

Quarterly Reflections – FIRST YEAR STUDENTS

Your quarter grade for youth apprenticeship consists of three parts:

55%	Youth Apprenticeship Worksite Evaluation (completed by your mentor each quarter)
25%	Weekly Reports (reports are worth 5 points if turned in to room 130 by Wednesday at 3:30pm, worth 2 points if turned in after)
20%	Quarterly Reflections (see below)

Reflections are due each quarter and are worth 30 points. Any late reflections will lose 5 points per day late.

Reflections must be typed using MLA format – *follow the example on the back of this page*

- 12pt. Times New Roman font
- 1-inch page margins
- double-spaced (no extra spacing anywhere)
- heading in the upper left corner with your name, Mrs. Proszenyak, Youth Apprenticeship, and the date
- centered title, in this format: Quarter 1 Reflection
- minimum of one page

Quarter 1 – due by 3:30pm on Tuesday October 17, 2017 in room 130 or Mrs. P’s mailbox

Evaluate yourself using the Youth Apprenticeship Work Site Evaluation form (this is the same form that your mentor will fill out to grade you). Copies of this form are available in room 130 and the Youth Apprenticeship page on the Lincoln High School website. In your reflection, answer the following questions:

What are your main responsibilities at work?

What are your strengths at your job, and in what areas do you want to continue to improve?

What difficulties have occurred on the job?

Is there anything that could help you perform your job better?

Quarter 2 – due by 3:30pm on Tuesday January 9, 2018 in room 130 or Mrs. P’s mailbox

Summarize the most challenging task/job you have worked on so far during first semester. What made it a challenge? What did you learn from your experience? So far, what has been the most rewarding part of your job? What is your favorite part of your job?

Quarter 3 – due by 3:30pm on Tuesday March 13, 2018 in room 130 or Mrs. P’s mailbox

Think about your work environment. Were you surprised by what you needed to learn in order to do your job well? How is what you do different than what you thought you would be doing at your job? Are there any tools, programs, or processes that you didn’t expect? At work, who do you look to as a role model, and why?

Quarter 4 – THANK YOU CARD due by 3:30pm Tuesday May 1, 2018 in room 130 or Mrs. P’s mailbox

Complete a thank you card for your mentor for their help and support this year. Explain how they made an impact in your life and/or career goals. Blank cards are available in room 130.

Quarter 4 – due by 3:30pm on Tuesday May 22, 2018 in room 130 or Mrs. P’s mailbox

Reflect on your career goals. Answer the following questions:

What were your career goals before you started youth apprenticeship?

Have your career goals changed? Has your experience at the worksite confirmed or changed your goals?

Do you know which career path you want to follow after graduation?

What else in your life has helped shape your career goals?

Quarterly Reflections – GRADING

Reflection Guidelines

Joe Student

Mrs. Proszenyak

Youth Apprenticeship

15 October 2017

Quarter 1 Reflection

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Your reflection **MUST** include a header in this format:

- your name
- instructor’s name (Mrs. Proszenyak)
- class name (Youth Apprenticeship)
- the date

Other format requirements:

- 12pt Times New Roman font
- 1-inch page margins
- double-spaced
- centered title
- Minimum of one page in length

Grading Rubric

	Complete (6 points)	Substantial (5 points)	Developing (4 points)	Minimal (3 points)
Formatting	One page minimum 12pt Times New Roman 1-inch page margins Double-spaced Correct heading Title centered	One page minimum 12pt Times New Roman 1 other criteria not met	One page minimum 12pt Times New Roman 2 other criteria not met	Less than a page and font not 12pt Times New Roman and/or: 3+ criteria not met
Quality	No errors in punctuation, grammar, and spelling.	Minimal errors in punctuation, grammar, and spelling.	Substantial errors in punctuation, grammar, and spelling.	Majority of reflection contains errors in punctuation, grammar, and spelling.
	Complete (18 points)	Substantial (15 points)	Developing (12 points)	Minimal (9 points)
Content	Clear, thoughtful reflection that discusses all appropriate questions.	Some thoughtful reflection, some parts unclear and/or some questions unaddressed.	Incomplete/unorganized reflection that attempts to discuss some of the questions.	Minimal discussion of questions is attempted.