

Alternate Career Project for seniors who do not participate in the Job Shadow Experience:

As a graduation requirement for Berkshire High School students will complete the following project in their Senior Sociology and Senior English courses as well as during free/tutoring periods in the last three weeks of their senior year in place of the Job Shadow Experience Project.

The Alternate Career Project consists of TWO components:

- ✓ A portfolio which contains a polished resume, reflective writing, and a career oriented research paper.
- ✓ A visual display for senior awards night which highlights and enhances the research paper and reflective writing and serves to present students' goals and ambitions to a broad audience.

Portfolio Components

- ✓ Your portfolio consists of a polished resume, reflective writing on your career aptitude, and a career oriented research paper.
- ✓ The **topic for your research paper is your future career goal**. After you have selected a topic, the next step is to do the research that is necessary in order to develop the research paper and a visual display. You will be required to do research using authentic and reliable sources and **create an MLA work cited page**.
- ✓ The research paper is written in a five-section format (**the five sections are 1) Description of Career 2) Education, training, and skills necessary 3) Opportunities for Advancement 4) Career Outlook and 5) My Hireability**) and should be a **minimum of four pages in length (typed, double spaced, 12 point font, with one inch margins)**

The following must be included in your Alternate Career Project Portfolio

1. A cover sheet
2. A table of contents (correctly paged)
3. Your Workplace Competency Writing (typed and clean of errors)
4. A career oriented research paper (4 pages in length)
5. A polished resume without errors
6. A completed job application without errors
7. A tri-fold (and/or other) visual display for senior awards night that highlights the chosen career path that you researched.
8. Additional pieces that may be included:
 - a. Additional writing assignments
 - b. Letters of recommendation/commendation
 - c. Certificates of achievement
 - d. College acceptance letters
 - e. Scholarship awards

Questions to help Guide the Writing of Your Five Section Career Research Paper

1) Description of Career

- Thoroughly describe the career. What does one do in this position.
- What are working conditions like?
- What can one expect from working in this field?

2) Education, training, and skills necessary

- What skills does one need in order to be successful in this field and do the job properly?
- Do you need to get further education/training after high school? What is it? How much does it cost?
- What schools, institutions, etc. offer the training you would need?
- Are internships typical? Do you need to do any on job training?

3) Opportunities for Advancement

- Are there ways to advance in the field you are researching?
- What do you need to do to advance?
- Is further training/schooling needed?
- Is advancement likely?

4) Career Outlook

- What does the forecast look like for this career path? Are a lot of people going to be hired in the next 5 years? Why or why not?
- What areas of the country are best for getting a job in this field? Are there any areas that are not good?
- What is the typical starting salary for this position? After 5 years? Etc.?
- Is there a lot of competition in this field?

5) My Hireability

- After the research, is this career/field a good fit for you? Why or why not?
- What skills do you currently have that would make this a good fit for you?
- What skills will you need to work on to make yourself hireable?
- What is your plan for attaining this career?

Websites to help you: Ohio Means Jobs, Career Locker, other job research sites