

Dear Senior:

A school wide expectation, during your final year here at Century High School, is that you will complete a Senior Exit Project. The purpose of your Senior Exit Project is to give you the opportunity to explore a career field of your choice while also examining your high school experience. The Senior Exit Project process gives you a chance to choose your area of study, combine your knowledge and skills from various disciplines, and utilize your talents in a productive manner.

To start your project, you will select a career you would like to explore in more detail. This career should be something you are interested in possibly pursuing in the future. First, you will conduct research on your career choice, and then you will interview two people that work in your field of study. If you are enrolled in a CTE pathway course during your Senior year, you do not need to do the two in-person interviews, but you are still responsible for the rest of the project using your CTE class as your chosen career. Finally, you will prepare a presentation to share your findings and high school experiences with a panel of professionals. You will be expected to dress professionally for your meeting with the panel.

It is time to show what you know, what you can do, and experience a taste of life after high school. Don't be afraid to step outside of your comfort zone and explore a new area. Please feel free to contact your mentor at any time with any questions or concerns. Everyone on campus is here to support and help you through this project.

Good luck and have fun!

## Senior Exit Project (SEP) Tasks and Timeline

### **September 9th**

- SEP Announcement Day: All English classes at ALL grade levels (9-12) will go over the entire packet with all students (ONLY SENIORS PARTICIPATE IN ALL REMAINING STEPS LISTED BELOW)

### **September 10th - October 11th**

- Sign and turn in Commitment Form (DUE: October 11th - 1st Mandatory Meeting with Mentor)
- Select a Career you are interested in

### **November 4th - December 13th**

- Complete Career Research Outline (DUE: December 13th)

### **January 6th - February 28th**

- Conduct 2 phone/Zoom interviews and complete an Interview Questions/Verification Form for each interview OR complete the Verification Form for your after-bell ROP class. (DUE: February 21st - 2nd Mandatory Meeting with Mentor)
- Create a resume (DUE: February 28th)

### **March 3rd - March 28th**

- Create a Presentation (DUE: March 28th - 3rd and last Mandatory Meeting with Mentor)
- Sign up for day and time of presentation in the library after you are cleared by your mentor

### **April 23th - April 24th**

- Present to assigned panel

★Please discuss with your mentor if you need to submit hard copies of documents or submit them electronically by due dates!

★Student must complete and pass Senior Project to be able to participate in selected Senior Activities

**CENTURY HIGH SCHOOL  
SENIOR EXIT PROJECT COMMITMENT FORM**

**Student Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_

**At Century High School, it is expected that all senior students will complete a Senior Exit Project during the Spring before Graduation. It is crucial for students to stay on track to complete the Senior Exit Project. All students are expected to meet the following deadlines. Failure to meet these deadlines may result in loss of privileges (such as attending senior activities and field trips) and/or failure to graduate (if work is incomplete through the Senior English class, resulting in a failing grade).**

<b>ITEM</b>	<b>SUBMIT TO</b>	<b>DUE DATE</b>
Commitment Form	Senior Project Mentor	<b>10/11/24</b>
Career Research Outline	Senior Project Mentor <b>and</b> English Teacher	<b>12/13/24</b>
Interview Questions and Verification Forms (2) OR CTE Verification Form	Senior Project Mentor	<b>2/21/25</b>
Resume	Senior Project Mentor <b>and</b> English Teacher	<b>2/28/25</b>
Presentation	Senior Project Mentor <b>and</b> English Teacher	<b>3/28/25</b>
Presentation	Assigned Panel	<b>4/23/25-4/24/25</b>
Mandatory Meetings w/ Mentors	Senior Project Mentor	<b>1st: 10/11/24 2nd: 2/21/25 3rd: 3/28/25</b>

Parent/Student Initial: \_\_\_\_\_ / \_\_\_\_\_: I understand that the Senior Exit Project will require additional time on the part of the student and acknowledge that the ultimate responsibility for completion of the Senior Exit Project is placed upon the student. It is expected that the student will meet all deadlines and guidelines presented in this packet.

Parent/Student Initial: \_\_\_\_\_ / \_\_\_\_\_: I understand that the student will need to interview two different individuals within a particular career field over the phone or Zoom.

Parent/Student Initial: \_\_\_\_\_ / \_\_\_\_\_ : I understand that if I fail to meet the established deadlines listed above that I will lose privileges such as Senior activities and field trips.

Parent/Student Initial: \_\_\_\_\_ / \_\_\_\_\_ : I understand that I must complete all of the above activities related to the Senior Exit Project in order to pass the required Senior English class and ultimately graduate from Century High School.

Parent/Guardian Signature: \_\_\_\_\_

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

## SENIOR EXIT PROJECT: FACULTY/STUDENT MENTORING AGREEMENT

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Student's Last Name (print)

First Name

Student's I.D. number

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Faculty Member's Last Name (print)

First Name

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The major purpose of the Senior Exit Project Mentor Program is to serve as a progress checker, provide another set of eyes, and another voice for students going through the Senior Exit Project process. It is not the responsibility of the mentor to correct all the errors in the project.

### STUDENT RESPONSIBILITIES

1. Ask a staff member if they can be your mentor **FACE-TO-FACE**.
2. Be prepared! Have specific questions to ask your mentors when you meet with them.
2. Meet at least **three times** with your mentor.

1st Meeting: Check signed Commitment Form and put in ELA Teacher's mailbox **(before 10/11/24)**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Mentor Signature: \_\_\_\_\_

2nd Meeting: Check Interview Verification Forms **(before 2/21/25)**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Mentor Signature: \_\_\_\_\_

3rd Meeting: Check completed Slideshow Presentation **(before 3/28/25)**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Mentor Signature: \_\_\_\_\_

The senior mentioned above has reviewed and understood the Senior Exit Project responsibilities and agrees to adhere to them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### FACULTY RESPONSIBILITIES

1. Advise students three times during his/her senior year before the Senior Exit Project interview in April.
2. Be sure the student has signed commitment form and place it in the ELA teacher's mailbox.
3. Look over student career research outline and resume.
4. Encourage student in organizing, preparing and completing interviews/CTE pathway
5. Look over student's completed presentation prior to the March due date.

**It is strongly recommended that a faculty member mentor no more than five (5) students. This is to ensure that each student receives quality time with his or her mentors.**

The faculty members mentioned above has reviewed and understood the Senior Exit Project Mentoring Program Responsibilities and agrees to adhere to them.

\_\_\_\_\_  
1<sup>st</sup> Faculty Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

## Career Research Outline

### **I. Introduction**

- a) Name of one career/field (for example medical, engineering, or marketing)
  - i) Identify and explain THREE related job titles that you might be interested in (for example, neonatal nurse, radiologist, & cardiologist in the medical field)

### **II. Outlook**

- a) Describe the projected growth for this career. Is this field growing or declining?
- b) What is the short term (5 to 10 year) and long term (15 or 20+ year) job outlook (job growth or decline)
- c) What factors are influencing the growth or decline of this career?

### **III. Salary/Wages**

- a) Describe the annual (yearly) and monthly salary.
- b) Describe any additional job advantages or benefits to this career, such as flexible work hours, childcare, healthcare, and opportunities for travel, independence, and promotion, etc.
- c) Discuss the salary/wages in early, mid, and late career.

### **IV. Job Skills Required**

- a) Describe the specific skills necessary in the career, for example graphic designers: using Adobe Creative Suite, engineers: making design calculations using Excel, accountant: maintain spreadsheets (Excel).
- b) Do not list general skills such as creative thinking, communication, leadership

### **V. Job Duties**

- a) Describe the tasks, projects and/or responsibilities a person in this career has.

### **VI. Education and/or Training**

- a) What type of degree or certification is required or recommended?
  - i) How long does it typically take to earn this degree/certification?
- b) Will this career require applicants to attend university, college, trade school and/or an apprenticeship? What majors are preferred?

### **VII. Outreach**

Conclude your research by contacting at least two people in your selected career field to interview in person and completing the Interview Questions provided in your packet.

**DUE: 12/13/24**

## Senior Exit Project Guidelines

Students are required to conduct **TWO phone or Zoom interviews** with two different people in the career field they have chosen for their senior project presentation. You are required to complete the attached interview forms. Please type up the answers to your interview questions and make sure to staple the verification form to your paper. On the next page, there are sample scripts to help you in the process of introducing yourself and asking someone if you can interview them for your Capstone Interview Project. Please feel free to use it as a resource, but you don't have to follow the script exactly.

If you are taking a CTE class and completing a CTE pathway, you do not need to conduct the two in-person interviews.

### **Tips to help you set up and conduct an interview:**

- Have a clear objective before you begin scheduling your interviews. What is it you hope to gain? Who do you want to interview and why? Be clear about your goals.
- Use the attached questions as guidelines. Feel free to add in more questions.
- Use the guidelines below when scheduling your interviews. Be polite, positive, respectful of their time and businesslike.
- Be flexible and be conscious of their time. Keep the interview to 20-30 minutes unless the interviewee indicates they have more time to spend.
- Treat this meeting like an interview. First impressions count, so dress appropriately, be on time, be prepared and bring a copy of your resume just in case.
- Close by thanking them for their time and follow-up with a brief thank you email or mail a thank you card.

## Sample Interview Scripts

### **IF YOU ARE INTRODUCING YOURSELF FOR THE FIRST TIME:**

Hello, my name is \_\_\_\_\_ and I am a senior at Century High School. For my high school's Senior Exit Project, I have conducted research on careers in (Insert career field, such as "business" or "auto repair") and would like to interview a person in this career field. I was wondering if I could speak with someone about setting up an in person interview at (Insert business name).

### **WHEN YOU HAVE BEEN REFERRED FROM ONE PERSON TO ANOTHER AND ARE NOW SPEAKING WITH SOMEONE WHO YOU WOULD LIKE TO INTERVIEW:**

Hello, my name is \_\_\_\_\_ and I am a senior at Century High School. I just spoke with ( insert name of person you spoke with) about the possibility of doing an interview at ( insert business name ). For my high school's Senior Exit Project, I have conducted research on careers in ( insert career field, such as "business" or "auto repair" ) and would like to interview someone in this field. Would it be possible for me to meet with you or another person in your organization to conduct an interview sometime in the next (insert time frame, i.e. "two weeks" or "three weeks").

### **IF YOU ARE MAKING SECOND CONTACT/FOLLOW-UP CONTACT:**

Hello my name is \_\_\_\_\_. We spoke/emailed (insert length of time, i.e. "two weeks") ago about the possibility of me interviewing you/someone at (insert business name) . I wanted to follow up with you to see if this will be possible, and if so, when I can schedule a time to come in?

### **WHEN THEY AGREE TO HAVE YOU INTERVIEW:**

Thank you. I will meet you on (insert date/time) to complete the interview. I will also bring my verification form to be signed off at the conclusion of our interview. I appreciate you taking the time to meet with me and help me complete my Senior Exit Project.



**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**Interview Questions**

**NAME OF CAREER:** \_\_\_\_\_

1. How did you get into this career?
2. What did you do before entering this career?
3. What is a typical day like?
4. What are your responsibilities?
5. What advice do you have for someone preparing for a career in this field?
6. What courses and/or advanced degree(s) would be helpful for me?
7. What experience is necessary to enter this field?
8. What do you like most/least about your job?

9. How did you get into this organization/industry?

10. What other organizations have you worked for?

11. What is unique to your industry, organization or office?

12. Describe your work environment.

13. What are the employment prospects for someone entering this field?

14. What is the growth and promotional potential in your field?

15. Currently, how secure are positions in your field?

16. What areas are growing/changing in this field?

17. What is a typical starting salary range in this field?

**DUE: 2/21/25**

## Interview Verification

Name of Student: \_\_\_\_\_

ID#: \_\_\_\_\_

Name of Interviewee: \_\_\_\_\_

Signature of Interviewee: \_\_\_\_\_

Job Title of Interviewee: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Picture taken with Interviewee to put in your presentation

**DUE: 2/21/25**

## **CTE Verification**

Name of Student: \_\_\_\_\_

ID#: \_\_\_\_\_

Name of CTE Class: \_\_\_\_\_

Signature of CTE Instructor: \_\_\_\_\_

Picture taken with CTE Instructor to put in your presentation

**DUE: 2/21/25**

## High School Student Resume Example

The following is an example of resume for a high school student. It includes both formal and informal work experience, volunteering and academic achievements. **A one page resume is preferred!**

John R. Smith  
2323 Grand Avenue  
Santa Ana, CA 92705  
Phone: (714) 515-6550  
Email: [jsmith@gmail.com](mailto:jsmith@gmail.com)

### **EDUCATION**

Century High School, Santa Ana, CA  
20XX – Present  
Expected diploma in June 2025  
GPA: 3.81

### **ACHIEVEMENTS**

- National Honor Society: 20XX, 20XX, 20XX
- California Scholastic Federation: 20XX, 20XX
- Principal's Honor Roll: 20XX - 20XX
- Student of the Quarter: Fall 20XX, Spring 20XX
- Senior Class President: 20XX-20XX
- Captain of Varsity Football Team: 20XX-20XX
- Link Crew Vice President: 20XX-20XX

### **WORK EXPERIENCE**

Sales Associate, The Retail Store  
June 20XX – Present

- Provide excellent customer service by greeting customers, helping customers locate products, and answering the telephone
- Responsible for operating cash register system
- Maintain and restock inventory

### **Child Care**

January 20XX – June 20XX

- Provide childcare for a dozen families after school, weekends, and during school vacations
- Develop and implement fun, educational activities for children, ranging from 1 to 8 years

## **VOLUNTEER EXPERIENCE**

### **Century High School Associated Student Body (ASB)**

- Assisted with the coordination of pep assemblies, school dances, and fundraisers

### **Century High School Key Club**

- Tutored students in Engage 360 at Madison Elementary
- Organized two Century High School Blood Drives

## **INTERESTS/ACTIVITIES/SKILLS**

- Member of Century High School Varsity Baseball Team
- 3 year member of the Century TEACH Academy
- Bilingual – Spanish
- Experience using Google Drive, Google Suite, Canvas

**DUE: 2/28/25**

## **Presentation**

The final part of your Senior Exit Project will be a presentation that addresses your career research, experiences and final thoughts on the whole process. You will use Google Slides for your presentation. You will be responsible for submitting your presentation electronically to your mentor by March 28th.

Your presentation should be professional and focus on creating a visual representation of your process. Therefore, pictures need to be included as well as all other relevant information. There is a brief outline of a sample presentation on the following pages to use as a guideline. Information in your Google Slides should be in bullet point format to help guide you through your spoken presentation. Your presentation should be 6-8 minutes in length because you will then be interviewed by your panel for 5-7 minutes after you present.

Finally, professional dress will be required for your presentation. Please ask your mentor if you have any questions or concerns.

**DUE: 3/28/25**

# Title

(The career you chose)

# Your name

A picture in the background is a good idea!

# Introduction

- Introduce yourself
- Tell a little bit about yourself
  - Are you involved in any academic, athletic or social clubs on campus?
  - Do you have a job?
  - Family
  - Hobbies
- What career did you choose to research and why?

# Career Research

- Use your Research Outline to help organize your information here.
- This section may take more than one slide.
  - Outlook
  - Salary/Wages
  - Job Skills Required
  - Job Duties
  - Education and/or Training
  - Outreach

# Interviews

- Talk about your in-person interviews.
- Who did you interview and where?
- What new or surprising things (good and bad) did you learn about this career?
- Use your Interview Questions to help organize your information.
- This section may take more than one slide.

# Final Thoughts

- Conclude your presentation with some final impressions that wrap up your presentation in a thoughtful manner.
- What did you learn about yourself during this process?
- Do you think you will pursue this career? Why or why not?
- What are your future plans?

# Thank you

- Have a nice graphic or just say “thank you” on the slide to remind you to finish with this.



## Senior Exit Project Checklist

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Mandatory Meetings w/Mentors	Senior Project Mentor	<b>1st: 10/11/24</b> <b>2nd: 2/21/25</b> <b>3rd: 3/28/25</b>	