**NAME**

STUDENT #

DATE HANDED IN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Grade 12 Graduation Transition Guide**

**FOR STUDENTS WHO ARE PLANNING ON GOING TO SCHOOL NEXT YEAR**

**DUE DATE:**

**Monday, January 23, 2017 (Day 2)**

**Or**

**Tuesday, January 24, 2017 (Day 1)  
(depending on what day you have English class)**

**Hand in to your English 12 Teacher (or Mrs. Dato, room 313)**

The completion of this guide is mandatory for graduation – and it will hopefully help you gain a deeper understanding of your future options.

When your guide is returned to you, you will need to bring it to your Student-Led

Interview on **April 12, 2017**. The interviewer will flip through your guide, so make sure you are proud of it!

**What is this all about?**

The Transition Guide has been designed to take you through the thoughtful steps of exploring and planning parts of your future. YOUR FUTURE IS NOT SET IN STONE – that’s what makes it exciting! Have fun thinking about who you are, and all of the possibilities for where you might be going. Enjoy this process, hopefully it will make you think. Oh ya, and BREATHE. When you ask questions like “What will I be? Where will I go?” The funny thing is, nobody knows… Only experience can tell…

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| **TRANSITION GUIDE INSTRUCTIONS: FOR THOSE PLANNING ON POST-SECONDARY RIGHT AFTER HIGH SCHOOL** |

Option 1

Definitely going to school but not sure what career your future might hold? Identify 1 or 2 of the best focus areas for you, and explore interesting options within it. *Know your options!*

1. **a.** *(optional)* Do the Focus Area check list (pg 3) if you need help identifying one or two focus areas you are most drawn to. You can also do the Career Cruising Matchmaker quiz and print & attach your results.

**b.** Use Career Cruising to find interesting careers that fall under the focus area/s you’ve chosen & complete the related careers web (pg 4).

1. Compare two of the most interesting careers from your web using the charts provided.  **a.** Career Details (pg 5) and  **b.** Post-Secondary program options (pg 6).
2. On a separate Word document, review and respond to what others say about those two careers from interviews conducted. (for 2 different careers) (See pg 6).

Option 2

Do you have one or two main careers in mind (at this point) that you hope to pursue? Get to know more about them and your schooling /training options. *Know all the details!*

1. Using Career Cruising, research details about the careers you’ve chosen to look at. (Use the chart provided on pg 5).
2. Using Career Cruising, research details about possible schools and programs. (Use the careers chart provided on pg 6).
3. Discover and list related careers you may not have thought about and fill in the Related Careers Web (pg 4).
4. On a separate Word document, review and respond to what others say about those two careers from interviews conducted. (for 2 different careers) (See pg 6).

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| **DESCRIBING YOUR PLANS- SUMMARY** |

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| **ATTACHMENTS – COMPLETE THE FOLLOWING** |

**In approximately one page, describe the following in paragraph form. (Alternate format options could include a detailed collage, poem, comic strip, or other representation ideas – as long as information is clear. See me if unsure…)  
Paragraph 1:** Describe the career and post-secondary options you are considering. Describe your career and school goals for 2 years from now, and 10 years from now. Explain your personality, interests, skills and values, and how they link to these plans and goals. At this point, what are your hopes for your ideal career and post-secondary pathway? Why?  
**Paragraph 2:** Describe your first year after high school. Ideally (and realistically), where do you see yourself? What are you doing? (Describe any school/work/volunteer/travel – will you do a combination?). Provide details so I can fully understand your plan (example: what courses you will take, where you will work, how many hours per week, where & when do you hope to travel etc.). Include any other life options you are considering. Also describe where you will be living and what leisure activities you hope to take part in (*sports, travel,etc.)*.   
**Paragraph 3:** Think back to Health and Nutrition info learnt during high school (PE 10 Nutrition, fitness, DPA). Reflect on the changes you hoped to make to your diet and physical fitness habits when in grade 10 or 11 (describe what you remember). What aspects have you been successful on? Not successful on? Outline 2-3 specific steps that you will now set, to try to maintain or improve your healthy eating, physical fitness habits and stress management. Explain how you hope to stay physically active in the years to come.   
**Paragraph 4:**  What challenges do you foresee with your short-term and long-term work, school and life plans discussed in all the above, and how do you hope to address some of those challenges? (Costs, timing, grades, acceptance, family influences, workload, other?)  
**Attachment 1:** Use the Financial Plan form and complete a budget for your first year after high school (pg 7)  
**Attachment 2:** Attach proof that you’ve applied to a post-secondary institution. Ex/ Print the email confirmation. White out personal and confidential information. Not able to apply yet? Insert a professional cover letter for a general job instead.   
**Attachment 3:** Include an updated and polished general resume (free of errors!) – & the checked off Resume Guide (pg 10/11)  
**Attachment 4:** Complete & include the Evidence Selection Guide to begin to prepare you for Student Led Interview (pg 8/9)

**INSERT THIS PAGE AT THE FRONT OF YOUR DUO TANG**

**NAME**

STUDENT #

DATE HANDED IN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (teacher use only)

DATE HANDED IN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I chose to complete OPTION**

|  |
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| **FINAL TOUCHES CHECKLIST** |

**Use this checklist to ensure you have everything before you hand it in.**

I have downloaded the project from the Moscrop website, and typed my responses

I have proofread my work for spelling, grammar and sense

I have inserted my Guide into a 3-pronged duo tang (not a binder or folder)

I have used properly labeled tabs to clearly mark the sections:

|  |  |
| --- | --- |
| **TAB NAME(write name on tab)** | **WHAT’S INCLUDED IN THAT TAB?** |
| *(front)* | FINAL TOUCHES CHECK LIST (this page) |
| CAREER & POST-SECONDARY | **OPTION 1** – Focus Area Checklist, Related Careers Web, Career Chart, Post-Secondary Chart, Proof of Tuition, Interview Responses  **OPTION 2** – Career Chart, Post-Secondary Chart, Proof of Tuition, Related Careers Web, Interview Responses |
| SUMMARY & BUDGET | Paragraphs or representations describing your plans  & Budget for first year out of high school |
| PROOF OF APPLICATION | Your email confirmation of post-secondary application (or a general cover letter if you can’t apply yet) |
| RESUME | Your perfect resume & checked off Resume Guide |
| SLI | Completed Evidence Selection Guide |

My name is clearly written on the front of my duo-tang, with the title “Graduation Transition Guide” and the option I chose “Option 1 or 2”

I have attached proof of tuition costs from pg 6 (insert after Post-Secondary chart)

I have attached my proof of application to a Post-secondary institution

I have attached an error free resume & the checked off Resume Guide (pg.10/11)

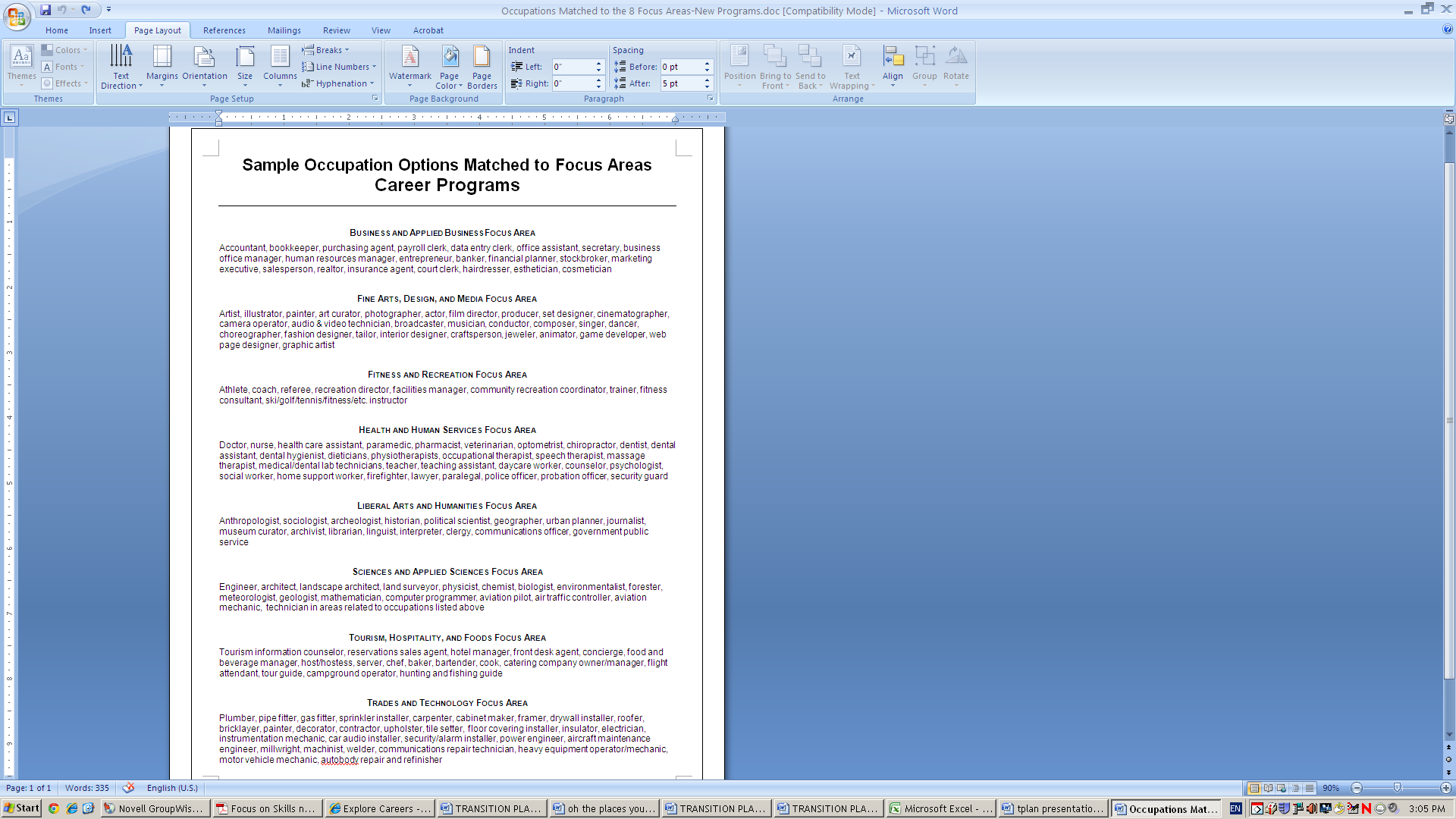
I have completed and attached my Evidence Selection Guide (SLI prep)

**I AM DONE ☺**

|  |
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| **OPTION 1, part 1a**  **UNDERSTANDING FOCUS AREAS – FOCUS AREA CHECKLIST** |

***(Optional)* Need help finding a Focus Area?**

Check off the careers that might be interesting to you – think about the qualities you are looking for in a lifelong job. The focus area with the most check marks is probably the focus area that you should consider exploring. If you have a tie (two categories or more have the same number of check marks), you may want to consider both focus areas, or just make a choice (for now) of which one to look further into.



***(Optional)*:** Want more help looking at good career matches for you? Complete the Matchmaker Quiz on [www.careercruising.com](http://www.careercruising.com) . (Username: moscrop password: panthers). Which focus areas are the most common in your suggested careers list? Print your matchmaker results and insert them after this page.

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| **OPTION 1, part 1b & OPTION 2, part 3  EXPLORING OPTIONS- RELATED CAREERS WEB** |

Go to: [www.careercruising.com](http://www.careercruising.com).

Username: moscrop Password: panthers

*\*You will need to enter or create a new username and password to save your results to your profile.\**

**OPTION 1:** In Career Cruising, click on CAREERS on the top menu. Search for careers by the BC FOCUS AREA that interests you. Read the short description of each job listed under that focus area, and then fill out the following cluster by putting your focus area in the middle, and surrounding it with 10 different jobs that you find interesting. Include the job description in your cluster as well. If you are torn between 2 focus areas/careers, do 5 for each.

**OPTION 2:** Do the same as above, except put your main career of interest in the middle and surround it with 10 related careers that you may find interesting.

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| **OPTION 1, part 2a & OPTION 2, part 1:**  **CAREER PLANNING –CAREER DETAILS** |

Go to: [www.careercruising.com](http://www.careercruising.com).

Username: moscrop Password: panthers

*\*You will need to enter or create a new username and password to save your results to your profile.\**

Find a career & read through the *At a Glance* tab to fill out the following chart for the careers you are exploring.

|  |  |  |
| --- | --- | --- |
|  | CAREER 1: | CAREER 2: |

|  |  |  |
| --- | --- | --- |
| **Career Description** |  |  |
| **Core Tasks** |  |  |
| **Earnings Range** |  |  |
| **Workplaces (who could hire you)** |  |  |
| **Education/**  **Training needed** |  |  |
| **Attributes & Abilities Recommended (please highlight the ones you believe you already possess)** |  |  |

**Option 2 note**:

Have only one main career in mind for now? If you need help finding an ‘alternate career, click on the “Related Careers” link in Career Cruising to help you discover a second interesting career to learn about. *(It is important to keep yourself open-minded as you journey through the next stages of your life, the more experience you have, the more you will understand yourself, your skills, needs, likes, and what makes you happy.)*

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| **OPTION 1, part 2b & OPTION 2, part 2**  **EDUCATION AND TRAINING-POST-SECONDARY PROGRAM OPTIONS** |

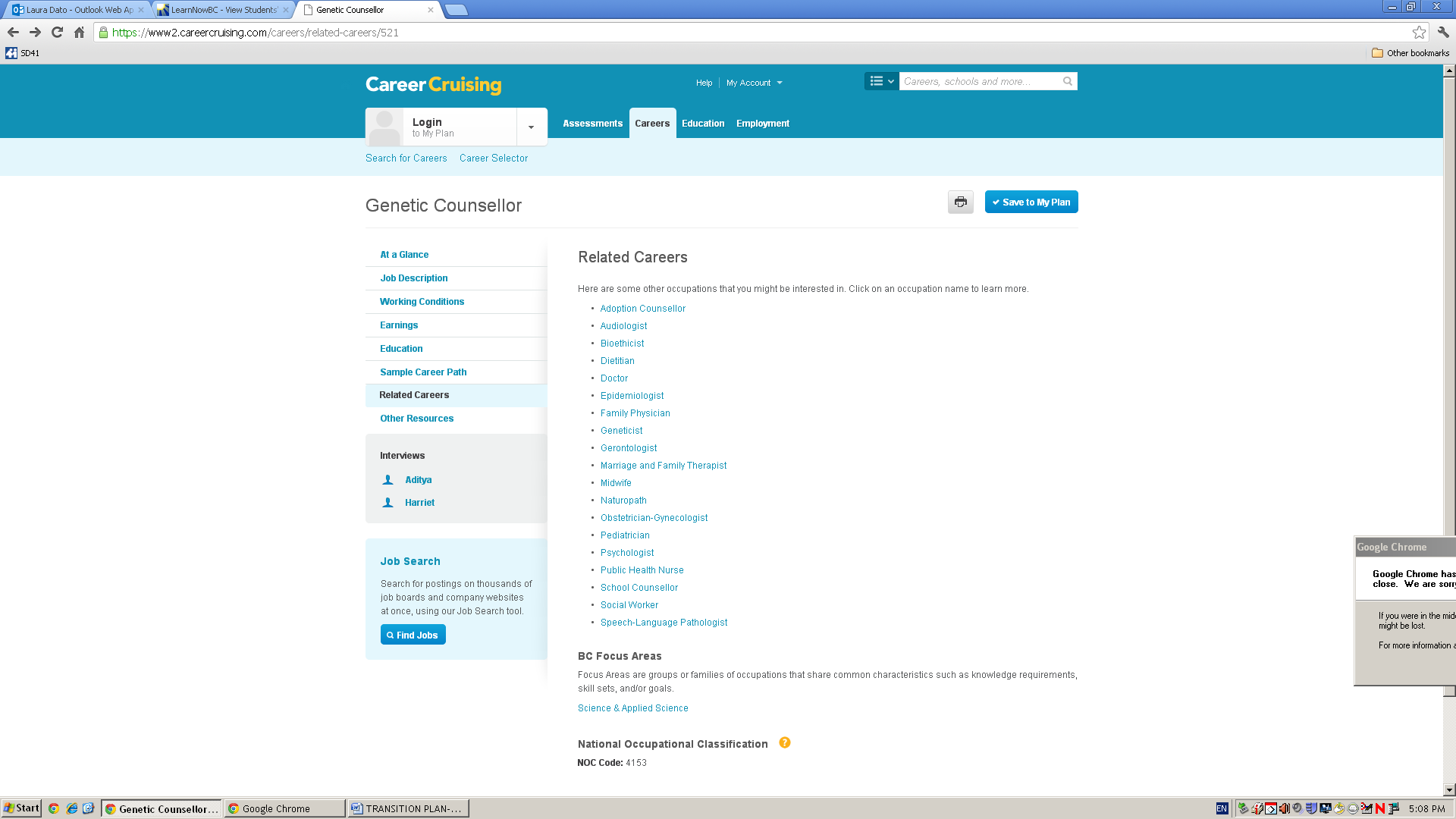
Using one of the careers you researched in the previous section, complete the following section on educational options. Continue using the Career Cruising website, specifically the *Education* tab to research two different schools that offer a program related to the career. You may need to visit the individual institution’s website to get correct tuition information etc**.** Try to choose schooling options that actually & realistically appeal to you. If Career Cruising doesn’t have your school of choice, go directly to that school’s private website. If your career requires 2 programs, research both. (ex/ med school)

**\*\*Please print proof of where you found tuition costs and attach the proof to your assignment\*\***

|  |  |  |
| --- | --- | --- |
|  | **Career:** | |
| **Name & Type of Institution (University/**  **College/ Institute)** | Institution #1: | Institution #2: |
| **What is the Program called? & What credential do you get? ex/ Medical Laboratory Technician, Certification** |  |  |
| **Admission Requirements**  **(All academic & additional) you may need to search school’s website** |  |  |
| **Length of Program**  May require research\*\*\*\*\* |  | **Print proof of tuition for both schools** |
| **(try to calculate it by year if you can)**  **Tuition**  **Fees**  **Books (& supplies)** | **Per: *(please check one)***  **year/semester/course/credit**  **$**  **$**  **$** | **Per: *(please check one)***  **year/semester/course /credit**  **$**  **$**  **$** |

**OPTION 1, part 3 and OPTION 2, part 4**

**INTERVIEW RESPONSE**

Complete the question below in a separate Word Document. Print your paragraph responses and insert them after this page in your Transition Guide.

1. **Respond to what others have said about these (TWO) particular careers by reading through the interviews conducted in Career Cruising. To find the Interviews, simply click on the names on the left of the screen, under “Interviews” from each Career screen.**
2. Summarize, in 1 paragraph per career, what the different people said, pointing out any new or interesting details that stood out about the careers.
3. Also include in your paragraphs a reflection of what you like and dislike about each career.

(MAX 1 paragraph for each career, 2 careers total= 2 paragraphs total)

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| **FINANCIAL PLAN – BUDGET FOR FIRST YEAR AFTER HIGH SCHOOL** |

Complete the following financial plan for the *first year* (Aug 2017 - Aug 2018) after graduation

Please go to the Moscrop website for more details on how to estimate your costs and expenses by downloading the “Budget Guides” (Click on “”Students”, “Graduation Transitions”, and then “Transition Guide”), or from the Grad 2017 Facebook page.

Use CareerCruising.com to figure out actual tuition, fees and book costs. If they don’t have the information, you must go directly to the individual institution’s website or try emailing or phoning.

You must use your parents/guardians to help you on this page – they will have valuable insights into understanding your income and expenses! Include only income/expenses that will apply to you.

|  |
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| Estimated Monthly cost X 12 |

How to calculate approximate yearly expenses 🡪

|  |
| --- |
| [Rate of pay X # of hours worked per week] X 52 weeks |

How to calculate your approximate employment 🡪 Income:

Use tuition info from page 6 if applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **Yearly Income** | | **Yearly Expenses** | |
| Student’s Personal Cash/Savings | $ | Tuition & Fees costs | $  School? |
| Employment Income  (Student’s) | $  Calculation: | Books & Supplies | $ |
| Student Loan | $ | Rent/Residence | $ |
| Awards/Scholarships? | $ | Portion of utilities? (gas/electricity) | $ |
| Funding from Family  (Discuss with parents!) | $  For: | Food (groceries) | $ |
| Transportation (bus?)  (include travel costs if applicable) | $ |
| Other Income | $  From: | Clothing | $ |
|  |  | Personal Hygiene | $ |
| Use this area to give a brief explanation of your Budget (ex/ my parents pay for cell phone). | | Medical/Dental | $ |
| Entertainment | $ |
|  | | Internet | $ |
| Cell phone | $ |
| Total Income | $ | Total Expenses | $ |

Compare your income to your expenses and check off the one that applies to you below:

INCOME minus (–) EXPENSES = **+/- $**

I have enough income to pay for my expenses.

I do not have enough income to pay for my expenses. What will you do to make up for it? (Consider jobs, increasing hours, savings, scholarships/grants/bursaries and parental contributions)

**I have reviewed and discussed this budget with my son / daughter:**

(print page to get signature) **PARENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **STUDENT LED INTERVIEW – EVIDENCE SELECTION GUIDE** |

**Start planning for the Grade 12 Student Led Interviews (they will be on April 12)**

You will bring your Transition Guide to the Student Led Interview in April. You will also be asked to present 2 -3 pieces of ‘evidence’ of things you are proud of, and you will use these pieces of ‘evidence’ to help you present yourself, your learning, experiences and future plans. Start now and think about what those objects might be. Use this form to begin to plan what you will say about them. See the Moscrop website for more examples of what people have brought from year’s past. The main criteria is: these objects must be things that represent something that you are VERY proud of. Select with careful consideration.

In preparing for your interview, it is recommended that you carefully and thoughtfully select 2-3 strong pieces of evidence that represent your **skills, accomplishments, future endeavors**. Please provide detailed explanations for why you may select these pieces of evidence for your interview! (Think about representing any of the following: **school accomplishments, life/work, volunteer, community involvement, skills/interests, creations, passions** etc. **Try to include:** something thing that represents YOU, something that represents your future endeavors, and something that represents an accomplishment, overcoming a challenge, a creation etc. that you are very proud of.) It is OK for this list to change before the actual interviews, this is just an initial brainstorm.

1. **Evidence:**

**Describe what you did to create/receive your artifact:**

**Discuss why it is special to you:**

**Indicate which skill(s) this evidence represents. (Think outside of the box)**

**Carefully explain how the skills represented by this piece of evidence could connect to your future plans. (Ex: a volunteer certificate can show dedication, how does dedication help in your future career?)**

**Discuss why you chose this piece of evidence over others:**

**2) Evidence:**

**Describe what you did to create/receive your artifact:**

**Discuss why it is special to you:**

**Indicate which skill(s) this evidence represents. (Think outside of the box)**

**Carefully explain how the skills represented by this piece of evidence could connect to your future plans. (Ex/ your pay stub can show responsibility, how does responsibility help in your future career?)**

**Discuss why you chose this piece of evidence over others:**

**3) Evidence:**

**Describe what you did to create/receive your artifact:**

**Discuss why it is special to you:**

**Indicate which skill(s) this evidence represents. (Think outside of the box)**

**Carefully explain how the skills represented by this piece of evidence could connect to your future plans. (Ex: a painting you created can show your attention to detail, how does this help in your future career)**

**Discuss why you chose this piece of evidence over others:**

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| **RESUME GUIDE: WHAT TO PUT ON A RESUME** |

You must review this entire list and check things off as you go to ensure your resume meets all of this criteria. Attach this guide (with check marks) after your resume in your project so that I can see you have used it.

**Contact Information:**

Your name (Make your name stand out)

Your address

Your phone number and professional email address

**Education and Training:**

School name and location

Grade/year completed or currently in

Program of Study (such as Ace-It or Industry)/special courses (advanced or related)

Special honours, distinctions, awards (or put it in its own section)

**Skills and Abilities:**

Any transferable skills that relate to the job you are applying for (make this a strong list)

Any special certifications you hold that relate to the job (e.g. First Aid, lifeguard, Superhost, WorkSafe etc.)

**Work and Volunteer Experience:** (could be separated)

(*List most recent date backward – try to limit to four items)*

List in reverse chronological order – most recent date backward. Try to limit to four items.

Where you worked (include name of organization, city etc.)

Dates you worked there

Position you held and brief summary of your duties

Include your school work experiences

**Interests:**

List any interests/hobbies/extra-curricular activities etc.

**References:**

Always put “References available upon request” and only share them over when you’ve been offered an interview

On a separate page, list them (with permission) with their contact information (phone and email) and state their title or your relationship

Include 2-3 professional references (coach, supervisor, teacher, counsellor etc.)

**What NOT to Put on a Resume**

Age, Gender, Marital Status

Social Insurance Number

Race or Religion, Political affiliation/philosophies

Negative Information (medical, criminal, fired)

Height, Weight etc.

Why you left previous jobs

Salary expectations

A photo, unless validly requested

Resume Guide: Tips for Designing Your Resume- Fix these things before handing in your final resume

**Spacing/Formatting:**

Have enough white space so that the reader is not turned off by any overcrowding.

Does it look too “empty”? If so, consider using a border to “fill in” white space.

Does it look too jam-packed? If so, consider a different font altogether or a smaller font size. (Just be careful; should not be smaller than 11-font for the reader.)

Set resumé to single space (ideal). Double spacing takes up too much space & will make 1 page difficult to manage. (This includes single spacing your name, address & contact info)

Make your resumé appealing to look at and easy to read. Formatting is very important!

**Consistency:**

Are all headings done the same way? (Any combination of font type, size, bolded, underlined, italicized)

Is the spacing before and after each main heading the same?

Are the bullets you used the same size and same type for the same type of information?

Are your tabs, margins and spaces the same throughout?

Are you consistent with capitalization? Tense? (Should it be past, present or future tense?)

**Font:**

Have you used the same font for the same type of information?

Have you used too many font types? …too few for effect?

Is the font style appropriate for the job applied for? (Too casual?)

Is the font size too big (no bigger than font size 12) or small?

**Language:**

Never, ever use first-person pronouns (“I”, “mine”, “my”, “our” etc.)

Do not use third person either! (E.g. say “organize” vs. “organizes”, or “work well in a team” instead of “works well in a team).

Use the active “voice.” Start phrases with action words to best describe what you did.

Do not use slang.

**Other:**

Keep it short and succinct. One to two pages should be sufficient to convey your accomplishments etc.

2 pages? Do not double side!

Keep it point form – no paragraphs…at all!

Spelling and grammar (in point form though) need to be edited!

Use neutral but good quality paper. Choose white, off-white, buff or cream colours.

Give a brief explanation for anything the reader would not understand. Write out acronyms.

All sections should be in reverse chronological order.

Do not use periods when using point form.