



Learn. Plan. Succeed. Manual
enCompass Academy
2021-2022

Welcome to your senior year!

Congratulations! You have made it to your senior year of high school. As you have reached your final year of public education the teachers and staff of enCompass Academy are committed to ensuring that you are prepared to enter the world after high school. As you read through this manual and begin to work on your project please keep in mind that what you create should be relevant to you and what you want for your life. This is the time to address fears you may have and build you a strong foundation of resources for the years to come.

Learn. Plan. Succeed. Buckets

The goal of Learn. Plan. Succeed is to prepare you for life after high school. It will involve showing off what you have learned in high school, preparing yourself for life after high school, and setting goals for the future. The project will culminate in a portfolio created by you and presented to a small committee in your exit interview. In order to complete your Learn. Plan. Succeed. portfolio you will need to complete tasks from four different categories or “buckets”:

1. Resume Building
2. Post-grad Plan
3. Adulting 101
4. Presentation & Portfolio.

You will have lots of opportunities to work on completing the tasks for your portfolio, and we will be checking in on you along the way to make sure that you are making adequate progress. Don't forget that the purpose of this project is to make sure you are prepared to face the world

after graduation. We want to make sure that you succeed! Please reach out to us if you have any questions.

Important Contacts

Alissa Wilmet, School Counselor

alissa@encompassacademy.org

Beth Morgan, Learning Lab Coordinator

beth@encompassacademy.org

Kristen Boucher, Dean & Data Coach

kristen@encompassacademy.org

Why do I need a manual?

The point of this manual is to guide you through your project and answer some of the questions you may have. If you aren't sure what you need to do to complete a bucket, what should go in your portfolio, or how to complete a task, then you should refer to this manual first. If you still have questions please reach out to one of the contacts above and we will help you out.

Bucket 1: Resume Building

15 Hours of Work Experience (pick one)	Work Preparation Complete all three	Class Artifacts
<ul style="list-style-type: none"> ● Job ● Volunteer work ● Internship ● Other extracurricular activity 	<ul style="list-style-type: none"> ● Current Resume ● Cover letter ● 2 letters of recommendation 	<p>Pick 2-3 artifacts (things you have created) that you are most proud of from your high school classes.</p> <p>Write a short paragraph (5-10 sentences) to describe each artifact and why you are proud of it</p>

15 Hours of Work Experience

Please demonstrate to us that you have completed some sort of work experience (this can be a job, volunteer work, an internship, or other extracurricular activity) in your senior year of high school. You must demonstrate that you have completed 15 hours of work experience in your chosen area. In order to show us that you have completed your 15 hours you can bring in the following:

- Pay stub
- Signed log of volunteer or internship hours with phone number for a supervisor
(supervisor cannot be a relative)
- Confirmation with Casey that you have completed 15 hours of an extracurricular activity

Once we have confirmed that you have completed 15 hours of work experience we will provide you with a certificate of completion that you can add to your portfolio.

Work Preparation - Resume

Your portfolio should contain an up-to-date resume that is no more than one page in length. While you can and should include other information, make sure your resume has at least all of the following:

- Contact Information (if your portfolio is online please make sure that it is password protected)
- Objective
- Work History
- Education
- References

Your resume will need to be included in your portfolio.

Work Preparation - Cover Letter

Cover letters are typically written when you are applying for a specific position. The goal is to make a case to be selected for a job interview, so it is important to make yourself sound like a strong candidate. Don't just repeat what is in your resume. You should use your cover letter to highlight how you have put your skills to work. You can write your cover letter for a job you would like to apply to in the near future, or for a career that you hope to have someday. It may be helpful to look at example cover letters and follow a template. Make sure your cover letter includes the following information:

- Contact Information (if your portfolio is online please make sure that it is password protected)

- Details of the company you are applying for
- A professional salutation (ex: “Dear Mrs. Smith,” “Dear Hiring Manager”)
- Your qualifications
 - Why are you writing?
 - How are you qualified for this job?
 - Appreciation for being considered
 - Try to include keywords related to the job you are applying for
- Closing and signature (ex: “Best regards,” “Respectfully,” “Sincerely,” etc.)

Your cover letter will need to be included in your portfolio.

Two Letters of Recommendation

Letters of recommendation are important because they allow potential employers or colleges to hear from others what they value about working/interacting with you, as well as accomplishments that stand out to them. While you might be intimidated to ask for a letter of recommendation, you will likely be pleasantly surprised at how many people have nice things to say about you. You will need two letters of recommendation to include in your portfolio, so start by brainstorming a list of about 5 people that you can ask. This can be teachers, staff, coaches, priests/pastors, former/current employers, etc. Start by asking at least two people to provide you with a letter of recommendation (you can do this in person, on the phone, or via email). Make sure to give them a copy of your current resume, and let them know what the recommendation is for (this can be for a job, a college/post-secondary application, *rental application*, or a scholarship). Don’t forget to let them know when you will need the letter

completed. You will also need two letters of recommendation for your rental portfolio, which you will read about later in this manual.

You will need to include at least two letters of recommendation in your portfolio.

Class Artifacts

Artifacts are assignments or projects that you have completed in your high school classes. Try to think of assignments that you are particularly proud of, and that you still have access to either on paper or in Google Drive. Your artifact can even be a picture or video of a project/assignment. Once you have selected your artifacts, write a short paragraph about each one. Reflect on the following questions as you write:

- In what class did you complete this project/assignment?
- What is this project/assignment about?
- Why did you choose to include this artifact in your portfolio?
- Is there anything you could have done to make this project better?

Your portfolio should contain 2-3 class artifacts with paragraphs describing each one.

Bucket 2: Post-grad Plan

Interest Inventory	5 Applications to any of the following	Post-grad Opportunity Pick one
<ul style="list-style-type: none"> ● Results from your YouScience Interest Inventory ● Reflection 	<ul style="list-style-type: none"> ● College ● Post-secondary training program ● Jobs ● Military ● Gap year program ● Scholarships ● College/career fair ● College visit ● Register to vote ● FAFSA (counts as two applications) 	<ul style="list-style-type: none"> ● Job ● Job offer (letter) ● College acceptance letter ● Training program acceptance letter ● Enlist in military ● Gap year acceptance letter

Interest Inventory

You will complete an interest inventory with YouScience.com, and after you complete it the YouScience team will analyze your results and send you recommendations for careers you might be interested in pursuing. When you receive your results you should read them thoroughly and complete a reflection.

Include your YouScience results and reflection in your portfolio.

Five Applications

You must complete five applications as a part of your Learn. Plan. Succeed. portfolio. These applications can be to colleges, jobs, scholarships, etc. We will also count college visits

(with official tours) and attendance at college and career fairs as applications. For students applying to college, completing the FAFSA will earn you two applications. When you complete an application send confirmation to Kristen (kristen@encompassacademy.org) and she will keep a record for you. When you have completed five applications she will give you a certificate to add to your portfolio. For most of your applications you can send a screenshot/picture showing you completed the application. For a college tour you should bring a brochure from the college, as well as a business card for the person who took you on the tour. In order to demonstrate that you attended a college/career fair you should bring brochures/paperwork from the booths you visited during the fair. You should have at least five.

Send confirmation of your applications to kristen@encompassacademy.org. When you have finished your applications Kristen will send you a certificate to include in your portfolio.

Post-grad Opportunity

When you graduate from enCompass Academy we want to make sure you are going to be a responsible and productive member of society. That means that you should have opportunities awaiting you when you leave us. You can demonstrate that you have an opportunity by having one of the following:

- Job (please bring a paystub in the second semester of your senior year)
- Job offer (please bring a letter from your future employer)
- College acceptance letter
- Training program acceptance letter
- Gap year program acceptance letter

- Proof that you have enlisted in the military (this can be a letter or a phone call from your recruitment officer)

You will need to include proof of one of these in your portfolio.

Bucket 3: Adulting 101

Financial Literacy	Rental Portfolio	Mock Job Interview
<ul style="list-style-type: none"> ● Open a savings and a checking account at a bank ● Complete a financial literacy course 	Compile the following into a portfolio to give to landlords and leasing agents: <ul style="list-style-type: none"> ● Copy of Driver's license/ID ● Generic rental application ● 2+ letters of rec ● 3 months pay stub ● Proof of savings ● Your last W2 form (if you did taxes) ● Resume/Rental resume 	<ul style="list-style-type: none"> ● Participate in a mock Job interview ● Dress professionally ● Bring a cover letter and your resume ● Post-Interview reflection

Open a Checking and Savings Account at a Bank

The purpose of this option is to be certain you have begun to set yourself up financially after you graduate. As an adult you will need to be able to fill out tax forms, budget your money, apply for loans and work with credit. You will need to show proof that you opened the accounts. You can do this by submitting screenshots of accounts (please blockout any sensitive information like account numbers). Upon completion of this task you will be given a certificate of completion to add to your portfolio.

Your certificate of completion for opening a checking/savings account must be included in your portfolio.

Financial Literacy Course

You will also need proof that you have participated in some sort of financial literacy course. This could include working with Ms. Morgan in the learning lab, activities you have completed in other classes or taking a special financial literacy course. If you choose to complete this with Ms. Morgan, she will give you a certificate of completion. If you complete this course elsewhere please make sure that you have proof of completion (this can include your transcript if you have taken a similar course at another school).

Your certificate of completion/proof of completion of a financial literacy course must be added to your portfolio.

Rental Portfolio

A rental portfolio can be a very valuable tool while looking for housing. Having a prepared rental portfolio to give to landlords while you are house hunting will set you apart and show that you are responsible and serious about renting. This is a great option for anyone who knows they are going to live on their own and for students whose parents cannot cosign on leases. A good rental portfolio includes a generic rental application, a resume, proof of employment (in the form of pay stubs), proof of savings (in bank statements) , a copy of your ID and letters of recommendation. You may also consider adding pet information if you plan on getting a pet and any specific information that your potential landlord may require. If you do not currently have a job or any money in your newly opened savings account then you do not have to submit these items, but we do want you to know that you should add them to your

portfolio later. If your portfolio is online and/or you do not want your sensitive information shared you may ask for a certificate of completion to add to your portfolio.

Your rental portfolio (or certificate of completion) containing the following items must be submitted with your portfolio: generic rental application, resume, proof of employment (if applicable), proof of savings (if applicable), a copy of your ID, and two letters of recommendation.

Mock Job Interview

No matter what field you go into after highschool you will have to interview many times in your life. Completing a mock interview is a great way to practice and get feedback from professionals. You will need to dress professionally and bring a copy of your resume and a cover letter to the interview. Following the interview you will need to complete a post interview reflection based on the feedback you receive from the interview panel. The interview is great for students who get nervous interviewing or just feel like they would benefit from the practice.

Bucket 4: Presentation/Portfolio

The final step of this project will be to compile all of the work you did into a portfolio. One purpose of Learn. Plan. Succeed. is to make sure you are prepared for life on your own next year so choose the option that makes the most sense to you and your life. For example, if you focused on the rental, housing, and job related pieces of the project you may want to create a portfolio in a binder that you will be able to give to a landlord. If you focused on the college

readiness pieces of the project a website may be a great option for you to display your hard work and send links to colleges and scholarships.

You will have some flexibility about how you want to display your project. Choose a format that will be relevant to you and your life. Below are 6 ideas for displaying your project. If you would like to display your project in a format not on this list, please talk to your project supervisors.

Website	Video	Poster	Exhibit	Portfolio	Powerpoint
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However you choose to display your project, it should be neat and organized, and it should have space for all of the artifacts and information you need to include. Keep in mind you will also need to present this at your senior exit interview.

Senior Exit Interview

We will schedule Exit Interviews during the month of May. During your interview you will have flexibility to choose when your interview will occur, but you may have to attend school outside of your normal hours. Your interview committee will be made up of a group containing: an administrator, a teacher/staff member, and a board member or community member. During your exit interview you will be asked questions about your time in high school, your portfolio, and what you plan to do after graduation. You will receive a copy of the questions that you will be asked in advance, but as this is an interview, you may be asked more questions than what is on your worksheet. It is likely that another student (underclassmen) will be invited to watch your exit interview.

