

**Pacing Guide:**

The following is a guideline for time of completion for each component of the OEII project.

Component	Procedure	Description / Location	Instructional Time	Computer Time
<b>Cover Page</b>	Have students create their own or copy and paste cover page from packet as a template-changing personal information	Text is centered; must include: title, student name, date, period, teacher name & period	10-15 minutes	1 day
<b>Cover Letter</b>	Use template & Rubric from OE II packet  Students will word process, submit, make revisions, (updating letter generated sophomore year) resubmit final revised copy	See guidelines page 5	2 days	2 days
<b>Application</b>	Provide a paper copy of application and have students complete; open Adobe template fill-in template by transferring information to application.	See pages 10-11  For amendment:		
<div>Note: Adobe template or Word document (application) to be generated for 2010-11</div>				
<b>Forms</b> * Requests for Letters of Recommendation *Activity Form *Letter(s) of Recommendation *Requests for Transcript *Drug & Alcohol Policy Consent Form *Employability Card Application	Guide students through process to correctly complete templates	See pages 20-23 & 28-31  Students will pick up Requests for Transcripts from appropriate Career School Office.	1 day	Completed on Independent Student Time
<b>Resume</b>	Provide a paper copy of resume template and have students complete; open Adobe template fill-in template by transferring information to resume. See (Personal Data & Resume Instructions, Resume Sample Writing Statements)  Students will word process, submit, make revisions, resubmit final revised copy	See pages 11-13 & 33-37  For amendment:	2 days	1 Day
<div>Note: Adobe template or Word document (resume) to be generated for 2010-11</div>				

<b>Component</b>	<b>Procedure</b>	<b>Description / Location</b>	<b>Instructional Time</b>	<b>Computer Time</b>
<b>Letter of Recommendation</b>	Have students complete request forms & ask their references at least three weeks before letters are due. Aid students in selecting appropriate references.	See pages 20-21 & 33-37	10-15 minutes	None
<b>Post Graduate Plan</b>	Have discussions- provide a list of senior prerequisites for college entrance, possible career goals	See pages 31	20-30 minutes	None
<b>Thank you Letter</b>	Use template & Rubric from OE II packet- students will word process, submit, make revisions, (updating letter generated freshman year) resubmit final revised copy	See pages 31 & 38	1 day	1 day
<b>Preparing for Interviews</b>	Use potential questions	See pages 24-27	1/2 class period- can be combined with other partial day activities	None
<b>Interviews</b>	Students will scheduled by class, report to designated interview location with final portfolio in hand.	See pages 25-27	2 days per class scheduled	None
<b>Final Revisions</b>	After interviews have been completed, students receive graded portfolios. They are to make any and all corrections, reassemble as per rubric instructions and resubmit	See pages 38-39 & 40-42	1 week	Student Responsible / Computer time not scheduled as a class.

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Component	Procedure	Description / Location	Instructional Time	Computer Time
<b>Thank you letter (9<sup>th</sup> grade guidelines &amp; responsibilities)</b>	*Using Holt literature series & OEII guidelines, generate thank you letter. *Discuss purpose of letter & content, format, sentence starters *Have students create rough draft on computers, print a copy, make revisions on printed rough draft, correct computer generated document, print preview and resubmit for final grade *Teachers score using rubric p. 39 *Have students save letter to Career Cruising portfolio for future use.	See pages 32 & 39 of OEII packet  Holt series pp: _____  Note* personal information pages may be helpful pp. 33-37	2 days	2 days
<b>Thank you letter (11<sup>th</sup> grade guidelines &amp; Responsibilities)</b>	Use template & Rubric from OE II packet-students will word process, ( <i>updating letter generated freshman year</i> ) submit, make needed revisions, resubmit final revised copy	See pp. 33 & 40	1 day	1 day
<b>Cover Letter (10<sup>th</sup> grade guidelines &amp; responsibilities)</b>	*Using Holt literature series & OEII guidelines, generate cover letter. *Discuss purpose of letter & content, format, sentence starters *Have students create rough draft on computers, print a copy, make revisions on printed rough draft, correct computer generated document, print preview and resubmit for final grade *Teachers score using rubric p. 38 *Have students save letter to Career Cruising portfolio for future use.	See guidelines p.5 & p.38 OEII packet.  Holt series guidelines pp. _____  Note* personal information pages may be helpful pp. 33-37	2 days	2 days
<b>Cover Letter (11<sup>th</sup> grade guidelines &amp; Responsibilities)</b>	Use template & Rubric from OE II packet  Students will word process, submit, make revisions, ( <i>updating letter generated sophomore year</i> ) resubmit final revised copy	See guidelines page 5 p. 38	2 days	2 days