
LAUREL HIGHLANDS HIGH SCHOOL

**300 Bailey Avenue
Uniontown, PA 15401**

**Phone: 724-437-4741
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**John Diamond
Principal**

**Brandi Mancini
Assistant Principal**

**Matthew Kalich
Assistant Principal**

LAUREL HIGHLANDS CAREER PORTFOLIO REQUIREMENTS 2015-2016

As part of the Laurel Highlands Career Portfolio Requirements, all students must complete the following:

9TH GRADE: FRESHMAN DISCOVERY PLAN

Begin Developing a Resume

2 Page Career Paper

5 Hour Job Shadow Experience and Verification Sheet along with a 2 Page Summary

Complete the Keys2Work Assessment in Freshman Seminar Class

To be turned in no later than January 15, 2016 or student will be retained in 9th grade HR

10TH GRADE: SOPHOMORE EXPLORATION PLAN

2 Page Career Paper (*turned in and completed in English class*)

5 Hour Job Shadow Experience and Verification Sheet along with a 2 Page Summary

To be turned in no later than January 22, 2016 or student will be retained in 10th grade HR

11TH GRADE: JUNIOR EXPERIENCE PLAN

Complete the Junior Experience Plan Packet (Post-Secondary, Career, *or* Military)

Update Resume

Mock Interview or Pay Stub

Junior Research Paper (*turned in and completed in English class*)

To be turned in no later than January 25, 2016 or student will be retained in 11th grade HR

12TH GRADE: SENIOR IMPLEMENTATION PLAN

Update Resume **Due January 8, 2016**

2 Page Senior Reflection Paper **Due January 8, 2016**

Senior Project Proposal and Business Letter **Due September 30, 2015**

Project Time Log **Due 2 weeks prior to scheduled presentation**

Senior Project Presentation **Sign up sheets will be available**

All materials must be submitted before student can present project

**TO BE ELIGIBLE FOR GRADE PROMOTION/GRADUATION, STUDENTS MUST
COMPLETE ALL CAREER PORTFOLIO REQUIREMENTS**

**The Modern Language Association (MLA) format must be used for the Job Shadow,
Career, Research, and Reflection Papers**