

Columbia High School
Sophomore Experience Day
Rules and Classroom Assignments

Purple Letter

All sophomore students are required to attend a place of employment and shadow a worker on **Friday, May 1, 2015**. No sophomore students will attend the high school on this date. Failure to attend an experience may result in project failure. The guidelines are as follows:

1. Paperwork must be completed and turned in for approval before the experience.
Due to your Social Studies teacher by March 20th:
 - **Preliminary Placement Form** – what you are thinking of doing.**Due to your Math teacher by April 10th:**
 - **Professional Contact Form** – has information as to where you will be visiting for the day.
 - **Parent Permission Form** – allows the parent to give consent.
2. This experience is not a “take your child to work day.” Rather, find a family friend, neighbor, community contact, etc. to follow for a **6-hour observation** in his/her designated career. Every placement will be contacted by phone on that day.
3. All students will be required to complete these assignments for a chance at the maximum grade. Failure to participate in any of these assignments or in the experience day may result in lowered grades across the curriculum. The following is a breakdown of assignments by subject area. These are approximate grades. Instruction will be given along the way, but students are responsible for due dates.
 - Social Studies
 - Preliminary Placement form (20 points)
 - Presentations (10% percent of 4th quarter grade)
 - Math
 - Permission Slip/Professional Contact form (20 points)
 - On-time/professional dress on May 2 (20 points)
 - English (175 points)
 - Brochure (100 points)
 - Resume (30 points)
 - Job application (20 points)
 - Thank you letters (25 points)
 - Science
 - Interview (40 points)

We appreciate your cooperation. We are hoping that all of our students will have a wonderful experience on this day. If you have any questions or concerns, please feel free to call Ms. Neff at (440) 236-5003.