

Resources for SPE Due Date #2 – December 4th, 2009

This document was designed to help Morse High School Seniors meet all the Minimum Requirements for Due Date #2 of the 2009-2010 Senior Portfolio. Please read through each section carefully. Please note that many of these items require the use of the internet and a printer. Lack of computer or printer access is not an excuse for failing to complete portfolio requirements. Also note, completing some of these items requires a good chunk of time. PLEASE PLAN AHEAD!

Proof of FAFSA PIN or Waiver Letter (Section I)

All students preparing to leave high school should be aware that a Free Application for Federal Student Aid (FAFSA) is available. In order to do a FAFSA, you need to apply for a PIN online. Part of the 2009-2010 Portfolio Requirements is to show proof that you have applied for your FAFSA PIN by providing a computer printout of your PIN from the Federal Student Aid PIN Website.

REQUIREMENTS for Completing the FAFSA PIN Portfolio Requirement:

- Computer, Internet, and Printer
- Social Security Number (See ** Note below for those without a Social Security Number)
- Email Address
- Personal Information

STEPS for Completing the FAFSA PIN Portfolio Requirement:

- Open up your Web Browser and visit the Federal Student Aid PIN Website (<http://www.pin.ed.gov>)
- At the top of the column on the left hand side, click on “Apply For A PIN”
- Follow the Steps and completely fill out the form to apply for a PIN
- When your confirmation page appears with your 4-digit PIN, print that page as your portfolio evidence.
- If you need to print at a later time, you may visit the PIN Website once again, and click on the second button in the column on the left had side click on “Check PIN Status.” Follow the steps to Display your PIN on the screen, and print your PIN for your portfolio evidence.

****If you do not have a Social Security Number, you will need to Ms. Kiyama or Ms. Tan to obtain a Waiver Letter starting Monday, November 30th, 2009.**

Printout of online Career Cruising Results (Section II)

Follow the directions on the next page to complete the online Career Cruising Survey in order explore some career options that are out there for someone with your interests and abilities. All Seniors must submit a printout of their Career Cruising Results as part of their portfolio evidence. In Addition, Seniors

who chose Option A for their portfolios will need to research 2 of the careers on their list further using the Career Cruising Website and write a 2-page research paper using the guiding questions provided. This online survey can take up to 30-45 minutes, so make sure you have enough time to complete the survey before you start!

REQUIREMENTS for Completing the Online Career Cruising Requirement:

- Computer, Internet, and Printer
- 30-45 minutes of time!
- Additional time and/or printing may be needed for students completing portfolio option A!

STEPS for Completing the Online Career Cruising Requirement:

- Open up your Web Browser and visit the Career Cruising Website (<http://www.careercruising.com>)
- Enter a Username: “Morse” and a Password: “Tigers” and click on “Start Career Cruising”.
- At the top of the column on the left hand side, click on “Career Matchmaker”
- Enter you complete First and Last name and continue to follow the directions through the first 39 questions. If you are unsure of a question, click on the white question mark in the blue box that says “More info”
- After question 39, your initial list of careers will appear. **THIS IS NOT YOUR CAREER LIST... yet!** On the right side, one of the blue boxes is labeled “Improve Results.” and shows that you have answered 39 of 116 questions. Click on “Answer more questions” and complete all 116 questions.
- After you have completed questions 1-116, print your updated list of Career Suggestions and place this inside your portfolio as portfolio evidence.

ADDITIONAL GUIDELINES for Portfolio OPTION A – Research Papers FYI:

Seniors who chose Portfolio Option A will also be required to complete a 2-page research paper in which they share their findings on two of the careers on their list of Suggested Careers. All the information needed to complete the research paper can be found by clicking on any one of the careers on your suggested list and using the buttons on the left side of the screen to learn more and read interviews regarding that career. Address at least three of the questions below for EACH of your two chosen careers when completing you research paper. The research paper is not due until Due Date #3, which is January 22nd, 2009, but it doesn't hurt to start early!!

- What is the minimum level of education required for entry level positions in the career?
- What do people do in this career? What skills do they have?
- Where do people in the career work? What kind of hours do they work? (days, nights, shifts, overtime?)
- What is the yearly earnings for someone in this career?
- What did interviewees say they like/dislike about this job?
- What kinds of activities does a person in this career spend the most time doing?

In addition to a research paper about two careers, Seniors who chose Portfolio Option A will be required to complete a 2-page research paper in which they share their findings based on research and visits to two college campus. Please note, that while visiting the college (and proof that you visited the college) is still required, you can find additional information using on some of these colleges through Career Cruising also!

**Additional details regarding college research paper to come!

College Application (Section II)

All students graduating from high school should know how to properly fill out a college application. As part of your senior portfolio, you must turn in a copy of any college application that you have completed this year. This can be done online and then printed, or neatly by hand using blue or black ink. College applications can be found online or several locations around campus. Please note, submitting your application to the college is not required, as in some cases this costs money. For purposes of your senior portfolio, you just need to fill one out!

Letter of Recommendation (Section II)

A letter of recommendation is often required when applying for a job, a scholarship, or admission to a college or training program. It is a typed letter from an adult who knows something about your positive personal qualities, abilities and skills, work experience, attitudes, leadership style, etc. Here are some guidelines to help assure you a quality letter of recommendation.

- A letter of recommendation should be written by an appropriate adult who knows your strengths and skills, not one of your peers. The adult should be an employer, a family friend, your minister, a teacher, a counselor, a coach, etc.
- Make personal contact with the adult. DO NOT assume the letter will be completed if you send a request by a note, email or snail mail. (Family members may not write a letter for you because a relative is considered a biased judge of your qualities and skills.
- When you ask for a letter of recommendation, it would help if you provide the person with a copy of your resume or give them information about yourself and what your letter is for in order to guide them in writing about you. A form similar to the one called “Letter of Recommendation Request Form” at the end of this packet can be used. Additional details, depending on what your letter is being used for (college, job, etc), should be added if needed.
- It is common courtesy to give adults writing a letter on your behalf about 10 days to get this done. With the Due Date fast approaching... make your requests before Thanksgiving Break!
- It is also customary to write a short “thank you” to the individual who has taken the time to help you move forward.

Evidence of a Healthy Lifestyle (Section III) – OPTION A ONLY!!

This portfolio piece has two parts that are required to meet expectations. Part ONE is a piece of evidence that shows you partake, or understand how to obtain, a healthy lifestyle. Part TWO is a short paragraph describing

what your evidence is illustrating, and how it portrays a healthy lifestyle. Possible pieces of evidence to fulfill this requirement can be chosen from, but not limited to, the following:

- Two or three pictures of you playing an organized, team sport (through a school, club or organization)
- Two or three medals, certificates, or ribbons (or pictures of) showing you have participated in sporting events, marathons, or walks for a cause.
- A 2-week diet plan that shows variety, nutritional information, health benefits, etc
- A 2-week workout cycle that targets a specific part of the body, or an overall workout, which includes details about reps, sets, times, calories burned, etc.

Required Authorization for Student Participation and Required Agency Information for Student Participation (Sect IV) – OPTION A ONLY!!

This is the 2-sided front page found in the Community Service Guidelines. Upon completing both sides, place this sheet in Section IV of your Portfolio, and have it ready to check on the Dec 4th Due Date.

- **The FRONT Side is called “Required Agency Information for Student Participation”**
This must be completed by the student and signed off by both the Agency Supervisor (this is the person who is signing off your 10-Single Site Hours of Community Service) and their Senior Advisor. Please note that this Agency must be recognized by www.volunteersandiego.com, and have an Agency ID#, as stated in the Community Service Guidelines. (See Ms. Kiyama if your Agency is not listed under this website.)
- **The BACK Side is called “Required Authorization for Student Participation”**
This must be completed by the student and signed off by both the Student’s Guardian and their Senior Advisor.

Formal Community Capstone Project Proposal (Sect III) – OPTION B ONLY!!

On Wednesday, November 18th, 2009, all Seniors who chose Portfolio option B turned in a DRAFT of their Community Capstone Project Proposal (found in the Capstone Project Guidelines online) for Ms. Kiyama to review over Thanksgiving Break. Students who did not get a draft turned in have automatically been bumped down to Option A!! The FORMAL version of this Proposal is yellow and will be due on December 4th. FORMAL Community Capstone Project Proposals will be available starting Monday, November 30th. This is also the day your DRAFTS will be returned to you.

Community Capstone Project – Outline of Intent (Sect III) – OPTION B ONLY!!

Although some Community Capstone Projects will not be started before December 4th, it is important to start thinking ahead regarding what kind of work is to come! Your Community Capstone Project **Outline of Intent** is the perfect way to jumpstart your Project. It should have specific steps regarding how you INTEND to implement your project, along with approximate times needed for completion of each step. This should be TYPED and SAVED as you will need it later when you complete your Outline of Implementation. The next page gives you an example of what a Sample Outline of Intent may look like. You can use this as a guide when starting your own. Your **Outline of Intent** should contain at least 7-10 steps, but more likely, it will take more than that!

Samuel F. B. Morse High School

Community Capstone Project – SAMPLE Outline of Intent

Senior's Name: _____ Advisor: _____

Project Title: _____

Aim of the Project (a brief description of what you hope to accomplish by the time you are finished):

STEP 1: _____ Time Required: _____

Details about how you will complete Step 1::

STEP 2: _____ Time Required: _____

Details about how you will complete Step 2:

STEP 3: _____ Time Required: _____

Details about how you will complete Step 3:

(Add more steps as necessary!!)

Samuel F. B. Morse High School

Letter of Recommendation Request Form

Name: _____ Date needed: _____

Your educational goals: _____

Your career goals: _____

Grade point average: _____ Favorite subject: _____

List positive qualities and attitudes that describe you and examples of how these are demonstrated:

List your abilities and skills:

Work experience:

Awards, scholarships, certificates, etc. you have received:

Clubs and organizations to which you belong and offices in organizations:

Other extra curricular activities:

If this letter of recommendation is being written for a specific college, job, or program, please give additional details on the back of this form! The more information you have to share, the better!