



## Patterson Required Exit Program (PREP) - Video (Modified for 20-21)

As part of the graduation requirements, students will need to complete the PREP project. Due to the current circumstances, this year's PREP has been modified. Students will be completing a variety of career related assignments that can be completed online, a mentor interview and a PREP presentation in the Spring Semester.

PREP forms and assignments will need to be uploaded in your student Google Website that was created in your Advisory Class, your freshman year (*If you are new or have not created a Google Site, please watch the video: [Setting up PREP Website](#), to help you create your Google Site*). All assignments required are below.

For your PREP, you will be interviewing someone that has a career or has had experience & is knowledgeable about a career that you have interest in. You can connect with someone over the phone, through email, video conferencing, etc. There will be Guided Interview Questions that you will need to ask.

There is a Due Date schedule below on the check off list. You will need to complete each component by its due date. PREP day will be on May 26th, 2021. For PREP day you will be presenting your Website and Career Presentation to a teacher/s and staff.

## **How to Complete the Required PREP Assignments**

### **Career Interest & Parental Consent Form:**

There is a Google Form that will need to be completed in order for your PREP project to be approved. The link is attached on your check off list below. Fill out the information, share the information with a parent/guardian and you will each type in your signature. Once an administrator approves your PREP you will receive a copy of your PREP approval. The PDF of this document will need to be uploaded in the subsection labeled **Career Interest & Parental Consent Form**.

*(If your PREP is denied you will need to read the notes attached and make the requested corrections)*

### **PREP Mentor Agreement:**

This form will need to be completed by your mentor. A link of the questionnaire is provided in the PREP Checklist. You will need to email the link to your mentor and they will need to complete it. Once an administrator receives the form, from your mentor you will get a PDF of the agreement. **You will need to upload the agreement form to your Google Site under PREP, subsection PREP Mentor Agreement.**

### **Mentor Interview:**

You will need to interview your mentor. All questions on the **Interview Guide** will need to be asked but you may ask other job related questions of your choice. It is important that you maintain social distancing. You may ask your mentor questions over the phone or other online platforms such as Zoom, Skype, FaceTime, etc. Make a copy of the questionnaire and type in your mentor's responses. **When you have completed this assignment you will need to upload to your Google Site under PREP, subsection Mentor Interview.**

### **Resume:**

You will need to complete or update a resume. There are many examples online and there are templates available on Google Docs. **When you have completed this assignment you will need to upload to your Google Site under PREP, subsection Resume.**

**Letter of Interest:**

The cover letter is a tool to help introduce yourself and expand on your resume. There is an outline and example available below on the check-off list. There are also business letter templates available on Google Docs. **When you have completed this assignment you will need to upload to your Google Site under PREP, subsection Cover Letter.**

**Career Explorations:**

You will need to complete two career explorations in the general field of the career of your project. There is a link to **Onet online** in which you can find all the information needed. A template of what you will need is available in the check off list, you will need to make a copy of the template and complete all sections of the career research. **Once you are done with the assignment you will need to upload it on your Google Site under PREP subsection Career Explorations.**

*For example: PREP choice is Chef- career exploration Pastry Chef & Line Cook*

**Letters of Recommendation:**

You will need to upload two letters of recommendation to your website. It is important that you ask an adult who knows your character, such as a teacher, coach, a family friend or a current/past employer . These letters of recommendation could be used later if you are seeking employment. Ask for these early in the school year. Let the person you are asking that the letter of recommendation is for school but can also be used for future job seeking. **When you have received these letters you can take a picture or scan to upload them to your Google Site under PREP, subsection Letters of Recommendation.**

**College/Military/Trade School Applications:**

You will need to fill out an application and screenshot/ upload your confirmation page. Make sure if there is any confidential information you cover it.

**When you have completed this assignment you will need to upload to your Google Site under PREP, subsection College/Military/Trade School Application.**

There will be online information on how to apply to college later in the Fall.

### **FAFSA Application:**

Students will need to complete the FASFA application. More information to come on how to complete the application late Fall/early Spring semester. **When you have completed this assignment you will need to upload your confirmation page with confidential information covered, to your Google Site under PREP, subsection FASA.**

### **Job Application:**

There is a link in which you will need to complete an online job application. Once you complete the application, you will be receiving a PDF of your application and you will download the application to **your website under PREP, subsection Job Application.**

### **Reflective Summary**

After completing your PREP website and preparing for your Interview type up a summary reflecting this process. **Answer each the following questions in 5-7 sentences:**

What value did you find in completing the PREP?

What was your deciding factor in the career you chose to explore?

What have you learned about yourself in this process?

For distance learning, what were some of the positive things you learned and what do you think would have helped you more?

### **PREP Interview & Presentation:**

You will be interviewed by a teacher/s in which you will discuss the career that you chose & your website. You will create an online presentation to discuss your career of interest. It is highly recommended that if you create a Google Slide presentation, that you upload it to the PREP section on your website. Your time for your entire presentation will be from 5 minutes minimum-max 10 minutes.

### **PREP Presentation:**

It will be required to have a presentation on the career you chose. The format can be your choice as long as it can be viewed in Google Chrome. It is recommended that you use Google Slides if you are not familiar with other tech related presentation formats. An example of a career presentation is in the following link:

[PREP Career Presentation Example](#)

### Possible PREP Interview Questions:

In the link above there is a list of interview questions you will have on PREP day. Please make sure to prepare and practice your responses.

### PREP FAQs:

The above link will provide some answers to frequently asked questions.

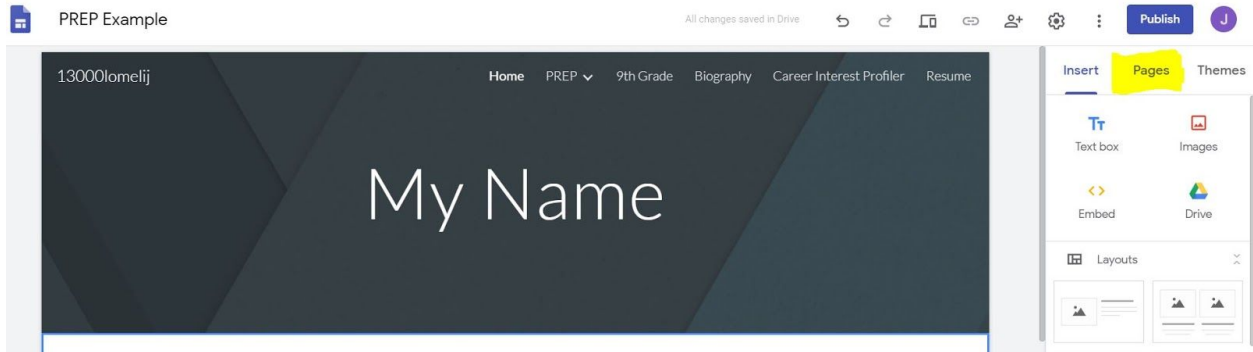
If you have a question about the PREP fill out the form [PREP Questions Form](#) and we will try our best to answer your question in a timely manner.

	<b>What to Turn In-All in Digital Portfolio Check off List</b>	<b>Due By</b>
<b>1</b>	<a href="#"><u>Career Interest &amp; Parental Consent Form</u></a>	<b>Due October 30th</b>
<b>2</b>	<a href="#"><u>PREP Mentor Agreement</u></a>	
<b>3</b>	<b>Resume (Template available on Google Doc)</b>	<b>Due December 18th</b>
<b>4</b>	<b>Letter of Interest <a href="#"><u>Example of Letter of Interest Outline</u></a> <a href="#"><u>Example Letter High School</u></a> (Business letter templates available on Google Doc)</b>	<b>Due December 18th</b>
<b>5</b>	<b>2- Career Explorations <a href="#"><u>Template</u></a> <a href="https://www.onetonline.org/">https://www.onetonline.org/</a></b>	<b>Due December 18th</b>
<b>6</b>	<b><a href="#"><u>Job Application</u></a> complete the Google Form: Job Application</b>	<b>Due December 18th</b>

<b>7</b>	<b>College/Military/Trade School Application Upload screenshot/picture of completed application-cover confidential information</b>	<b>Due March 3rd</b>
<b>8</b>	<b>FAFSA Upload picture/screenshot that it was completed cover confidential information</b>	<b>Due March 3rd</b>
<b>9</b>	<b>2 Letters of Recommendation Upload two letters of Recommendation</b>	<b>Due March 31st</b>
<b>10</b>	<b>Mentor Interview Guide <a href="#">Guided Questions</a> Social Distance-Phone Call, Zoom, email, etc.</b>	<b>Due April 28th</b>
<b>11</b>	<b>Career Presentation-Can be done with Google Slides or a virtual aide of your choice that can be shared on Google Chrome</b>	<b>Due April 28th</b>
<b>12</b>	<b>Reflective Summary</b>	<b>Due April 28th</b>
<b>13</b>	<b>Make sure to upload all on Google Site</b>	<b>Due April 28th</b>

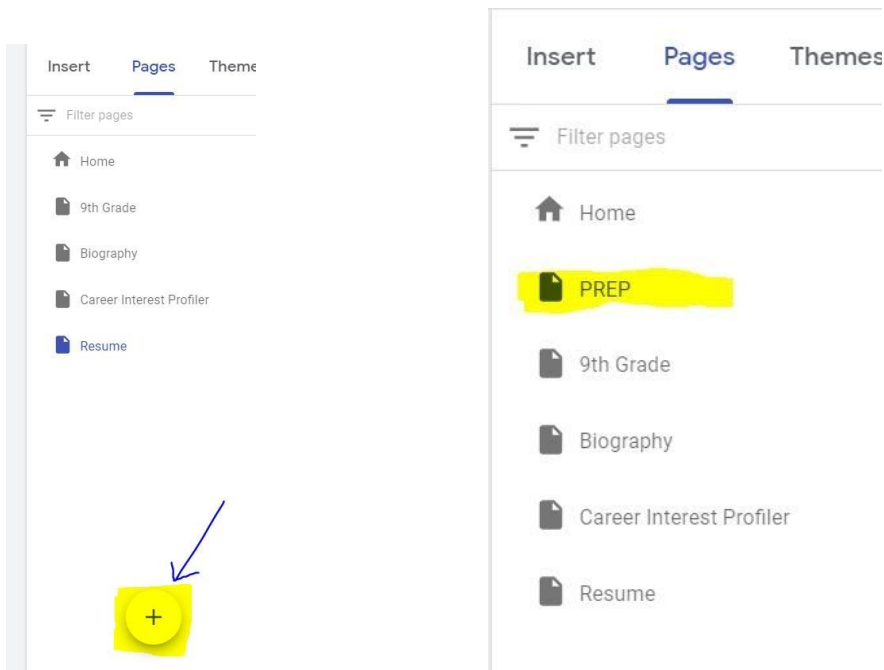
## PREP Page Set up

In your Google Site webpage you will need to add a PREP page:  
Click Pages



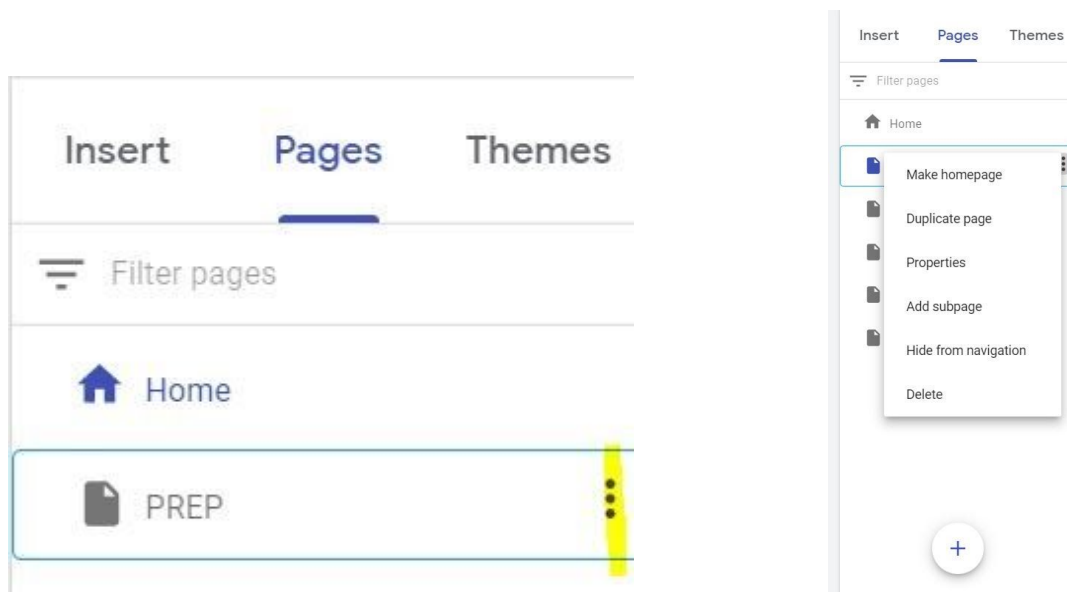
**Then click the + to add a page:** Label it as PREP

**\*\*Most of you will have other pages because you started this website in 9th grade.**  
Make sure that your PREP page is right **under the Home** page. The way to do that is-click on PREP page and drag it right under Home



## Adding Subpage:

When you hover your cursor over PREP you will see three dots; click on the three dots. Select add a subpage. Name your subpage.



You will have a sub page for the following sections:

**Career Interest & Parental Consent**

**Mentor Verification**

**Mentor Interview**

**Resume**

**Letter of Interest**

**2 Career Explorations**

**2 Letters of Recommendation**

**College/Military/Trade School Applications**

**FAFSA Application**

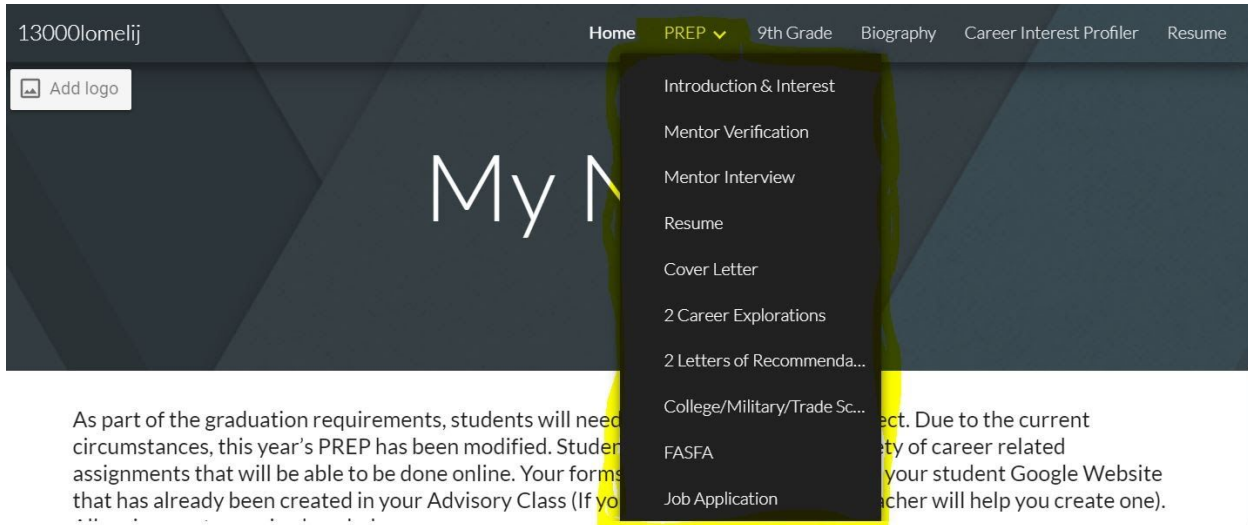
**Job Application**

**Reflective Summary**

**Career Presentation**



## Example of what your PREP section will look like on your website:



The screenshot shows a website interface with a dark header. The user's name '13000lomelij' is in the top left. The navigation menu includes 'Home', 'PREP' (highlighted with a green box and a dropdown arrow), '9th Grade', 'Biography', 'Career Interest Profiler', and 'Resume'. The 'PREP' dropdown menu is open, listing the following items: 'Introduction & Interest', 'Mentor Verification', 'Mentor Interview', 'Resume', 'Cover Letter', '2 Career Explorations', '2 Letters of Recommenda...', 'College/Military/Trade Sc...', 'FASFA', and 'Job Application'. The 'Job Application' item is highlighted with a yellow box. Below the header, the text 'My M' is visible. A paragraph of text below the header discusses graduation requirements and modifications to the PREP process.

As part of the graduation requirements, students will need to complete a series of assignments that will be able to be done online. Your forms should be submitted to your student Google Website that has already been created in your Advisory Class (If you do not have one, your teacher will help you create one).