

Stag's
LEAP



LESSON PLAN

GRADE: 12

MEETING 3

DATE: 10/21/10

**THEME: Four-Year and Beyond Plan
and Letters of Recommendation**

NAVIGATION 101:

CLEAR, CAREFUL, AND CREATIVE PLANNING FOR LIFE BEYOND HIGH SCHOOL

Announcements:

◆A letter will be sent home to the parent/guardians of students who have not turned in their *Project Proposals* (2 pages) and *Parent Permission* forms as well as *Culminating Project Guidelines* “Permission Forms” for Job Shadow and Community Service Projects, signed by the location supervisor. *Mentor's Guides* should also have been given to mentors.

◆Students' portfolios fulfill the state requirement of the Four-Year and Beyond Plan. This as well as the Culminating Project are required of all students to graduate. Keep your portfolios up-to-date throughout the year. They will be required at your presentations for the judges to review.

Lesson Goals:

Complete *Four-Year and Beyond Plans*.
Complete three *Letter of Recommendation Information Forms*.

ESSENTIAL QUESTIONS:

What do I need to do my senior year?
What academic progress do I still need to make?
How do I go about getting letters of recommendations?

MATERIALS NEEDED:

1. **Four-Year and Beyond Plan** (class set)
2. **Four-Year and Beyond Plan Sample** (1 for Advisor)
3. **Four-Year and Beyond Plan** (in portfolio, from last year)
4. **Transcript Evaluation Form** (in portfolio, from previous lesson)
5. **Letter of Recommendation Information Sheet** (class set, three per student)

CLASSROOM REVIEW:

Check in with students who have not turned in their *Project Proposals* and *Parent Permission Forms* as well as the *Culminating Project Guidelines Permission Forms* for those students who plan to do a Job Shadow or Community Service Project. Explain to these students that they are now three weeks late and a letter will go home soon to parent/guardians explaining that they are now behind in completing an important graduation requirement. Notify Tammy Hill of any students with incomplete paperwork or lacking a project.

Advisors, please keep these proposals and forms in a folder to which you have easy access.

CLASSROOM ACTIVITY 1:

Hand out the *Four-Year and Beyond Plans*. Have students begin to write their final drafts, using their old *Four-Year and Beyond Plans* and last lesson's *Transcript Evaluation Forms* as a place to find information. Explain to students that when finished their final drafts go in the "Academic Section" of their portfolio.

Remind students that this plan, front and back, is a state graduation requirement. Students are not allowed to graduate in WA State until their plans are **neat and complete**.

CLASSROOM ACTIVITY 2:

Hand out *Letter of Recommendation Information Sheets*, three copies to each student. Explain to students that they should fill out one copy for their Portfolio (put in the "Personal and Social Development Section") and two copies for people who will write letters of recommendation. Have them think about people who they know and respect. People like employers, teachers, mentors, pastors, and others who can attest to their work habits and ethics are good candidates. People like family members and friends are not good candidates because others may think them biased. *They may choose to complete ONLY one form for their binder, and photocopy that one to give to the people who will be writing their letters of recommendation. This would save time. If they do not have access to a photocopy machine then they will need to complete all three forms.*

Tell students that they need to find two people to write letters of recommendation for them by our January 13, 2011 meeting when they give their *Status Report* to the class. Although this seems like a long time away, advise

students to “get on the ball,” ask people to write the letters, and put the letters in the “Personal and Social Development Section” of their Portfolio.

Remind students that these two letters and the *Letter of Recommendation Information Sheet* are a Portfolio requirement. Students cannot graduate until these items are found to be satisfactory on Portfolio Check Day in April.

CLASSROOM ACTIVITY 3:

Distribute the Washington’s Community and Technical Colleges postcard to all students.

NOTE:

*Please e-mail the list of names of your advisory students who have **not** turned in their senior project proposals to **Tammy Hill** by the end of the day **today**. A letter will be sent home to the parents of these students.*

ASSESSMENT:

1 point for participation in completing the 4-Year and Beyond Plan and 1 point for completed Personal Data Form. May be awarded at next advisory.

LETTER OF RECOMMENDATION PERSONAL DATA FORM

It is **IMPORTANT** that this form be filled out accurately and completely to aid your counselor, teacher, or employer in preparing the recommendation for your use in applications for college or employment. Instead of filling out 3 separate forms you have the option to photocopy two more of these to give to the people who will be completing your letters of recommendation. **Be sure to give a completed personal data form to each person writing a letter for you.**

Student Name: _____

List four persons who know you well (i.e. Teacher, counselor, pastor, employer, etc.)

1. _____ 2. _____
3. _____ 4. _____

Describe your post-secondary plans (i.e. Community college, vocational training, university, military or occupational):

List advanced courses which you have completed, or in which you are currently enrolled (i.e. AP Calculus, chemistry, U.S. History and English):

List clubs, activities, sports, and/or student government participation (include grade levels and offices held):

List any awards/honors you have received:

Describe community service or church activities in which you have participated:

Describe paid and/or volunteer work experiences:

Describe your travel experiences:

Please explain what is special or unique about you that you would like included:

Briefly describe your personal and professional goals:

What type of letter are you requesting (i.e. College admissions, scholarship, employment):

Direct Letter to: _____
(Title & Name of Addressee) (Institution/Business)

Street Address/P.O. Box: _____
(Include City, State and Zip Code)

Date letter(s) needed by: _____

Completed by: _____
(Date)

Initial: _____
(Staff)