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# **MODULE 2: GRADUATION TRANSITION PLAN**

By: Joe Smith

Student # 99999999

Due: January 9 / 10, 2019

ENGLISH 12 TEACHER: Ms. Quelch

PERIOD 1

**CAPSTONE PROGRESS REPORT:**

**In approx. 300-400 words describe the following: (in paragraph or clear point form answers- typed).**

Summarize your progress so far with your Capstone goal and essential question:

1. What have you done to begin your Capstone so far?

2. What will you focus on next? What still needs to be completed? (refer to your Action Plan)

3. Have you made any changes to your goal/question or action steps? Are you on track? Have there been some challenges?

4. How are you currently documenting your learning? (pictures? Journal? Video? Screen shots?.......)

5. How are you thinking you might show your learning in your “Final Representation”? (share your initial ideas)  
6. Do you have any feedback so far as to how I can better support you in your Capstone exploration?

**Capstone Action Log**

Student’s Name:\_\_\_\_\_\_\_\_**Joe Smith**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student #:\_\_\_\_\_**99999999**\_\_\_

(first, legal first, and last name)

Use this form to log time spent working on your Goal, Essential Question and Representation.  
It will be reviewed as one of the ways to demonstrate your effort.

CRITERIA:

* Minimum of 10-15 hours of exploration time spent between October - April
* Includes Research
* Includes accessing information from people / interview(s)
* Includes a ‘do’ component (You are putting your research to use/creating/testing it out)

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time Spent in Minutes** | **Description of activities & category (research/interviews/do)** | **Resources Used (if applicable)/people consulted** | **Mentor or parent initials** |
| Oct 14, 2018 | 45 min | Reading blogs online / taking notes  category: research | [www.blogsrus.com](http://www.blogsrus.com) | LB |
| Action Step # 1:*research tips for auditioning on internet* | | | | |
| *NOV. 3* | *30 min* | *Read blogs – took notes* | *www.blogonauditioning.com* | LB |
| *NOV 16* | *45 min* | *Watched youtube videos-took notes* | *Youtube: “How to Audition & Get the Role”*  *Youtube: “Put your best audition forward”* | LB |
| *NOV 20* | *15 min* | *Read article –took notes* | *Article: “The Do’s and Don’ts of Auditioning”* [*www.dosanddonts.ca*](http://www.dosanddonts.ca) | LB |
| *NOV 26* | *60 min* | *Library: found book on auditioning, read 1st chapter* | *Book: “Everything you need to know about Auditioning”* | LB |
| *NOV 31* | *25 min* | *Read book – 2 chapters* | *Same as above* | LB |
|  |  |  |  |  |
| Action Step #2:\_ *interview an actor* | | | | |
| *DEC 2* | *20 min* | *Asked my friends and family for connections to an actor* | *Friends & family* | LB |
| *DEC 10* | *45 min* | *Began brainstorming the questions I’d like to ask the actor* | *Not applicable (N/A)* | LB |
|  |  |  |  |  |
|  |  |  |  |  |

1st submission of your initial Action Log **Due: January 9/10, 2019**   
Final Action log due at presentation in **April 2018**

**Capstone Action Log (P. 2)**

Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student #:\_\_\_\_\_\_\_\_\_\_\_\_

(first, legal first, and last name)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time Spent in Hours & Minutes** | **Activities** | **Resources Used** |
| Action Step #3: *find an open audition and try out!* | | | |
| *Not started* |  |  |  |
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| Time spent on creating the representation | | | |
| *Not started* |  |  |  |
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**MENTOR GUIDE**  **Joe Smith  
 Student # 99999999**

Use this form to log a minimum of *three* interactions with your mentor. (You may attach emails, which could be used in place of a signature, or use a separate page if more space is necessary.)

Having a mentor is VERY important and can be quite powerful. Consider this someone who will provide guidance throughout your Capstone project as well as life. Ideally, this person will be an adult, who has some knowledge of the area you are exploring for your Capstone; someone who can give you feedback and make suggestions. This can be in person, or via telephone, email or skype, etc.

**Who is your mentor? Tell us a little bit about them.**

Mentor name:\_\_\_**Gratemen Tor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your relationship to your mentor is: \_\_\_\_\_**My mom’s work colleague**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What else can you tell us about your mentor? (their background, position, how you plan to communicate – face-to-face, email, phone, Skype?):

Gratement is a part time teacher and a part time actor. He has year’s of experience in acting for film, TV and commercials and also teaches Drama. He has a Bfa from SFU and is exactly what I want to be, so he can help me get there!

Mentor contact information: Email: \_\_**Gratemen@gmail.com**\_ Phone Number: \_\_**999-999-9999**\_\_

**Initial meeting (October / November)**

What to talk about: Discuss your Capstone goal, question and action plans with your mentor. Get advice on your direction. Do they have any feedback on your plan, or suggestions on how to move forward?

Reflect on the interaction. Share what was discussed:

Date of meeting: \_\_**November 25, 2018**

**Description of first meeting:**

**For our first meeting he told me about his background and history. I told him about my Capstone. He suggested some resources for me to look at –a great book, and also told me about an auditioning weekend workshop at School for Acting in Downtown Vancouver. He gave me some suggestions for what to look for when researching – there is a difference between auditioning for Film and TV and auditioning for Theatre, so that was important for me to know. I will be careful to look specifically for Audition techniques for film when I am researching. We will meet again in late January.**

**MY GRADUATION TRANSITION PLAN SUMMARY:**

**Paragraph 1- Your Options**

1. *Considering Post-Secondary or Trades Training next year?*   
   **a**. What are the interesting careers and post-secondary school and program options you are considering?  
    *For help exploring interesting careers or possible Post-Secondary programs, you can create an account at:* [*www.MyBlueprint.ca/sd41*](http://www.MyBlueprint.ca/sd41) *and search interesting careers and post-secondary programs.***b**. At this point, what are your hopes for your ideal career and post-secondary pathway? **Why do you believe that is the best option for you?  
   c.** Describe your school and career goals for **5 years** from now, and **10 years** from now based on this best option.

Choose *one for paragraph 1*

**d.** Look at **two** of the careers you’re interested in and summarize the future outlook of those careers? (use [www.workbc.ca](http://www.workbc.ca) to find statistics, future outlook and demand – What are the job openings in the next 10 years? How much growth is predicted? What are some “interesting insights” from the industry?)  
 *Considering a GAP period next year?(this is where you take a break from school to work, volunteer or travel)*   
Read this short article on GAP year Pros and Cons: <http://time.com/97065/gap-year-college/>  
**a.** Summarize the main message you got from the article.What are one or two of the Pros & Cons that speak to you the most?

1. Describe and explain **your** personal reasons for not considering Post-Secondary School yet. What do you hope to learn from your GAP year experiences?
2. Describe your life, work, school and career goals for **5 years** from now, and **10 years** from now based on what your ideal pathway would be at this point.
3. Choose **one** interesting career to consider for the future, and summarize the future outlook of those careers? (use [www.workbc.ca](http://www.workbc.ca) to find statistics, future outlook and demand – What are the job openings in the next 10 years? How much growth is predicted? What are some “interesting insights” from the industry?)

**Paragraph 2- Your Skills & Influences**  
1. How have your skills and prior experiences influenced the options you are considering? Consider how your school experiences, classes, work/volunteer experiences, and other, have led to your decisions for next year.  
2. Who are the *people* that have influenced you? (encouraged you or discouraged you)   
3. What are some of the skills that you will need to continue developing?

**Paragraph 3- Your Plans:**   
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.)*. What possible challenges do you anticipate?

**Paragraph 4- Your Health:**   
Review your original health goals that you identified in your Capstone proposal and reflect on the changes you had hoped to make to your diet and physical fitness habits this year.

1. What aspects have you been successful and/or unsuccessful on so far? Outline one specific step that you will now set, to try to maintain or improve each : 1. healthy eating 2. physical fitness habits and 3. stress management. Keep your goals realistic yet challenging.
2. Explain how you hope to stay physically active in your first year after high school.

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

***(obviously this would be completed according to my first year out of high school, and the expenses I need to consider. If my parents are paying for a lot, I still estimate the costs, however, include what my parents would cover in the “Funding from Family” section.)***

|  |  |  |  |
| --- | --- | --- | --- |
| (N/A = NOT APPLICABLE -  **Yearly Income** | | INCLUDE ONLY WHAT APPLIES TO YOU)  **Yearly Expenses** | |
| Cash/Savings | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Tuition/ Course Fees | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  School?:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employment Income  (estimated) | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Calculation: \_\_\_\_\_\_\_\_\_\_\_\_\_ | Books & Supplies | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Student Loan | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Rent/Residence | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Awards/Scholarships | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Utilities (gas/electricity) | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Funding from Family  (discuss with parents!) | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Food  Volunteer Program Total cost: | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Transportation (bus?)  (include other travel costs if applicable) | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other Income | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Clothing | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Use this area to give a brief explanation of your Budget (ex/ my parents pay for cell phone)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Personal Hygiene | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | | 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:

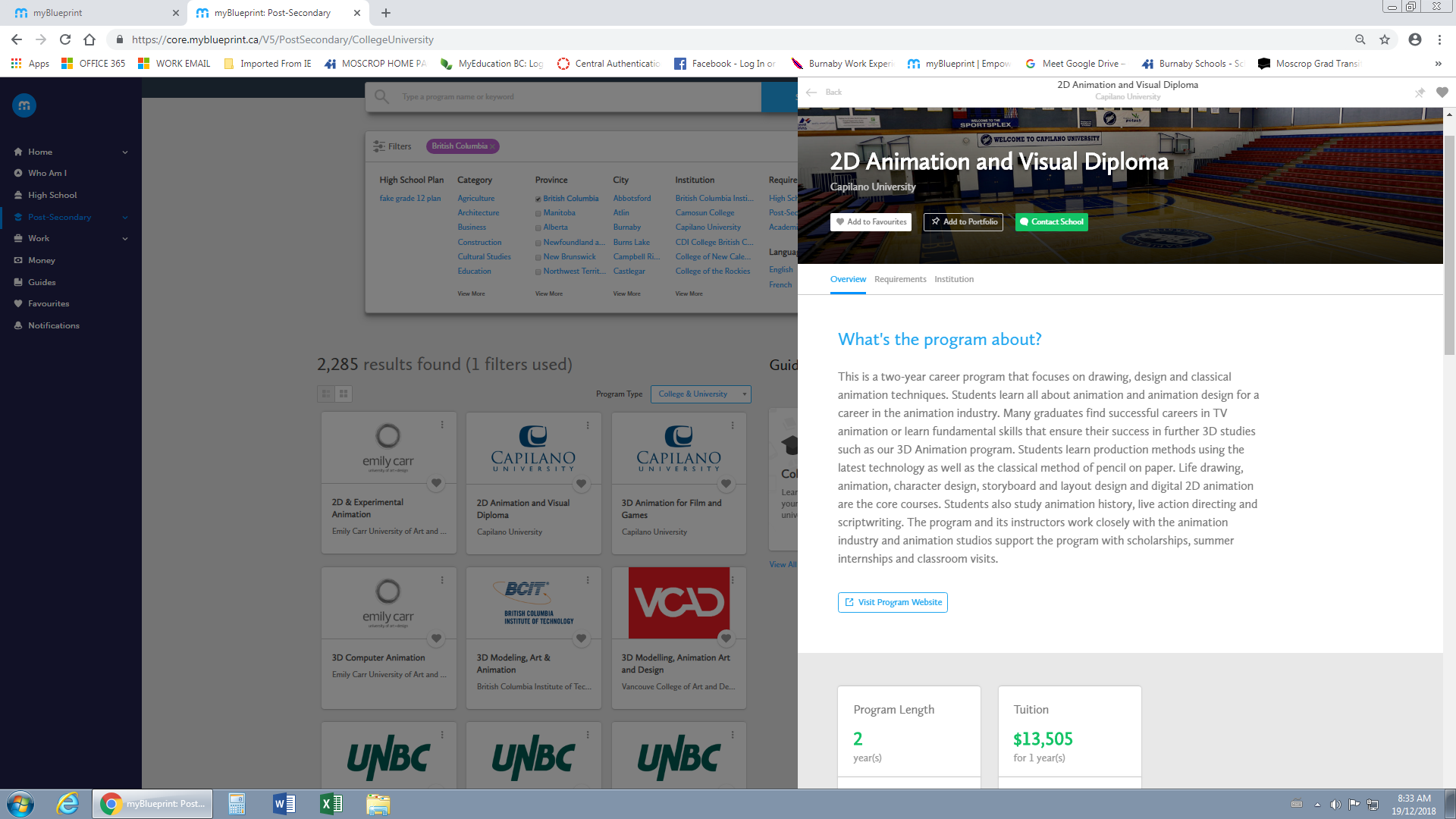
Total INCOME minus(–) Total EXPENSES = \_+/- \_$\_\_\_\_\_\_\_\_\_\_\_\_

* 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 discussed this budget with my son/daughter/student:**

**PARENT / GUARDIAN SIGNATURE:\_\_\_\_\_Sadie Smith \_**

Attach your proof of tuition to your Transition Plan to show where you found the information:



**Joe Smith**

#202-2943 East Brook Ave.

Burnaby, BC V5B 1T6

604-555-5555

[Joe\_Smith990@hotmail.com](mailto:Joe_Smith990@hotmail.com)

**OBJECTIVE**

To obtain a part-time Sales Associate position at The Boathouse, where I can integrate my strong interpersonal skills and love for fashion.

**EDUCATION**

2010 – Present Moscrop Secondary School, Burnaby, BC

Currently enrolled in Grade 12

Honour Roll student from Gr 8 – Present

Perfect Panthers awards for perfect attendance from Gr 8 – Present

Notable Courses:

*English 12 Honours Math 12 Marketing 11 & 12*

*Sewing and Textiles 11 Leadership 12 AP Psychology*

**PERSONAL ATTRIBUTES**

Friendly and outgoing with ability to maintain professionalism

Able to work efficiently and calmly in busy environments

Work well in a team

Enjoy coordinating clothing, able to create creative displays

Reliable, efficient and responsible

Punctual, organized and follow instructions well

**RELEVANT SKILLS**

Type 45 WPM, 99 % accuracy

Knowledgeable with POS systems

Strong basic math skills, able to calculate correct change

**VOLUNTEER EXPERIENCE**

2009 – Present Recycling Club, Moscrop Secondary School

Volunteer once a week to collect, organize and maintain school paper recycling

Communicate recycling goals to staff and students

2008 – Present Babysitting, various families

Supervise, prepare snacks for, organize activities and ensure safety of children ranging from 5 – 8 years old

Nov 3 – 8, 2014 Sport Chek, Metrotown Mall  
 Organize, tag, fold and display new inventory  
 Assist customers with finding merchandise  
 Trained on POS system and cash register

**References Supplied Upon Request**

Resume Guide Checklist:

What to Put on a Resume (content)  
Review this entire list (both pages) and check things off as you update and fix your resume. 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 that 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.)

Resume Guide Checklist Part 2: (Format & Design)

Fix these things before handing in your final resume  
**(note: there is one intentional error on this page, can you find it?)**

**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.