

## **Work Study Writing Assignment – Reflective Essay #1 (Term 1) – Due 9/26/18:**

Reflecting on your work study experience ensures that you are learning from your experience, and making connections between new understandings and your existing knowledge. One goal of this assignment is to build on your existing knowledge so that you can learn new concepts, begin to apply new concepts or strategies, and set the foundation to thrive in current or future work experiences.

### **Assignment Description:**

You are going to write a well-thought and organized paper that allows you to reflect on your current employment to address where you are, what you are doing, who you work with, and where you are going.

### **Assignment Requirements:**

- Type at least a 500-word document
- Type your name and # of words in your document in the header of the document. Use the word count feature in MS Word to obtain the #.
- Paper should respond to bullets below in an organized manner
- Submit paper on time

### **Essay should address the following bullets:**

- Describe your current employment situation – what you do, where you work, duties and responsibilities
- Why do you work there?
- What do you like about your job?
- What don't you like about your job?
- What would you change about your job in your current employment situation?
- If you owned the business – what would you do differently?
- Discuss your manager's/owner's management style. What is negative or positive about it?
- How would you interact/treat employees or customers differently?
- Is the business well-run? Why or why not?
- What is the potential career path for you in this position? Is there one?
- What skills are you learning at this place of employment?
- What skills could you learn or develop to allow you to move up or get a better job?
- What's your dream job when you are 24-years old?

### **Rubric for Writing Assignment – 100 points**

	<b>0%</b>	<b>60%</b>	<b>80%</b>	<b>100%</b>	<b>Pts</b>
<b>Task</b>	<b>0 - Beginning</b>	<b>6 - Developing</b>	<b>8 - Focused</b>	<b>10 - Exemplary</b>	
Name and # words in header	Neither is done	One is done	-	Both are done	10
Length of Paper	0-399 words	400-449 words	450-499 words	At least 500 words	10
Typed	No paper was submitted.	Paper was submitted in writing.	-	Paper was typed.	10
Structure of Paper	No paper was submitted. Paper is poorly structured and difficult to read. <b>0 pts</b>	Few parts of paper are structured and well written. <b>12 pts</b>	Most parts of paper are structured and well written. <b>16 pts</b>	Paper is well structured in paragraph format, organized and well thought out. <b>20pts</b>	20
Grammar & Spelling	No paper was submitted.	Many grammar and spelling errors.	Few grammar and spelling errors.	No grammar and spelling errors.	10
Responded to Required Questions	No paper was submitted. Did not respond to any questions. <b>0 pts</b>	Responded to few questions in a complete manner. <b>18 pts</b>	Responded to most questions in a complete manner. <b>24 pts</b>	Responded to all questions in a complete manner. <b>30 pts</b>	30
<b>Total</b>					<b>100</b>

\*\*\*\***Lateness:** 10% will be subtracted if received after due date; Additional 10% will be subtracted after each day assignment is late.

## **Work Study Writing Assignment – Reflective Essay #2 (Term 2) – Due 12/4/18:**

Reflecting on your work study experience ensures that you are learning from your experience, and making connections between new understandings and your existing knowledge. One goal of this assignment is to build on your existing knowledge so that you can learn new concepts, begin to apply new concepts or strategies, and set the foundation to thrive in current or future work experiences.

### **Assignment Description:**

You are going to write a well-thought and organized paper that allows you to reflect on your current skills, transferable skills, and how you can make the most of them. Transferable skills are skills you have or have been building through your personal and work-life through a variety of life experiences and activities. For example, you may have learned teamwork skills playing youth softball or baseball. Transferable skills are also skills that you can use to learn more complex skills. Check out the word document at the following URL to see a list of five broad skill areas:

<http://www.hinghamschools.com/HHS/teachers/sgeorge/workstudy/skillareas.doc>

### **Assignment Requirements:**

- Type at least a 500-word document
- Type your name and # of words in your document in the header of the document. Use the word count feature in MS Word to obtain the #.
- Paper should respond to bullets below in an organized manner
- Submit paper on time

### **Essay should address the following bullets:**

- Describe your current transferable skills. How did you acquire them? Why are they valuable?
- State at least five skills you are working to develop. How can you develop them? In what setting?
- Are there any other transferable skills not listed in the word document that you feel you should be working to develop? Why? How?
- Why would it be important to identify transferable skills and then create a game plan for achieving them?
- Is there anyone who can help you develop any transferable skills? Who? Why? in what capacity?
- The average American worker will have multiple careers and numerous jobs over a lifetime. Careers and work environments are always changing. Since you will probably be changing jobs more frequently than employees in the past, why is a good set of transferable skills more important than ever?

### **Rubric for Writing Assignment – 100 points**

	<b>0%</b>	<b>60%</b>	<b>80%</b>	<b>100%</b>	<b>Pts</b>
<b>Task</b>	<b>0 - Beginning</b>	<b>6 - Developing</b>	<b>8 - Focused</b>	<b>10 - Exemplary</b>	
Name and # words in header	Neither is done	One is done	-	Both are done	10
Length of Paper	0-399 words	400-449 words	450-499 words	At least 500 words	10
Typed	No paper was submitted.	Paper was submitted in writing.	-	Paper was typed.	10
Structure of Paper	No paper was submitted. Paper is poorly structured and difficult to read. <b>0 pts</b>	Few parts of paper are structured and well written. <b>12 pts</b>	Most parts of paper are structured and well written. <b>16 pts</b>	Paper is well structured in paragraph format, organized and well thought out. <b>20pts</b>	20
Grammar & Spelling	No paper was submitted.	Many grammar and spelling errors.	Few grammar and spelling errors.	No grammar and spelling errors.	10
Responded to Required Questions	No paper was submitted. Did not respond to any questions. <b>0 pts</b>	Responded to few questions in a complete manner. <b>18 pts</b>	Responded to most questions in a complete manner. <b>24 pts</b>	Responded to all questions in a complete manner. <b>30 pts</b>	30
<b>Total</b>					<b>100</b>

**\*\*\*\*Lateness:** 10% will be subtracted if received after due date; Additional 10% will be subtracted after each day assignment is late.

## Work Study Writing Assignment – Reflective Essay #3 (Term 3) – Due: 3/7/19

Reflecting on your work study experience ensures that you are learning from your experience, and making connections between new understandings and your existing knowledge. One goal of this assignment is to build on your existing knowledge so that you can learn new concepts, begin to apply new concepts or strategies, and set the foundation to thrive in current or future work experiences.

### Assignment Description:

School and work provide different experiences. Both are essential. You are going to write a well-thought and organized paper that allows you to reflect on the connection between your current academic experience and your employment experience.

### Assignment Requirements:

- Type at least a 500-word document
- Type your name and # of words in your document in the header of the document. Use the word count feature in MS Word to obtain the #.
- Paper should respond to bullets below in an organized manner
- Submit paper on time

### **Essay should address the following bullets:**

- Guiding question: what could you do academically to improve your performance at work?
- What could you do in your existing classes?
- What other classes should you plan on enrolling?
- What types of school-based projects or assignments could you participate in?
- If you could design an assignment for one of your existing classes – what would it be? Why?
- What types of extra-curricular activities could you participate in?
- Any ideas for a senior project that would be relevant to your work setting?

### Rubric for Writing Assignment – 100 points

	0%	60%	80%	100%	Pts
<u>Task</u>	<u>0 - Beginning</u>	<u>6 - Developing</u>	<u>8 - Focused</u>	<u>10 - Exemplary</u>	
Name and # words in header	Neither is done	One is done	-	Both are done	10
Length of Paper	0-399 words	400-449 words	450-499 words	At least 500 words	10
Typed	No paper was submitted.	Paper was submitted in writing.	-	Paper was typed.	10
Structure of Paper	No paper was submitted. Paper is poorly structured and difficult to read. <b>0 pts</b>	Few parts of paper are structured and well written. <b>12 pts</b>	Most parts of paper are structured and well written. <b>16 pts</b>	Paper is well structured in paragraph format, organized and well thought out. <b>20pts</b>	20
Grammar & Spelling	No paper was submitted.	Many grammar and spelling errors.	Few grammar and spelling errors.	No grammar and spelling errors.	10
Responded to Required Questions	No paper was submitted. Did not respond to any questions. <b>0 pts</b>	Responded to few questions in a complete manner. <b>18 pts</b>	Responded to most questions in a complete manner. <b>24 pts</b>	Responded to all questions in a complete manner. <b>30 pts</b>	30
<b>Total</b>					<b>100</b>

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## Work Study Writing Assignment – Reflective Essay #4 (Term 4) – Due: 5/3/19

Reflecting on your work study experience ensures that you are learning from your experience, and making connections between new understandings and your existing knowledge. One goal of this assignment is to build on your existing knowledge so that you can learn new concepts, begin to apply new concepts or strategies, and set the foundation to thrive in current or future work experiences.

### Assignment Description:

You are going to write a well-thought and organized paper that allows you to reflect on the theme of teamwork. Everyone has worked as part of team at some point (from kindergarten, little league, girl scouts, high school projects or in the workplace). This assignment will allow you to reflect on some experiences as part of team.

### Assignment Requirements:

- Type at least a 500-word document
- Type your name and # of words in your document in the header of the document. Use the word count feature in MS Word to obtain the #.
- Paper should respond to bullets below in an organized manner
- Submit paper on time

### Essay should address the following bullets:

- Describe a time when you worked as part of a team that was **not** successful. Why?
- Describe a time when you worked as part of a team that was **very** successful. Why?
- Based on the two experiences above, address the bullets below:
  - What did you learn about working cooperatively with others?
  - Do you feel you displayed leadership skills?
  - If you could have acted differently, what would it have been? Why?
  - Do you see the importance of good leadership and communication in a team environment?
  - Were there team-based incentives in place, or were the incentives individually-based?
  - What is the most important thing that you can do in any team environment to ensure that your team is successful (in any capacity)?
  - Have you ever been part of a team when others put forward little or no effort? If yes, what could you do to “fix” that situation?
  - How important is communicating, setting expectations, knowing one’s role within a team, and organizing as a team? Cite an example.

### Rubric for Writing Assignment – 100 points

	0%	60%	80%	100%	Pts
Task	<u>0 - Beginning</u>	<u>6 - Developing</u>	<u>8 - Focused</u>	<u>10 - Exemplary</u>	
Name and # words in header	Neither is done	One is done	-	Both are done	10
Length of Paper	0-399 words	400-449 words	450-499 words	At least 500 words	10
Typed	No paper was submitted.	Paper was submitted in writing.	-	Paper was typed.	10
Structure of Paper	No paper was submitted. Paper is poorly structured and difficult to read. <b>0 pts</b>	Few parts of paper are structured and well written. <b>12 pts</b>	Most parts of paper are structured and well written. <b>16 pts</b>	Paper is well structured in paragraph format, organized and well thought out. <b>20pts</b>	20
Grammar & Spelling	No paper was submitted.	Many grammar and spelling errors.	Few grammar and spelling errors.	No grammar and spelling errors.	10
Responded to Required Questions	No paper was submitted. Did not respond to any questions. <b>0 pts</b>	Responded to few questions in a complete manner. <b>18 pts</b>	Responded to most questions in a complete manner. <b>24 pts</b>	Responded to all questions in a complete manner. <b>30 pts</b>	30
<b>Total</b>					<b>100</b>

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