

## The Main Dates for SBMS 7<sup>th</sup> and 8<sup>th</sup> Grade Students and Parents

Please take the time to read through Part I of this Career Study Week Workbook with your child to familiarize yourself thoroughly with the program. You will be involved every night to discuss the day's work with your child. Your signature will be required several times as well.

**The main stages of which you should be aware:**

See student timeline for dates.

The middle of September: The first meeting with Whitney. Whitney hands out the workbooks at this meeting and we prepare to choose jobs the next week.

DO NOT CALL ANY EMPLOYER until the day your child attends the lottery and has been assigned a job.

**Wednesday, October 1:** Lunchtime at SBMS: 8<sup>th</sup> grade job lottery.

8<sup>th</sup> graders will bring his/her list of 5 top choices. After student's name is called, they may sign up for a job, provided it hasn't already been spoken for that day at the lottery. After the "go ahead" from Whitney in writing, then the student or parent is free to contact the employer starting that day. Before making any contact with a potential employer, both parent and student please read section on "Lining Up One's Own Job." Start calling your employer on day one of the lottery, after you have confirmed with Whitney, the "ok" to try for a specific job, and call every day until you make contact. If after one week, you do not make contact, come back to Whitney and we will set you up with another job. *It is very possible the first job you try for will not pan out; it is not your fault, we will get you lined up with another job.*

After you make contact and establish a time to meet, before you go in to meet your potential employer in person, read the section on Proper Introductions in your CSW Workbook.

**Thursday, October 2:** Lunchtime at SBMS: 7<sup>th</sup> grade job lottery.

On the day after the 8<sup>th</sup> grade Job Lottery (above), I will post the jobs which have been "taken." The 7<sup>th</sup> graders then need to come up with 5 to 7 choices that are not already spoken for by the 8<sup>th</sup> graders. See paragraph directly above, directed to the 8<sup>th</sup> graders, regarding making contact with potential employers' the same applies to the 7<sup>th</sup> graders.

**Friday, October 10:** Job Confirmation Sheet, Job Confirmation Letter, with Envelope stamped and address to Employer inside pocket of CSW Workbook, due on Whitney's desk.

**The 8 days before Thanksgiving break: Career Study Week.** 25 hours for 7<sup>th</sup> graders, 30 hours for 8<sup>th</sup> graders. Students will be answering questions asked by a parent every night as well as reading something each night, working on his/her résumé and thank you letter for the employer. The student and a parent must meet every night, there are 6 nights of discussion questions, one the day before he/she starts and one for each of 5 days working. It should be given time for thoughtful answers and discussion – probably 15 to 30 minutes each night. Parents, please ask your child about the work experience and Listen. This is about *them*, not *your* job!

**First Friday in December, Dec 5th:** Career Study Workbook Due on Whitney's Desk. Includes Résumé, a copy of the Thank You Letter, Unit Review, parent signed Parent Signature Page, CSW Review Sheet, and Cooking Option, if chosen.

The Workbook including the Employer Evaluations, Unit Review, and Résumé will be available in the Office during the Academic Fair in February. **Please stop by and pick it up.**