</p> <ul style="list-style-type: none"> Information from the following sources: <ul style="list-style-type: none"> -Pa Career Link -Pa Career Zone -Bureau of Labor Statistics 1 book 	
<p>Step 2- Reading your research</p> <ul style="list-style-type: none"> Outline Notecards Using highlighters and taking side notes 	
<p>Step 3- Introductory and thesis statement</p> <ul style="list-style-type: none"> Attention getter <ul style="list-style-type: none"> -Tell a story -Statistics -Quote, Perspective -Rhetorical questions -Background information, definition Thesis statement <ul style="list-style-type: none"> -Must include the career you are researching 	
<p>Step 4- Body paragraphs</p> <ul style="list-style-type: none"> Clear and well written topic sentence Be sure to cite any quotes, statistics Do not plagiarize 	
<p>Step 5- Conclusion</p> <ul style="list-style-type: none"> Restate your thesis (do not say in conclusion) Discuss if this a career you're still interested in or not interested in and explain what influenced your decision Be sure to support your answer with facts from your articles or your book 	
<p>Step 6- Works Cited page</p> <ul style="list-style-type: none"> Include all articles and book Follow MLA style format <ul style="list-style-type: none"> -Alphabetical order -Hanging indent -Period at the end of each source 	

<p>Step 7- Type your paper</p> <ul style="list-style-type: none"> • Follow MLA style format <ul style="list-style-type: none"> -1" margins (top, bottom, left, right) -12 point, Times New Roman -Header (last name, page #) -Heading (use sample for format) 	
<p>Step 8- Turn paper in for grading</p> <ul style="list-style-type: none"> • Order in which I want your materials turned in (do not staple your good copy to the other items that need to be turned in) <ul style="list-style-type: none"> -Good copy (stapled) -Rough draft -Notes (outline, notecards) -Research articles • I WILL NOT ACCEPT ANY PAPERS AFTER THE DUE DATE 	

It's very important that you turn your paper in on the due date because it's a big chunk of your grade. You will receive the following grades for this paper:

1. Double grade for the 9 weeks (research paper)
2. Single grade for materials (rough draft, notes, articles)
3. Final test for AC English 11 (20% of your overall grade)



UAHS Senior Project Career Experience Log

Student _____
Career Experience _____
Duration _____
Supervisor _____

Date	Career Experience	Supervisor's Verification
Career Experience Reflection		

Date	Career Experience	Supervisor's Verification
Career Experience Reflection		

Your completed career experience log is due to your guidance counselor by the last day of the third nine weeks.

UAHS 11TH GRADE
Academic and Career Plan

Student: _____

Interests

My current career interests are:
 1. _____
 2. _____
 3. _____

Activities/Clubs/Sports that I am involved in:
 1. _____
 2. _____
 3. _____

My post-secondary plans are:
 4 year college
 2 year community college
 Technical School
 FCCTI Certification
 Military

Major or Certification that I would like to pursue:
 1. _____
 2. _____

I plan to take:
 SAT
 ACT
 ASVAB

Academics

Courses I plan to schedule for next year:	
Mathematics	_____
Language Arts	_____
Science	_____
Social Studies	_____

Electives that I am interested in scheduling:

Senior Project Plans

Career Experience Choice (field and type of experience): _____

Research Paper Topic: _____

12TH GRADE

UAHS senior students will complete an essay reflecting on their senior project. Each senior completes a senior project presentation and their final academic and career plan detailing their post- graduation goals.

12 th Grade	
Evidence	Course
Reflective Essay	Senior year language arts course
12 th Grade Academic and Career Plan	
Senior Project Presentation	Senior year language arts course/senior project coordinators

Activity	Description
Reflective Essay	<i>An essay reflecting on the career experience that was completed for the senior project.</i>
Senior Project Presentation	<i>Students will present their completed senior project to a panel of teachers. This presentation will include all of the components of the senior project, a short presentation, and a mock interview pertaining to the career that they have chosen for their project.</i>
12 th Grade Academic and Career Plan	<i>Complete a plan that includes interests, academics, and post-secondary plans.</i>



UAHS Senior Project Reflective Essay

Your essay should be your reflections of your career experience. The project coordinators will read your essay during your exit interview and the essay must be included as a piece of your career portfolio.

Use the following format when composing your reflective essay:

- At least four paragraphs
- Typed
- Double spaced
- Use MLA style

U Paragraph 1: Introduce the subject of the essay, in this case your thoughts concerning your career experience.

U Paragraph 2: Describe your career experience. Why did you chose that specific experience? What specific duties did you complete and learn about during your experience? Who was your career experience supervisor?

U Paragraph 3: Evaluate your career experience. What did you learn about the career? What is the biggest challenge in pursuing this career? What would be the most rewarding part of choosing this career? Is this still a career that you are interested in pursuing? Why or why not?

U Paragraph 4: Conclude your essay by restating what you have learned from this experience. How will your future be affected because of what you have learned?



9 Questions: Senior Project Career Experience Exit Interview

1. What was your most valuable or memorable lesson that you learned during your career experience? Why?
2. What skills have you now developed or sharpened most as a result of your career experience?
3. What parts of your career experience may you later pursue or use in a career or college life?
4. What did you learn about working with others?
5. If you had to do your career experience all over again, what would you have done differently?
6. What was the most difficult aspect of your career experience, and why?
7. What constructive feedback or advice do you have for your supervisor, younger students, or the coordinator?
8. What examples of career readiness have you accomplished? (SAT, ACT, ASVAB, NOCTI, FAFSA, Certification)
9. What other comments would you like to make on your career experience.



Uniontown Area School District Senior Project

Career Experience

Exit Interview Proficiency Rubric

Student: _____ Evaluator: _____

Presentation Rubric	2 Below Standard	4 Approaching Standard	6 Meets Standard	8 Exceeds Standard	Total
Professional Portfolio	The student has begun initial development of a portfolio but is missing key components	The student has the foundation for a portfolio but needs further development	The student's portfolio includes all the necessary components of a quality product	The student's portfolio includes all the necessary components of a quality product and a professional appearance	____/8
Goals Beyond High School	The student has identified post high school plans	The student has identified and explores potential post high school options	The student clearly communicated post high school plans and preparation for these plans	The student has demonstrated a concrete vision and passion for their post high school plans	____/8
Skills and training received in high school	The student has made an initial connection to the skills and training needed for their post high school plan	The student has demonstrated an awareness of the skills and training needed for their post high school plan	The student made a clear connection between the skills and training needed and their post high school plans	The student illustrated a clear connection between the skills and training needed and their post high school plans	____/8
Reflective comments on the high school experience	The student made minimal reflections on their high school experience	The student reflected on their high school experience, but not the connection to life beyond high school	The student connected their high school experiences with their post high school plans	The student illustrated a clear connection between their high school experiences and their post high school plans	____/8
Clearly identified next steps towards reaching their post-high school plans	The student has demonstrated initial understanding of the next steps of their career readiness plan	The student has a general awareness of the next steps of their career readiness plan	The student has communicated a clear plan and understanding of the necessary next steps of their career readiness plan	The student illustrated a clearly articulated action plan to make their post high school plans a reality	____/8
Presentation	The student's use of voice, eye contact, reliance on note cards, appearance and poise demonstrates the student is not prepared for the exit interview	The student's use of voice, eye contact, reliance on note cards, appearance and poise demonstrates the student is partially but not well prepared and/or not confident in their exit interview	The student's use of voice, eye contact, reliance on note cards, appearance and poise demonstrates the student is well prepared and comfortable with the exit interview	The student's use of voice, eye contact, reliance on note cards, appearance and poise is at the level of a confident and experienced presenter	____/8
Question and Answer Section	The student's answers lacked depth and/or clear understanding of the question	The student needed to develop the answers further and provide more information	The student provided thorough, reflective, and clear responses	The student's answers were thoughtful, reflective, and clearly articulated	____/8

Overall Score _____ / 56

Student Signature _____

UAHS 12TH GRADE
Academic and Career Plan

Student: _____

Interests

My current career interests are:

1. _____
2. _____
3. _____

Major or Certification that I would like to pursue:

1. _____
2. _____

Academics

My post-secondary plans are:

- 4 year college
- 2 year community college
- Technical School
- FCCTI Certification
- Military

I have completed a FAFSA (Financial Aid) form:

- Yes
- No

I plan to take:

- SAT
- ACT
- ASVAB
- NOCTI

I have taken the:

- SAT
- ACT
- ASVAB
- NOCTI

Schools that I have or plan to apply to:

1. _____
2. _____
3. _____

Scholarships I plan to apply for:

1. _____
2. _____

I have created a profile on PA Careerlink:

- Yes
- No

Jobs that I plan to apply for:

1. _____
2. _____

Senior Project Plans

Senior Project Presentation Date:

UAHS SENIOR PROJECT ARTIFACT LIST

All evidence will be stored in each student's career portfolio in the guidance office.

✓	Evidence	Grade	Career Standard
	Quick Assessment	9	13.1
	Interest Profiler		13.1
	Work Importance Profiler		13.1
	Skills Profiler		13.1
	Budget Your Life		13.3
	FCCTI Classroom Presentation Reflection		13.2
	9 th Grade Academic and Career Plan		13.1
	Letter of Intent	10	13.1
	Entrepreneurship Lesson Scavenger Hunt		13.4
	10 th Grade Academic and Career Plan		13.1
	Career Acquisition Documents	11	13.2
	Research Paper		13.2
	Career Experience Log		13.1
	11 th Grade Academic and Career Plan		13.1
	Reflective Essay	12	
	Senior Project Presentation		
	12 th Grade Academic and Career Plan		