

ELO (extended learning opportunity) Project Outline for HQT
Course: 2509 Career Exploration
Where will I be in 2025, and how will I get there?

HQ Teacher:

Discipline: Career Exploration

ELO Student:

Project Start Date:

Student's Learning Goal:

1. Students will explore a variety of educational and occupational opportunities, learn the realities of the workplace, and identify both the technical skills and individual qualities that they will need to succeed in their field of interest
2. Increase students ability to make informed decisions through awareness and understanding of individual qualities that contribute to success on the job
3. Increase students ability to use employment data and other resources to support decision-making, as well as their awareness of the training and post-secondary options available to facilitate their personal success.
4. Increase students' awareness of individual interests, skills, attitudes, talents, and abilities, particularly as they change and develop during the educational experience.
5. Students who plan on post-secondary education will do research on colleges, scholarships and tuition. Assistance with preparation of college applications and financial aid application forms will be provided

Community Mentor in this ELO: GSIL/internship supervisor

Community Mentor's Responsibility in the ELO: 1. Serve as liaison with business sponsor 2. Guide student in completion of interest inventory, career assessments and other relevant written work 3. Evaluate student's weekly journal entries 4. Aid student in identifying appropriate work experience site and monitor progress 5. Arrange for and accompany students on career related, educational trips

Student's Interim Measurable Goals

1. Student will complete interest inventory and career assessments on online career exploration website
2. Student will organize and format a cover letter, resume worksheet, resume, reference page and complete a sample job application
3. Student will maintain a weekly journal reflecting on tasks completed, thoughts, feelings etc.
4. Student will participate in work experience totaling 40 hours
5. Student will attend three workshop/presentations and/or college tours on topics related to education/occupational readiness and complete a reflection sheet for each experience.
7. Student will complete a final project to summarize his/her ELO experience, to be evaluated by HQT and community mentor.

Related Core Competencies

6. Student will participate in mock interview in the community with employer and receive feedback via evaluation form.
- Self-Knowledge competencies* Develop a positive self-concept through confidence in their abilities to plan for and realize their career, education and life goals; understand how their

decisions and actions can affect all areas of their lives and affect attainment of their career and life goals

Educational and Occupational Exploration competencies See the connections between their educational choices and performance and their chances for success in a desired career

Career Planning competencies Develop good decision-making skills; place career choices within the context of life goals; create pathways between their current situations and their goals—now and as they get older

Communication skills competency Develop skills in writing, speaking, and listening and use those skills to effectively communicate. Use technology to generate and enhance accuracy of written communication

Student will describe either orally, visually or in writing how individual preferences and interests influence career choices and success.

Professional Development: Identify career opportunities in business. Utilize resources exploration, development and growth.

Student's Methods of Documentation to Demonstrate Progress towards Achieving these Goals

1. Student will complete interest inventory and career assessments
2. Student will create a final copy for cover letter and resume, and complete sample job application
3. Student will maintain weekly journal describing ELO experience
4. Student will complete three reflection papers on workshops/presentation/college tours attended
5. Student will prepare for and participate in a mock interview with an employer in the community and receive written feedback on the experience from the interviewer
6. Mid-point report indicating student overall progress towards learning goals completed by HQT
7. Student will develop and maintain a portfolio for combined activities
8. Student will create a final project to summarize his/her ELO experience, to be evaluated by HQT and community mentor.

Final Method of Evaluation of ELO

Student will participate in an exit interview and portfolio review with HQT to summarize his/her ELO experience, as well as create a final project which answers the essential question “Where will I be in 2025, and how will I get there?” to demonstrates proficiency in the competencies detailed in this ELO outline.