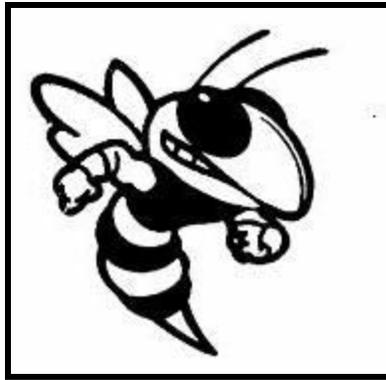


New Lothrop High School Senior Seminar



SENIOR SEMINAR SYLLABUS

SEMINAR #1: Monday, September 21, 2020

- Overview of Senior Seminar
- Review Job Shadow/Interview Assignment
 - Complete before February 2021.
 - Send a Thank You letter within one week of job shadow/interview and make a copy for your Portfolio
 - Thank you letters are a great way to practice professional ethics:
 - Examples-send one after a job interview or to a scholarship donor

SEMINAR #2: Monday, December 7, 2020-cancelled due to mandatory shutdown

- Portfolio Workshop
- Portfolio due February 4, 2021-NOW DUE MARCH 12, 2021
- Submit Portfolio electronically to Mr. Campbell (jcampbell@newlothrop.k12.mi.us) and Mrs. Czymbor (jczymbor@newlothrop.k12.mi.us)

SEMINAR #3: Thursday, April 22, 2021

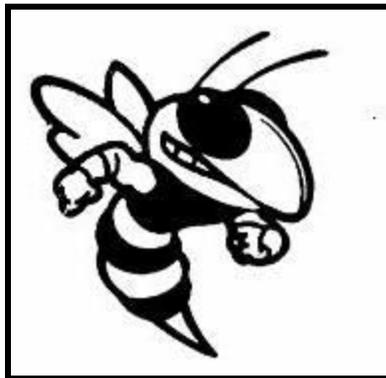
- Review Senior Seminar Presentation
- Assignment: Prepare for Senior Presentation on May 17, 2021

SEMINAR #4: Monday, May 17, 2021

- Senior Seminar Presentations
- Check in at table outside of office fifteen minutes before scheduled time
- Dress in appropriate business interview attire

****Seminar Awards will be handed out on Senior Honors Night!***

**New Lothrop High School
Job Shadow
Student Materials**



Job Shadow or Interview Experience

Instructions

- ❑ Contact a professional employee in your career interest area and set up a Job Shadow or Interview experience. We understand that due to COVID Restrictions, you may not be able to spend the day working with someone in your career field of interest. Therefore, we encourage you to set up an interview if you are unable to job shadow.
- ❑ Use the questions in your Reflection Assignment (see next page) to help you generate questions to use in your job shadow or interview. Complete the **Reflection Assignment**, and include it in your Portfolio.
- ❑ Finally, make sure you write a **thank you note/letter** to the professional and send it within three business days of your job shadow/interview. A copy of your **thank you note/letter** should also be submitted to seminar advisors in your portfolio.

Reflection Assignment

Instructions: Please thoughtfully respond to the following questions in well-written statements. Submit this assignment in your portfolio.

1. Who did you job shadow or interview, and what is the professional's job title and company name?
2. What type of work did you observe or learn about? Please explain.
3. Describe in detail the professional's job site and environment.
4. Describe the professional's typical day.
5. Is post-secondary training needed for this career? Please explain.
6. What do you like best about this career based on your job shadow or interview?
7. What do you like least about this career based on your job shadow or interview?
8. What was the most important thing you learned from the job shadow or interview?
9. What professional advice did he/she give you?
10. Now that you've completed the job shadow or interview, would you consider a career in this field? Why or why not?

Job Shadow Thank You Note/Letter Guidelines

It is important to thank the person you shadowed. A thank you note does not have to be lengthy; however, you should try to personalize it by including at least two things you learned while on the job shadow. Let your host know why the job shadow was important to you or what you particularly enjoyed. Please make a copy of your Thank You Note/Letter and submit it in your portfolio.

SAMPLE

Date

Dear Mr./Mrs. _____,

Use the following ideas to help you write your note. Be as specific as possible, and try to include at least two things you learned while on the job shadow.

- o Thank your host for his/her time.
- o Write about something that you learned or found interesting.
- o Write about something that you enjoyed during your job shadow.
- o Explain what this experience meant to you.

Close by thanking the employer for his or her time and effort in answering your questions and allowing you to observe.

Sincerely,

Your Name

Senior Seminar Portfolio Requirements

Due: February 4, 2021- **NOW DUE MARCH 12, 2021**

Assignment: Create a professional, digital portfolio that includes the following information, and submit it to Mr. Campbell (jcampbell@newlothrop.k12.mi.us) and Mrs. Czymbor (jczymbor@newlothrop.k12.mi.us) electronically. We encourage you to use google slides, but if there's another format you prefer, that is just fine!

- Title Page (name & picture in professional attire)
- Resume
- Cover Letter
- Job Shadow Reflection Assignment
- Copy of Job Shadow Thank You Note/Letter
- Copy of Completed Job Application or College Application
 - May use college acceptance letter(s)
- Letter of Recommendation
- Interests
- Volunteer or job experiences
- Additional Awards, Honors, and/or Recognition Photos

Senior Seminar Presentation

Date: Monday, May 17, 2021

Format: Be prepared to answer the following questions in a professional interview format; dress professionally and make sure you can access your Portfolio electronically using a computer and projector (provided at school). Interviews typically last about 20 minutes, and the panel consists of school staff, community members, and other career professionals.

1. Tell us about yourself. (Discuss hobbies, interests, family, job, etc.)
2. What is one thing you'd like to point out in your portfolio?
3. What high school course has prepared you the most for your future, and why?
4. Describe your job shadow or interview experience.
 - a. Any fun stories or highlights?
 - b. Did your job shadow/interview change your career plans?
5. What are your career plans?
6. What will it take to attain this career/what's your next step? (education, training, etc.)
7. Why have you chosen this career?
8. What are your immediate future plans? (summer job, etc.)
9. What is the most important trait in an employee and why?
10. How has the New Lothrop Area Public School district and community supported you and helped you become who you are today?
11. What has been a moment or season that you're most proud of during your high school career?
12. Who has impacted you the most in high school?
13. In high school, you have many opportunities to be part of a team, both in school and outside of school. Tell us about a time when you've contributed to a team and what it taught you.
14. If there is anything you could go back and do differently in high school, what would it be and why?
15. If you could give advice to 7th graders (or underclassmen), what would it be?
16. Is there anything else you would like to share with the panel?