

## Quarterly Reflections – SECOND 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 strengths at your job?

In what areas do you want to continue to improve?

What goals do you have for yourself during your second year of YA?

What are three new things you want to learn or experience this year? Explain.

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

Discuss how your second year of YA has been different from your first year. Have you been given more responsibility? Do you feel that you need less supervision to complete your tasks? What skills have you learned (during your first or second year) that will help you be successful after graduation? Which of these skills will be applicable to any job you decide to pursue?

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

Think about your experience with the youth apprenticeship program. Answer these questions:

What has been the best part of being a youth apprentice?

Looking back on the past 2 years, of what work accomplishment are you proudest? (examples: a project, something you learned, a situation you handled, or a challenge you overcame)

Is there anything you would like to see changed about the YA program?

What advice would you give to a student who is beginning their first year as a youth apprentice?

### **Quarter 4 – 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.

## 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 MLA format:

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

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)
<b>Formatting</b>	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
<b>Quality</b>	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)
<b>Content</b>	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.