



THEME: **DAY 3 PREPARING FOR SENIOR SHOWCASE NIGHT**

OBJECTIVE:

- Review the purpose of the Senior Showcase Night
- Review presentation logistics and evaluation and help students prepare.

ESSENTIAL QUESTIONS:

- Who am I?
- What have I done?
- Where am I going?

CLASSROOM ACTIVITIES:

DUE THIS SESSION:

- Semester 1 Grades

Tasks	Expanded Activity Information	HANDOUTS
<input type="checkbox"/> Activity #1 Remind for Senior presentation <i>10 minutes</i>	<p><u>Only for Students Absent from last Advisory:</u></p> <ul style="list-style-type: none"> - Be sure to give the handouts from lesson 7 to students who were absent last time. - Be sure to give them a tri-fold and get them on the schedule - Remind students of when they are signed up. - Remind students that they <u>must have a completed tri-fold</u> when they present <p><i>The handouts in this section are from a previous lesson and students need to refer to these in their portfolio</i></p>	<p>7a:</p> <p>Page 1: Senior Showcase Night Page 2: Senior Tri-Fold Explanation Page 3: Tri-Fold Grading Rubric</p>
<input type="checkbox"/> Activity #2 Fill Out Four Year Plan <i>5-10 minutes</i>	<ul style="list-style-type: none"> - Have students find their 4-Year Plan packet in their folders. - They should fill in the information for 1st Semester of their 12th Grade Year in their 4-Year Plan packet. - Make sure they answer the questions on the lower half of the packet page. - Students should use their "Semester 1 Grades" Printout to complete their 4 -Year Plan packet. 	<p>4 -Year Plan (Only pass this out for students who are new to the school.)</p>
<input type="checkbox"/> Activity #3 Best Works <i>5-10 minutes</i>	<ul style="list-style-type: none"> - Discuss Best Works Requirements. Remind students that they need to be collecting best works for use in the Senior Showcase Evening. Remind them that there is a minimum of two: one school-related and the other from any activity they participate in. - If the Best Work does not fit on the tri fold <i>i.e.</i>: trophies, objects...tell your students to bring them to display next to their tri-fold during their presentations. 	<p>8a: Best Works</p>
<input type="checkbox"/> Activity #4 Resume & Cover Letter <i>10 minutes</i>	<ul style="list-style-type: none"> - Resume & Cover Letter - Remind students that one of the required elements of the Tri-Fold is their CURRENT Resume & Cover Letter - Give students the rubric for the Resume & Cover Letter and remind them that the requirements have not changed. - They need to open up their Resume & Cover Letter from last year and update it. 	<p>8b: Resume & Cover Letter Rubric</p>
<input type="checkbox"/> Homework	<p>DUE <u>NEXT</u> SESSION:</p> <ul style="list-style-type: none"> • Should have All Tri-Fold Items <u>Including:</u> <ul style="list-style-type: none"> -Resume & Cover Letter -Minimum of 2 Best Works 	



Name: _____

Advisor: _____

What is a Best Work?

A Best Work is anything a student feels exemplifies their work from a class or activity. Whatever the student decides to use as their Best Works is totally that person's decision.

Portfolio Requirements

- 1 SCHOOL RELATED CLASSROOM RELATED
 - Has to be from a class taken in high school
- 1 OTHER (INCLUDE SCHOOL OR OUTSIDE OF SCHOOL)
 - Can be from a class, or school activity, or outside of school activity

Where could your Best Works come from? (Examples)

- School Classroom Related
 - Class project: Mock Trials, Presentations, Solo's in Choir or Band, Experiments, Completed Project (Art, Wood Shop, Metal Shop, Digital Web Design) etc.
 - Term Paper
 - PowerPoint Presentation
- School Related / Outside of School
 - EHS Club or Organization project
 - Community Activity, organizing an activity
 - Sport award or achievement
 - Competitions (dance, etc)
 - Outside of school club or organization project
 - 4H, Boy Scouts / Eagle Scouts, Boys or Girls Club of America, Civil Air Corps, etc
 - Award from where you work (promotion, employee of the month)
 - Recommendation from current employer
 - Church or Youth Group project / Mission work

Note:

You must include a 2-paragraph explanation of each Best Work. This needs to include the following: A brief explanation of what it is, when and where it was done, and why it is your Best Work. (This explanation needs to be typed and attached with your Best Work).



Résumé Rubric

The resume you turn in to your Advisor will be checked for the following things. If your resume meets these minimum requirement, you will be checked off and get credit for this assignment. If your resume does not meet **ALL** of these requirements, it will be given back to you for editing and you will need to submit it again. **** It is strongly suggested that you save your documents to a thumb drive, cd, or some storage unit because it will be useful to you in the future.*

Section 1

Meets Requirements	Personal Information	
<input type="checkbox"/>	Name	full name
<input type="checkbox"/>	Address	complete address
<input type="checkbox"/>	Phone Number	

Section 2

Meets Requirements	Headings	
	<i>Note: The following headings are the minimum requirements. You may include more headings.</i>	
<input type="checkbox"/>	Objective	complete sentence
<input type="checkbox"/>	Education	include college or skill center classes if applicable
<input type="checkbox"/>	Experience	work and/or volunteer
<input type="checkbox"/>	Activities	could substitute: interests and hobbies, honors and awards, etc.
<input type="checkbox"/>	Strengths	could substitute: skills, abilities

Section 3

Meets Requirements	Formatting	
<input type="checkbox"/>	Visually pleasing	font size, type, and style should be easy to read
<input type="checkbox"/>	Evenly distributed on page	effective use of white space does not have big gaps of white space, but has text evenly distributed to fill up 1 page
<input type="checkbox"/>	Columns aligned	headings are in a straight line, not staggered bulleted lists can be indented but are in a straight line, not staggered
<input type="checkbox"/>	Error free (spelling)	no spelling errors

Cover Letter Rubric

The Cover Letter you turn in to your Advisor will be checked for the following things. If your Cover Letter meets these minimum requirement, you will be checked off and get credit for this assignment. If your Cover Letter does not meet **ALL** of these requirements, it will be given back to you for editing and you will need to submit it again. *** *** *It is strongly suggested that you save your documents to a thumb drive, cd, or some storage unit because it will be useful to you in the future.*

Section 1

Meets Requirements	Block Letter Format	
	<i>Note: The Block Letter Format is in your Resume Handbook. It is on page 11.</i>	
<input type="checkbox"/>	Date	
<input type="checkbox"/>	Inside Address	complete address (use your advisor's name and the school's address if you don't have someone to send the letter to)
<input type="checkbox"/>	Salutation	
<input type="checkbox"/>	Body	3 paragraphs
<input type="checkbox"/>	Closing	include "Sincerely" and type your name
<input type="checkbox"/>	Signature	sign the letter

Section 2

Meets Requirements	Follow 3 Paragraph Sample	
	<i>Note: This sample is in your Resume Handbook. It is on page 10. If you do not have an job you are applying for, choose one you are interested in and focus your letter for this job</i>	
<input type="checkbox"/>	Paragraph 1	follows paragraph 1 format
<input type="checkbox"/>	Paragraph 2	follows paragraph 2 format
<input type="checkbox"/>	Paragraph 3	follows paragraph 3 format

Section 3

Meets Requirements	Error Free	
<input type="checkbox"/>	Error free (spelling)	no spelling errors
<input type="checkbox"/>	Grammar	Grammatically correct including capitalization, punctuation, and sentence structure