



Auburn High School Trojans
9th GRADE ADVISORY

SESSION 4 - November

Session Goals:

- Provide manila folders (Obtain from AHS Advisory leader).
- Introduce the “Letter of Recommendation Form”.
- Introduce resume samples that can be used to develop a personal resume for inclusion in the student’s portfolio.
- Introduce the “High School and Beyond Plan” form.
- Handout first quarter grade sheets and visit briefly with students who are currently failing classes.

Essential Questions:

- How do I track the good work that I am accomplishing?
- How am I doing academically?

Materials Needed:

- Manila folders...one per student
- “Letter of Recommendation Form” handouts.
- Resume sample handout.
- “High School and Beyond Plan” handouts.
- Career Pathway reference (provided...copied from AHS Course Catalog).
- Student first quarter grade reports.
- Refreshments (optional...provided by Advisor)

Classroom Activities:

1. **Reconnect with students.** Take roll and reconnect with students, remembering that it has been a month since the last session in October. 5 minutes
2. **Handout manila folders (if received from by Stacy Jordison prior to the session).** Ask the students to neatly print their names on the folder tabs, or consider printing the names yourself prior to the session. Also consider printing copies of the portfolio contents checklist (found on the AHS website advisory page), placing a copy in the inside cover of each folder with glue stick, tape or staples. 5 minutes
ALL HANDOUTS PROVIDED TODAY SHOULD BE RETURNED TO THE STUDENT’S FOLDERS AT THE END OF THE SESSION, WITH STUDENT NAMES ON THE TOP RIGHT CORNER.

<p>3. Handout the “Letter of Recommendation” form.</p> <ul style="list-style-type: none"> ■ <u>Ask the students to print their names on the upper right-hand corner of the form.</u> ■ Point out that this form is available on the AHS website Advisory page, on the S:Drive as a Word document and in hard-copy form in the Career Center. ■ Students should plan to make entries on a regular basis. ■ Highlight that the form is the same one used by seniors for requesting letters of recommendation from letter writers (teachers, coaches and other mentors). ■ Point out that both the Personal Data and Activities sections on the form include entries that can be linked to the goals they have written in the previous two advisory sessions (Academic, Career, Citizenship). ■ <u>Ask the students to place the forms in their manila folders.</u> 	5 Minutes
<p>4. Handout the sample resume form.</p> <ul style="list-style-type: none"> ■ <u>Ask the students to print their names on the upper right-hand corner of the form.</u> ■ Review the entries on both sides of the form...one side lists suggested resume information areas and the other shows sample entries for a position with “Emerald City Smoothie”. ■ Add anything you would like from your own experiences with resumes within the time allotted. ■ Point out that the “Letter of Recommendation” form should be used as the source for information found in the resume. ■ <u>Ask the students to place the forms in their manila folders.</u> 	5 minutes
<p>5. Handout the “Beyond High School Plan” form.</p> <ul style="list-style-type: none"> ■ <u>Ask the students to print their names on the upper right-hand corner of the form.</u> ■ Review the 9th Grade section and acknowledge awareness of the fact that each student’s schedule will be different. Note that some classes are offered in <u>either</u> first <u>or</u> second semester. Ask the students to circle their current classes and fill in any electives they may be taking. ■ Ask each student to enter their first quarter grades <i>in pencil in the first semester section on the form...</i> ■ Ask students to turn over the form and review the other side with them. <ul style="list-style-type: none"> ○ Numbers in parentheses reflect the total numbers of credits a student must earn in that academic area to be eligible for graduation (ex., a student needs (4) credits in Language Arts). ○ Each “box” on the form equals .5 credit and students should fill in the boxes as they pass classes at the end of each semester. ○ Mention the additional graduation requirements listed on the bottom of the form. 	10 minutes

<ul style="list-style-type: none"> ■ Turn the form over again and ask the students to check the appropriate area in the “My Post-Secondary Plan” area on the form. “Other” responses might include a church mission, non-profit or service-related experience such as Americorps or the Peace Corps. ■ Using the Career Pathways guide provided in your advisor materials, briefly review the six Career Pathways, possible jobs in each pathway and classes the student might take at AHS in each pathway. <i>Point out that the packet you are referring to can be found on the Advisory link on the AHS website.</i> ■ <u><i>Ask the students to place the forms in their manila folders.</i></u> <p>6. Provide the first quarter grade reports to each student.</p> <ul style="list-style-type: none"> ■ Meet briefly with each at-risk student that earned at least one grade of “F” at the first quarter grading deadline. <p>Closure...<u>Collect the student folders.</u> Reward the students for the hard work they have put in thus far in their high school careers and urge them to see you to make entries and/or provide updates to their folders.</p>	<p>10 minutes</p> <p>5 minutes</p>
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