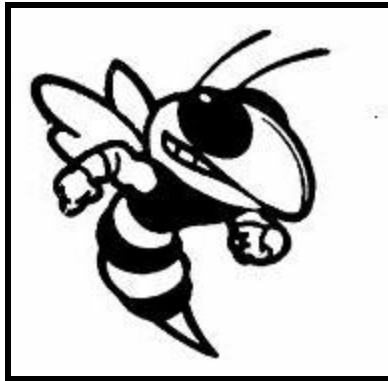


**New Lothrop High School**  
**Senior Seminar**



**2024-2025**

# **SENIOR SEMINAR SYLLABUS**

## **SEMINAR #1: Thursday, September 5, 2024 @ 1:15-2 pm**

- Overview of Senior Seminar and College & Career Q & A Session
- Review Job Shadow Assignment
  - Send a thank you letter within one week of the job shadow & submit in portfolio
  - Type Job Shadow Reflection Assignment & submit in portfolio
  - If you complete your job shadow during regular school hours, please submit documentation to the high school office using a Job Shadow Absence Form.

## **SEMINAR #2: Thursday, November 7, 2024 @ 1:30 pm**

- Review Portfolio Assignments
- Mrs. Czymbor & Mrs. Bishop will hand out page protectors and binders for portfolio
- Check on Job Shadow completions

## **SEMINAR #3: Friday, January 17, 2025 @ 12:38-2:45 pm**

- Portfolio Work Time in the Media Center during 5th & 6th hours

## **SEMINAR #4: Thursday, February 6, 2025**

- Portfolio due; turn into the High School Office by 2:45 p.m.

## **SEMINAR #5: Thursday, April 17, 2025 @ 1:30 pm**

- Review Senior Interview Information
- Assignment: Prepare for **Senior Interview**

## **SEMINAR #6: Tuesday, May 13, 2025**

- Senior Seminar Interview
- Report to school during your scheduled presentation time only
- Check in at table outside of office ten minutes before scheduled time
- Dress in appropriate business interview attire

# **Job Shadow Assignment**

## **Instructions**

- ❑ Contact a professional employee in your career interest area and set up a Job Shadow or Interview experience.
- ❑ Use the questions in your Reflection Assignment (see next page) to help you generate questions to use during your job shadow or interview. Type your responses in the Reflection Assignment, and include it in your Portfolio.
- ❑ Finally, make sure you write a thank you note/letter to the professional and send it within one week of your job shadow/interview. A copy of your thank you note/letter should also be submitted in your portfolio.

# Job Shadow Reflection Assignment

***Instructions:*** Please type your responses to the following questions and submit the assignment in your portfolio.

1. Who did you job shadow or interview, and what is the professional's job title and company name?
2. What type of work did you observe or learn about? Please explain.
3. Describe in detail the professional's job site and environment.
4. Describe the professional's typical day.
5. Is post-secondary training needed for this career? Please explain.
6. What do you like best about this career based on your job shadow or interview?
7. What do you like least about this career based on your job shadow or interview?
8. What was the most important thing you learned from the job shadow or interview?
9. What professional advice did he/she give you?
10. Now that you've completed the job shadow or interview, would you consider a career in this field? Why or why not?

# Job Shadow Thank You Note/Letter Guidelines

It is important to thank the person you shadowed. A thank you note does not have to be lengthy; however, you should try to personalize it by including at least two things you learned while on the job shadow. Let your host know why the job shadow was important to you or what you particularly enjoyed. Please make a copy of your Thank You Note/Letter and submit it in your portfolio.

## SAMPLE

**Date**

**Dear Mr./Mrs. \_\_\_\_\_,**

Use the following ideas to help you write your note. Be as specific as possible, and try to include at least two things you learned while on the job shadow.

- Thank your host for his/her time.
- Write about something that you learned or found interesting.
- Write about something that you enjoyed during your job shadow.
- Explain what this experience meant to you.
- Close by thanking the employer for his or her time and effort in answering your questions and allowing you to observe.

**Sincerely,**

**Your Name**

## **Senior Seminar Portfolio Requirements**

**Due:** February 6, 2025

**Assignment:** Create a professional portfolio that includes the following documents. Place the documents in a binder with page protectors. Turn the binder into the high school office by 2:45 p.m. on February, 6, 2025. Binders and page protectors will be handed out to students in November 2024.

- Title Page (name & picture in professional attire)
- Resume
- Cover Letter
- Job Shadow Reflection Assignment
- Copy of Job Shadow Thank You Note/Letter
- Copy of Completed Job Application or College Application
  - May use college acceptance letter(s) instead
- Letter of Recommendation
  - Suggestion: an employer, family friend, coach, etc.
- Optional: Additional Awards, Activities, and/or Recognition Photos

## **Senior Interview Day- May 13, 2025**

	<b><u>Library</u></b>	<b><u>Conference Room</u></b>	<b><u>Mrs. Andres' Room</u></b>	<b><u>Ms. Beresford's Room</u></b>	<b><u>Mrs. Hilliker's Room</u></b>
8:30	Alexandra Andres	Alexis Andres	Jasper Andres	Jacob Angst	Jared Angst
8:45	Andrew Ayres	Nickolaus Bates	Dalton Birchmeier	William Birkmeier	Gabriel Bishop
9:00	Cohl Brodock	Maximus Brown	Layla Bueche	Gage Callahan	Eric Cantrell
9:15	Addison Casciano	Kenadie Castillo	Jakob Corrin	Savanna Craven	Roxanne Eickholt
9:30	Stone Elkins	Emily Fish	Kyla Fletcher	Bella Frost	Jorey Galloup
9:45	Olivia Gillett	Kyle Gillie	Ian Godin	Caleb Graham	Sophia Green
10:00	Alex Gross	Mark Gyoni	Rylee Handley	Sierra Harvey	Victoria Henige
10:15	Ri-Ella Herron	Kevin Heslip	Kyle Hinrichs	Hayden Hopkins	Matthew Hughes
10:30	Austin Hunt	Marissa Jacobs	Victoria Johnson	Isabella Kanine	Mya Kimball
10:45	Remington Knieper	Cody Kopenski	Ava Koppa	Jameson Kopschitz	Isack Lane
11:00	Ayla Ledford	Izabella Martinez	Ella Mulcahy	Justin Neubecker	Ashlyn Orr
11:15	Elizabeth Potter	Angel Rice	Seth Rumisek	Reyna Saldana	Kaitlyn Seneski
11:30	LillieAyn Smith	Veronica Stacey	Gabrielle Sumner	Braxton Tallon	Ava Thorsby
11:45	Kaven Unangst	Lieu Vincke	Blake Wendling	Grace Wendling	Logan Wendling
12:00	Madison Wendling	Ethan Wesener	Collin Williams	Elyssa Williams	Hunter Wolfe
12:15	Nicholas Yaklin	Laina Yates			

### **Senior Interview Information**

- Check in outside of the office ten minutes before your scheduled interview.
- Please dress up! Dress like you would for a professional job interview. (Suits, ties, dress shoes, knee length dresses & skirts) If you have questions about this or need help with clothing, please discuss with Mrs. C ahead of time.
- When entering the room, take a moment to say hello to the panel and shake their hands (if you feel comfortable).
- During the interview, speak confidently and clearly, using eye contact and appropriate, professional language.
- Be sure to bring your portfolio with you.

## **Senior Interview Questions**

1. Please introduce yourself. (name, age, hobbies)
2. Take a moment to share one thing in your portfolio that you are proud of.
3. Describe your job shadow experience and its influence on your decision to continue on that career path.
4. As a follow up, what training is required in your future career. If undecided, please just share your interests.
5. What are your plans for this summer? (job, volunteering, etc.)
6. What do you think is the most important trait in an employee and why?
7. Please share one of your personal strengths and also an area you would like to grow in.
8. What has been a moment or season that you're most proud of during your high school career?
9. Who has impacted you in a positive way the most during your high school career?
10. Looking back on your school years, what is your favorite school trip you've taken, and why?
11. What was your favorite class at NLHS? Why?
12. In high school, you have had many opportunities to be part of a team. Tell us about a time when you've contributed to a team and what it taught you.
13. If there is anything you could go back and do differently in high school, what would it be?
14. If you could give advice to 7th graders (or underclassmen), what would it be?
15. Is there anything else you would like to share with the panel?

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**Please remember that the people interviewing you could someday interview you again for a job! Present your best! Make a great first impression! Be prepared and professional in your conduct and answers. Know that the people interviewing you care about you and your future!**



# Senior Exit Interview Rubric

Student's Name \_\_\_\_\_ Score \_\_\_\_\_/20

<u>Competency</u>	<u>Needs Work 1pt</u>	<u>Adequate 3pts</u>	<u>You're Hired 5pts</u>
<u>First Impressions</u>  *Handshake is optional*	Shows up for the interview ; does not bring the portfolio.	Shows up for the interview with portfolio and is ready to go; greets interview panel.	Shows up for the interview; very well prepared with portfolio; smiles, composed body language, very respectful.
<u>Interview Skills/ Techniques</u>	Look at the floor or ceiling when speaking. Grammar and language are not appropriate.	Adequate eye contact with the interviewer. Language and grammar are adequate.	Excellent eye contact. Language and grammar are appropriate. Speaks clearly. Confident and poised during the interview; right volume used; appropriate humor.
<u>Professional Dress</u>	Too casual or inappropriate; unprofessional.	Adequately dressed.	Clean, pressed clothing; professionally dressed.
<u>Responses</u>	Answers with "yes" or "no" and fails to elaborate or explain.	Gives well-constructed responses.	Gives well-constructed, confident responses that are genuine and thoughtful.

Feel free to use 2 pts or 4 pts if you need to!

*The top interviewer in each room will potentially receive a scholarship!*

Notes: