

Student: \_\_\_\_\_

# NAVIGATION 101

# 10<sup>th</sup>

## December

Parent Conference



Points

Assignments Due		Points
	WOIS Interest Profiler	0-5
	Work sample w/ reflection essay (from list below)	0-3
Assignments Past Due (half credit)		
Discussions		
	Discuss Community Service	
	Discuss assignments due at January parent conference	

Note: Students may collect documentation of awards, certifications and extracurricular activities. Store in Nav 101 folder. Save for use in Senior Portfolio.

Parent/Student/Teacher initials:



	Subject / Description	month submitted
	English	
	Math:	
	Science	
	Elective:	
	Sample that demonstrates skill with technology (any course or outside of school)	

## *Looking Ahead to January*

### **Cover letter**

Write (and type) a cover letter to accompany your resume and application. A cover letter expresses your interest in a job or training/educational program. It briefly introduces you, gives background to your interest/skills and how they might contact you. Most cover letters are optimistic and upbeat.

You may wish to google "cover letter" for guidance. The About.com website has very useful information.

### **Resume**

Create a personal resume. A resume is a written document that summarizes your education, work experience and accomplishments. It is used to apply for a job or education program. Resumes come in many forms. It is important to be neat and concise.

You may wish to google "resume" for guidance and examples. The About.com website has very useful information

### **College or Job Application**

Secure an application for a job / training program / college in which you are interested. Complete it neatly and completely.

### **Fitness Plan**

Step 1: Complete the "After" section of your "Personal Recreation or Fitness Goal."

Step 2: "Personal Fitness Program"

--Use a different color to highlight each "What component are you targeting?" line. (You should have two or three targets.)

--Look back through your PE time logs. Use the corresponding color to highlight activities in your log that were part of your plan.

Step #3: Be sure the "Motivations" and "Barriers" section is complete.



### **Community Service:**

Bring in your Community Service Log.

Or

Name and phone number of at least one group you have contacted about offering community service.