

**Due : JANUARY 9 or 10, 2018**

**Submit to your English 12 teacher**

# **MODULE 2: GRADUATION TRANSITION PLAN**

This assignment will prepare you to talk about your Transition Plan at your Capstone Presentation in April. We do not expect you to know exactly what the future will hold, however, we do want to know that you have spent time *thinking* about the options, *researching* the options, and *setting a preliminary plan* (even though you know it may change).

A good Transition Plan will demonstrate to the reader that you have carefully researched your future goals and career plans, and have thought about how your skills and experiences have influenced your decisions.

I highly recommend that you create an account at [www.MyBlueprint.ca/sd41](http://www.MyBlueprint.ca/sd41), and use this website as a source for you to research career and post-secondary possibilities before completing this assignment.

Hand your Assignment in to your English 12 teacher, in the Module 2: Transition Plan In Box in your teacher’s classroom.

More resources and extra copies of this and other Capstone Project handouts can be found at:

<https://blogs.sd41.bc.ca/moscrop-gradtransitions/>

PROJECT CHECKLIST:



FOR THIS PROJECT, YOU WILL SUBMIT THE FOLLOWING:

* **(a)**CAPSTONE PROGRESS REPORT
* **(b)**COPY OFACTION LOG
* **(c)** COPY OFMENTOR GUIDE
* **(d)**GRADUATION TRANSITION PLAN SUMMARY
* **(e)**BUDGET
* **(f)**RESUME & RESUME GUIDE CHECKLIST

Must be: typed, stapled together, & include a title page with:

* TYPED
* STAPLED TOGETHER
* INCLUDES A TITLE PAGE WITH:
	+ FULL NAME
	+ STUDENT NUMBER
	+ ENGLISH TEACHER / ENGLISH PERIOD

# MODULE 2: INSTRUCTIONS

a. **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?

b. **ACTION LOG:**

Submit a photocopy of your Action Log so far (keep the original to continue logging your time).

More copies are available on the Moscrop website: <https://blogs.sd41.bc.ca/moscrop-gradtransitions/> , or in paper in room 313.

Show me what actions you have logged and completed so far.

c. **MENTOR GUIDE:**

Submit a photocopy of your Mentor Guide. (keep the original to continue reflecting on your next meetings).

More copies are available on the Moscrop website: <https://blogs.sd41.bc.ca/moscrop-gradtransitions/> , or in paper in room 313.

Fill out the Mentor information, and complete the reflection on the *Initial Meeting*. Ensure Mentor signature is obtained, or attach emails or screenshots of interactions in lieu of the signature.

d. **GRADUATION TRANSITION PLAN SUMMARY:**
In an approximately one page Word document, describe the following in 4 separate paragraphs.

*(Alternate format options will be considered and could include a detailed collage, poem, comic strip, or other representation ideas – as long as information is clear. See me if unsure, but feel free to be* ***creative*** *if you choose…)*

**Paragraph 1- Your Options** *(2 parts):*

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.

e. **BUDGET**:
Create a detailed financial plan for the first year out of high school. **Use the budget form attached.**

Consult your parent / guardian.

Research tuition costs by going directly to institutions’ websites or by using [www.MyBlueprint.ca/sd41](http://www.MyBlueprint.ca/sd41)

**Print the web page where you found the tuition, books and fees, as proof** of your research & attach this proof behind the budget. (You can screen shot the page).

Have your parent / guardian sign the budget to acknowledge that you have consulted them in the process.

f. **RESUME & RESUME GUIDE/CRITERIA:**
Include an updated, *error free* resume.

Edit your resume by using the “Resume Guide” attached, and ensure that your resume meets all of the criteria.

**Include the Resume Guide checklist** in your finished Transition Plan to show that you consulted it in this process.

**You’re almost done!**

Double check that you have all attachments (see checklist on front page)

Proofread your work. Correct spelling errors, typos and sentences that do not make sense.

Put your plan together. Gather your title page, all attachments and staple neatly.



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

Complete the following financial plan for the *first year* (July 2019-June 2020) after graduation.

Please go to the Moscrop website for more details on how to estimate your costs and expenses by downloading the “Budget Guides”. (Select “Graduation Transitions” to find the GT blog)

To find tuition fees, books & costs information, go directly to the individual institution’s website or try emailing or phoning. Alternatively, you can use [www.MyBlueprint.ca/sd41](http://www.MyBlueprint.ca/sd41) . 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. Don’t forget to connect your ‘hopes’ for next year with your budget. If you ‘hope’ to have a job, calculate and include the estimated income.

|  |
| --- |
| 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:

|  |  |
| --- | --- |
|  (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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | FoodVolunteer ProgramTotal 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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.