

Sheffield Jr. High School

I-Learning Career Project Details

Tuesday, Oct. 11, has been designated as an I-Learning day for Sheffield City Schools. Each student is required to complete an off campus assignment that involves research and a project. This information packet will help SJHS students and parents understand what is expected for this activity.

1. All students will choose one of these options:
 - A. Job shadowing experience and interview
 - B. Phone interview and videos

2. All students will complete a career research worksheet and a written interview assignment based on their project choice.

3. All students will create a presentation board for display in our classrooms, library, central office, or other designated location.

Students will receive a test grade for their project which they may use in the class of their choice. The graded scoring rubric must be signed and returned by the parent.

All projects are due Friday, October 14th and will be averaged into the 2nd 9 week grading period.

Please see the attached pages for more specific information regarding each project choice.

Job Shadowing Experience

Student will select a business and an individual they wish to shadow.

Student will contact the business/individual and schedule their shadowing experience at least one week in advance.

The shadowing experience must last a minimum of 1 hour but may last as long as the business/individual will allow. This detail should be worked out during scheduling.

Student will dress appropriately for the career environment where they will visit.

Student will adhere to all safety rules and requirements on site during their shadowing experience.

Student will document their experience through photos and activity descriptions which may be used on their presentation board.

Student will complete and turn in the written assignments "I-Learning Career Research," and "Job Shadow Interview Worksheet."

Student will create a presentation board with photos of their experience with captions detailing the activity/persons pictured along with other information from the research worksheet and interview worksheet.

Career Interview/Videos

Student will select a career and an individual for their interview.

Student will contact the business/individual and explain their project and ask to set up an appointment for a phone interview.

Student will be polite and use appropriate phone etiquette.

Student will watch at least two videos online about their selected career and document the source of the videos so they can be verified by the teacher.

Student will complete the "I-Learning Career Research" worksheet and the "Phone Interview" worksheet.

Student will create a presentation board with photos from online or drawings related to their career choice along with other information from the research worksheet and interview worksheet.

I Learning Day Career Research Worksheet

Name _____

Grade _____

Career Choice _____

Level of Education Required for this Career:

_____ on the job training

_____ apprenticeship

_____ 2 year Associate's degree (community college)

_____ 4 year Bachelor's Degree

_____ Higher Level Degree (Master's, Doctoral, etc.)

Colleges (at least 2 if applicable) in Alabama that offer this program:

1. _____

2. _____

Average starting salary _____

What other information would be important to know about this career?

What are you currently doing to help yourself be prepared for life after high school?

Job Shadow Interview Worksheet

Name _____

Career Choice _____

Business/Shadowing Location _____

Job Shadow Host Name and Title _____

Date of Shadow _____ Time In _____ Time Out _____

The following questions should be asked during your shadow experience. Students should ask the questions and write the answers on a separate paper. You are the interviewer and YOU do the writing. You will attach this form to your written/typed pages.

Questions for the Person You Shadow:

1. What are your responsibilities?
2. What do you like most about your job.
3. What are some frustrations about your job?
4. What are your typical working conditions? (hours, indoors, outside, travel required, etc.)
5. How did you choose a career in this field?
6. What academic skills are used in this job? (Math, Reading, Science, etc.)
7. What are some other skills that are important for this career?
8. What type of training/degree did you receive for this job?
9. How has your job changed since you have been involved in this field and what changes do you expect are coming in the near future?
10. What advice can you give young students who are considering this career option?

Questions for You about Your Shadowing Experience:

11. What was your favorite part about this experience?
12. Do you think, after this experience, you will consider this a career option?
13. Describe in detail something you learned during this experience that was surprising or confusing?
14. How do your thoughts about this career before your shadowing experience compare to your thoughts about this career now? Have they changed or are they still the same? Why or why not?

Phone Interview Worksheet

Name _____

Career Choice _____

Person Interviewed and Title/Business _____

Date of Interview _____ Time call started _____ Time call ended _____

The following questions should be asked during your phone interview. Students should write the answers on a separate paper. You will attach this form to your written/typed pages.

Questions for the Person You Interview:

1. What are your responsibilities?
2. What do you like most about your job.
3. What are some frustrations about your job?
4. What are your typical working conditions? (hours, indoors, outside, travel required, etc.)
5. How did you choose a career in this field?
6. What academic skills are used in this job? (Math, Reading, Science, etc.)
7. What are some other skills that are important for this career?
8. What type of training/degree did you receive for this job?
9. How has your job changed since you have been involved in this field and what changes do you expect are coming in the near future?
10. What advice can you give young students who are considering this career option?

Questions for You about Your Interview:

11. How did you choose the person interviewed?
12. Do you think, after this interview, you will consider this a career option?
13. Describe in detail something you learned during this interview that was surprising or confusing?
14. How do your thoughts about this career before your interview compare to your thoughts about this career now? Have they changed or are they still the same? Why or why not?

Questions about the videos:

15. List the exact web address where you found each video and then write a description of the video. Include the following: What facts did you learn about the career from each video? What is the setting for this career? What skills are needed to be successful in this career? Are you still considering a career in this field? Why or why not?

SJHS I-Learning Career Project Scoring Rubric

Name _____ Grade _____

Category	Scoring Criteria	Total Points	Score
Research (10 points)	I can locate career information online.	2.5	
	I can list and explain the training and education needed for my career goals.	2.5	
	I can complete and turn in a career research assignment.	5	
Interview (15 points)	I can plan an interview/shadowing experience.	2.5	
	I can discuss rights and responsibilities of employers and employees.	2.5	
	I can explain how careers change over time.	2.5	
	I can discuss the importance of responsibility, dependability, punctuality, integrity and effort in the workplace.	2.5	
	I can identify my interests and explain why they should be considered when choosing a career.	5	
Video/Shadowing (25 points)	I can research my interests and increase my understanding of careers.	2.5	
	I can list my skills, interests and abilities and compare them to a career choice.	2.5	
	I can explain the relationship between school success and career success.	5	

	I can discuss how constant changes in the workplace will require new training and learning new skills.	5	
	I can apply school and job skills in work-based learning situations such as internships, shadowing, and/or mentoring experiences.	10	
	Presentation Board (25 points)	50	
Score	Total Points	100	

Comments:

Graded by: _____

This grade may be used for any class chosen by the student.

Please apply this grade to _____.

Student signature _____

Parent signature _____

Helpful Websites

Career Videos:

<http://www.drkit.org/careervideos>

<http://www.onthejobtv.org/>

<https://www.youniversitytv.com/category/career-video/>

<http://www.jobsmadereal.com/>

https://www.youtube.com/channel/UCgS_1_CtAldr2JJtKI6vi8w

<http://icould.com/watch-career-videos/by-job-type/>

<http://careersouthere.com/category/careers/>

Other Career Resources:

<http://alcareerinfo.org/>

<http://www.careeronestop.org/>

<http://www.careerspots.com/newplayer/default.aspx?key=Iat0RiX30J-705q6y8tGIw2>

<http://www.beanengineer.com/>

<http://www.coolsciencecareers.rice.edu/>

<http://www.engineergirl.org/> (for middle school girls)

<http://egfi-k12.org/>

<https://www.onetonline.org/>

Presentation Board Requirements

1. Each presentation board must have a title which includes the name of the career selected, "I-Learning Day, SJHS 2017," and the student's name.
2. Boards should include photos of the shadow experience and/or pictures and drawings related to the career.
3. Objects related to the career may be affixed to the board. However, these boards will be displayed in public places and it is recommended that objects of value not be used as they may not be returned.
4. The following facts about the career should be included: required education level, where in Alabama can you get the degree/certification/training for this career, average salary, and basic responsibilities/duties of a person with this job.
5. Be creative!!! The presentation board comprises half of the grade for this project.

SAMPLE PRESENTATION BOARDS:



Some of the best boards will be selected and students may be asked to present their boards to district staff, LEW students, their classmates, and/or community members.