Name: Hour Date:

Supervised Career Experience Out-of-Class Packet



**Contents**

Experience Planning Guide p. ii

Hours Verification Sheet p. iv

Performance Review Form #1 p. v

Performance Review Form #2 p. vii

Performance Review Form #3 p. ix

Experience Journal p. xi

Photos p. xiii

Reflection p. xvi

Experience Planning Guide

Name: Hour Date:

Date Assignment is due: Why late? Score: + ✓ -  
 Day of Week Date If your project was late, describe why

1. Which of the following do you intend to complete as part of your 15 hours? Check all that apply.

**\_\_\_ Have a part-time job \_\_\_ Start your own business \_\_\_Volunteer  
  
\_\_\_ Become an educator \_\_\_ Job shadow**

1. Briefly summarize what you intend to do as part of this experience. If you don’t know what your experience will be yet, describe what you’d like to have for a career experience in an ideal world (in other words, ignore the limitations and describe the perfect scenario for career preparation outside of school for you personally):
2. Below are a list of possible obstacles that may affect your ability to complete this project. There may be others that affect you. Circle or underline the obstacles that you think will affect your ability to complete this assignment:  
     
   Time Money Location/Distance Motivation People/Connections  
     
   For the obstacles you circled or underlined, how will you overcome these obstacles? Explain in complete sentences using the space below. You may need to speak with your instructor to come up with an answer.
3. What are 3 measurable goals you hope to accomplish in your project this semester? A *measurable* goal is one that is specific, applicable, realistic, and has a deadline. It might involve obtaining specific career skills, learning details about a specific occupation, making money, gaining valuable experience for a college application, completing specific tasks, increasing your likelihood of a specific future career, etc.

1) I hope to be able to   
  
 by . I intend to meet this goal at   
 Date Location  
To accomplish this goal, I will need to do the following:   
  
   
  
   
  
I might encounter the following problems or obstacles as I try to accomplish this goal:   
  
   
  
2) I hope to be able to   
  
 by . I intend to meet this goal at   
 Date Location  
To accomplish this goal, I will need to do the following:   
  
   
  
   
  
I might encounter the following problems or obstacles as I try to accomplish this goal:   
  
   
  
3) I hope to be able to   
  
 by . I intend to meet this goal at   
 Date Location  
To accomplish this goal, I will need to do the following:   
  
   
  
   
  
I might encounter the following problems or obstacles as I try to accomplish this goal:

Hours Verification Sheet

(To be submitted at time of presentation)

Signatures of Adult Supervision:

*I confirm that the student completed their project under my supervision. I confirm that the times and activities listed in their logs are accurate. Note: There may be multiple signatures below depending on your project. If your project was completed in the agricultural science department, then you may have your instructor’s signature as one of them. Note: You may have one OR more signatures depending on your project.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Hours & Minutes | Name Printed | Phone Number | Signature |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| TOTAL TIME 🡪 |  | | | |

**RESEARCH PAPER OPTION ONLY**

If completing a research paper, you will need to have your paper reviewed by an English teacher. They will need to sign below to verify that you have had your paper corrected and revisions should be made for your final draft.

Name (printed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Room Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Experience Journal

Name: Hour Date:

Date Assignment is due: Why late? Score: + ✓ -  
 Day of Week Date If your project was late, describe why

**Instructions:** use the entries below to record your experiences outside of the classroom. The hours and dates below should correspond to the hours and dates you submitted on the Hours Verification Form. If you are completing the paper option, see your instructor for your options for substituting this requirement. Use complete sentences and accurate spelling & grammar where appropriate; be sure that your writing is legible. Note: **you do not have to use all of these blanks offered** – for example, if you had four experiences, you would complete four of these sections (one for each experience).   
  
Date: Time began: AM/PM Time ended: AM/PM  
  
Location: Who supervised you?   
  
What did you do during this time?

Skills/Knowledge gained:   
  
   
  
  
  
Date: Time began: AM/PM Time ended: AM/PM  
  
Location: Who supervised you?   
  
What did you do during this time?

Skills/Knowledge gained:

Date: Time began: AM/PM Time ended: AM/PM  
  
Location: Who supervised you?   
  
What did you do during this time?

Skills/Knowledge gained:   
  
   
  
  
  
Date: Time began: AM/PM Time ended: AM/PM  
  
Location: Who supervised you?   
  
What did you do during this time?

Skills/Knowledge gained:   
  
   
  
  
  
Date: Time began: AM/PM Time ended: AM/PM  
  
Location: Who supervised you?   
  
What did you do during this time?

Skills/Knowledge gained:

Date: Time began: AM/PM Time ended: AM/PM  
  
Location: Who supervised you?   
  
What did you do during this time?

Skills/Knowledge gained:   
  
   
  
  
  
Date: Time began: AM/PM Time ended: AM/PM  
  
Location: Who supervised you?   
  
What did you do during this time?

Skills/Knowledge gained:   
  
   
  
  
  
Date: Time began: AM/PM Time ended: AM/PM  
  
Location: Who supervised you?   
  
What did you do during this time?

Skills/Knowledge gained:

Date: Time began: AM/PM Time ended: AM/PM  
  
Location: Who supervised you?   
  
What did you do during this time?

Skills/Knowledge gained:   
  
   
  
  
  
Date: Time began: AM/PM Time ended: AM/PM  
  
Location: Who supervised you?   
  
What did you do during this time?

Skills/Knowledge gained:   
  
   
  
  
  
Date: Time began: AM/PM Time ended: AM/PM  
  
Location: Who supervised you?   
  
What did you do during this time?

Skills/Knowledge gained:

Photos (i.e. *selfies of your experiences*)

Name: Hour Date:

Date Assignment is due: Why late? Score: + ✓ -  
 Day of Week Date If your project was late, describe why

**Instructions:** use the space below to include three “selfies” of you taking part in activities that were a part of your 15 hours. The photographs should relate to skills, abilities, or knowledge gained as a part of this experience. Describe what the photographs show using the space below. If you have video or need to submit your photos digitally, speak with your instructor before taking any action to determine the best way to meet these objectives.

Attach Selfie Here

In this photograph, I am   
  
   
  
   
  
This experience enabled me to acquire the following skills and abilities:

In this photograph, I am   
  
   
  
   
  
This experience enabled me to acquire the following skills and abilities:

Attach Selfie Here

In this photograph, I am   
  
   
  
   
  
This experience enabled me to acquire the following skills and abilities:

Attach Selfie Here

Reflection

Name: Hour Date:

Date Assignment is due: Why late? Score: + ✓ -  
 Day of Week Date If your project was late, describe why

**Instructions:** use the questions below to guide your reflection on this semester.

1. What career do you intend to have some day?
2. Is this different or the same as what you had in mind at the start of the semester?
3. Are you more or less likely to pursue this career as a result of what you experienced this semester? More Less

Explain:

1. What are the three most important things that you learned as a result of the in-class work (college/career profile, resume, cover letter, job interview)? Respond using complete sentences and correct grammar:   
     
   First item learned:   
     
   Explain why this was important to you:   
     
      
     
      
     
   Second item learned:   
     
   Explain why this was important to you:   
     
      
     
      
     
   Third item learned:   
     
   Explain why this was important to you:
2. What are the three most important things that you learned as a result of the out-of-class work (as part of your 15 hours of experience)? Respond using complete sentences and correct grammar:   
     
   First item learned:   
     
   Explain why this was important to you:   
     
      
     
      
     
   Second item learned:   
     
   Explain why this was important to you:   
     
      
     
      
     
   Third item learned:   
     
   Explain why this was important to you:
3. What are 3 strengths you discovered as a result of this project that will make it more likely that you will acquire the career you want.   
     
   Strength: How this will help:   
     
      
     
      
     
   Strength: How this will help:   
     
      
     
      
     
   Strength: How this will help:
4. What are 3 personal weaknesses you discovered as a result of this project that will make it less likely that you will acquire the career you want. Also describe how you will personally improve in this area.   
     
   Weakness: How I will improve:   
     
      
     
      
     
   Weakness: How I will improve:   
     
      
     
      
     
   Weakness: How I will improve:
5. In the space below, list five things you can do that will most affect your likelihood of obtaining the career of your choice:

Portfolio Grade

Name: Hour Date:

Date Assignment is due: Why late? Score: + ✓ -  
 Day of Week Date If your project was late, describe why

# Grading Rubric

|  |  |  |  |
| --- | --- | --- | --- |
|  | Plus (100%) | Check (80%) | Minus (60% or less) |
| Experience Planning Guide | All questions were answered fully and accurately. | All questions were answered but there is room for improvement. | Not all questions were answered. |
| Hours Verification | 15+ hours were verified by the supervising adult(s). |  | Less than 15 hours were recorded. |
| Experience Journal | All experiences were recorded and included insightful reflection and plenty of detail. | All experiences were recorded but room remains for more detail and reflection. | Not all experiences were recorded and room remains for more detail. |
| Photo/Video Verification | 3 or more photos or videos of their work have been submitted. | Only 2 photos were received or a photo does not verify the work completed. | Multiple photos/videos were not received or do not verify the work completed. |
| Reflection | Reflection was accurate, complete, honest, and valuable. | Reflection was valuable but a few problems were noticed. | Reflection has noticeable problems in multiple places. |
| Resume & Cover Letter | Resume & cover letter were included that could be used successfully in an interview without modification. | Resume & cover letter are of acceptable quality but need modification before being used. | Resume & cover letter need major modification before being used or no resume or cover letter was included. |
| Value of Experience(s) | Experiences directly relate to the content of the course and/or to the career intentions of this individual. | Experiences remotely relate to the content of the course and/or to the career intentions of this individual. | Experiences do not relate to the course content or career aspirations in any legitimate way. |

Final Grade:

Comments: