

Dear DCTS Students and Parents/Guardians,

As part of the requirements for graduation from Dauphin County Technical School and in accordance to guidelines as established by the Pennsylvania Department of Education, each high school student is expected to successfully complete a graduation project. Beginning in the ninth grade year, each student will be introduced to the specific components of the **DCTS Graduation Project** and will be expected to successfully complete all components by his/her senior year.

The **DCTS Graduation Project** involves two major components:

1. **Career Portfolio**
2. **Exit Interview**

The **Career Portfolio** portion of the project aims to assist students as they develop awareness of career goals and make appropriate plans to accomplish those goals. Beginning in the ninth grade and continuing throughout each grade, students research careers, plan courses with support from school personnel, learn about their personalities, strengths and weaknesses related to careers, and document their progress each step of the way.

Career documents and professional communication including resume, cover letter, letters of request, and many other documents are also created, integrating the critical academic skills of reading and writing with C&T skills cultivated during the students' education at DCTS. These **Career Acquisition Documents** are completed in the students' English classes.

In addition, seniors will complete a **Best Works**. The Best Works portion of the Career Portfolio, individualized by each student and his/her instructor within each C&T program, contains samples of each student's best works, commensurate with the highest level of competency attained in the student's C&T area. The best works documentation is accompanied by written explanations and reflections designed to prompt self –assessment and evaluation of critical academic, C&T and career education skills, in addition to analyzing process and engaging problem solving skills. The Best Works Project can become a powerful employment tool for each senior as it is required to include photographs and/or computer graphics that showcase a student's abilities.

The final requirement for the Career Portfolio is the **Postsecondary Action Plan**. This written assignment will be completed in the students' English classes. It will be a formal paper in which students will effectively communicate the academic and career and technical skills they have mastered throughout their educational experience at DCTS and discuss their plans for after graduation.

Part Two of the DCTS Graduation Project is the **Exit Interview**. Requirements for this component will be met as senior students communicate information from the Postsecondary Action Plan to DCTS faculty and administration, as well as community partners in business and

industry. To accomplish this goal, individual interviews will be scheduled by our Transition Coordinator, Mrs. Jen Stoe, for each student after his/her completion of the Career Portfolio. This activity affords our students the opportunity to meet with business and industry personnel and participate in interview questions that prepare them for successful job interviews. Our community employers have generously given of their time to join DCTS in preparing our students for post graduation experiences.

Through completion of the **DCTS Graduation Project**, it is our hopes that your son or daughter will be well prepared to seek employment and continue on a productive career path after graduation. Students will have created a **Career Portfolio** that each may use as a tool for applying for a job. And, through the **Exit Interview** students will have practiced interviewing skills with professionals in our community that may just have an employment “need” or “lead” for that particular graduate. Your administration and staff have created a graduation project that should prove to be a very worthwhile activity for each student.

Finally, as stated above, successful completion of the **DCTS Graduation Project** is a requirement for graduation. Following successful completion of the project, your student will be given credit for meeting the Dauphin County Technical School graduation requirements. This information will be recorded on their transcript.

If you have questions or concerns, please feel free to contact Mrs. Margaret S. Gilreath, Assistant Principal, at 652-3170, x 7458.