

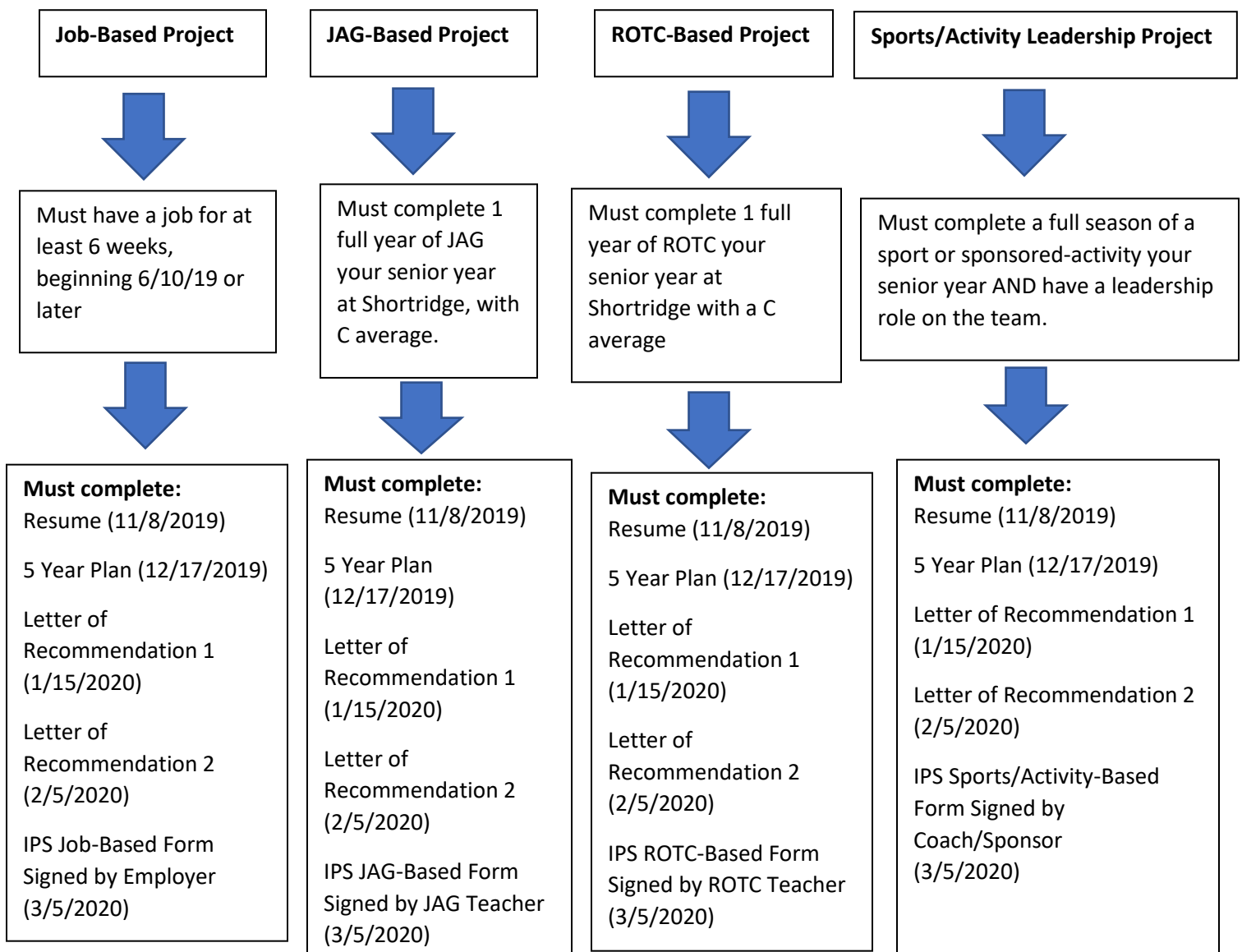


Work-Based Project Flow-Chart

For students who have not passed ISTEP and need “Bucket 2” (Employability Skills) portion of Graduation Pathways

Step 1: Choose either a Work-Based Project or Service-Based Project (all DP seniors complete CAS for Service-Based) by **October 1st, 2019 in ATL.**

Step 2: If selecting Work-Based, choose one of the following paths:



Step 3: Submit all required materials on Managebac by April 16, 2020. You may utilize scanners in the Future Center. Once all documents are received, they will be reviewed by the Principal and you will be notified of approval in May.

Details for Work-Based Materials

Resume (Finish by 11/8/2019): Your resume is a personalized way to tell potential employers about your skills and experience. Since your resume is personalized, there is no “right” or “wrong” way to make a resume, although there are templates available on Microsoft Word. All resumes should include details about any skills you have, relevant experience, and details about your education.

5 Year Plan (Finish by 12 /17/2019): The five year plan is a narrative of your future plans. In five years you will either be in the work force or finishing your undergrad preparing for the next step. Your five year plan should answer the following questions:

- Where, geographically, do you expect to be in five years?
- What will your living situation be in five years?
- What will your budget be in five years and how will you pay for things (if you plan on getting a job, research the average salary, then determine what average costs are per month for things like rent, food, utilities, cell phone, car insurance, gas, student loans (if necessary) and other items you see yourself having in five years?
- Do you see yourself continuing your education in five years? Describe why or why not.
- How can you use the next five years to make your life better in the years that follow?

The five year plan should be 400-500 words, typed.

2 letters of recommendation (Finish 1 by 1/15/2020, Finish the second by 2/5/2020): These letters should be from someone who can speak about your character and trustworthiness. A letter of recommendation must come from someone who is not related to you and someone who was in a position of authority. Examples might include a teacher, principal, coach, youth pastor, counselor, boss, etc. It is polite to give the person you are asking to write a letter at least 2-3 weeks notice, so you should plan on asking this person very soon. You should also ask a person who you know will say something good! Don't ask someone who doesn't know you well or has a negative opinion of you.

IPS Form (Finish by 3/5/2020)- Depending on which Work-Based path you choose, there will be an IPS form that needs to be signed. Please retrieve the form you need from the Guidance department. These forms usually require feedback so give the person filling out the form plenty of time to get it done by your deadline.

Submission (April 16): All materials must be submitted to Managebac by April 16. There will be more details coming about where and how to submit. You may use the Future Center if you need an item scanned.