



EXTENDED APPLICATION GRADUATION REQUIREMENTS

1. Go to <https://student.naviance.com/scappoose>
2. Username: students first name, last initial, grad year
3. Password: shs, student ID#

Example: Username: janed2020
Password: shs12345

- Complete your **CAREER RELATED LEARNING EXPERIENCE (CRLE)**:

Listen to a Guest Speaker

or

Complete a Job Shadow (1-4 hours at host's place of employment)

- Complete **CRLE SURVEY & REFLECTION** in Naviance

Log-in > About Me Tab > Click My Surveys > Click Surveys Not Started >
Select CRLE Survey & Reflection

- Build or Update a **RESUME** in Naviance

Build Resume (Log-In > Click About Me Tab > Click About Me Home >
Select My Stuff > Select Resume > Click the Red + Sign at the top right to add
info (Objective, Summary, Education, Etc.) to create your resume)

or

Upload an Existing Resume (Log In > About Me Tab > Click My
Stuff > Click Journal > Click Red + button > Put RESUME in Your Subject
➤ Share with Counselors > Upload Your Resume)

- **EMAIL YOUR COUNSELOR** when complete

Last names A-K

(Aarin Pinkstaff, apinkstaff@scappoose.k12.or.us)

Last names L-Z

(Whitney Scott, wscott@scappoose.k12.or.us)

CAREER RELATED LEARNING EXPERIENCE

SURVEY & REFLECTION

STUDENT NAME: _____

CAREER INTEREST: _____

CRLE: _____ **GUEST SPEAKER** or **JOB SHADOW**

DATE OF CRLE: _____

NAME OF SPEAKER/PERSON SHADOWED: _____

PROFESSION OF SPEAKER/PERSON SHADOWED: _____

STUDENT REFLECTION

1. Summarize your CRLE.

2. Did you enjoy the guest speaker/job shadow/field trip? Explain.

3. What specific things did you learn that might help you in planning your future?

4. Would you consider a career in this field? Why or why not?

EXAMPLE QUESTIONS TO ASK DURING JOB SHADOW

1. How would you describe a typical day at work?
 2. What type of skills, training, and/or education is needed to enter your career field?
 3. What are your responsibilities at work?
 4. What do you enjoy most about your career?
 5. What is the biggest struggle or obstacle in your career?
 6. How has technology impacted your career?
 7. What advice would you give a high school student interested in your profession?
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CRLE SAMPLE PHONE/EMAIL SCRIPT

Student: "Hello, my name is _____, and I am a student from Scappoose High School. As a part of graduation, I am required to complete a Career Related Learning Experience. I am interested in _____ for a career and am very interested in doing a job shadow with your business. If this is something you would be willing to work with me on, that would be great."

If you must leave a voicemail, be sure to speak clearly and include your full name and phone number where they can leave a message. Be sure that your voice mail is setup and appropriate. Return calls or emails promptly.

If the business agrees to allow you to do a job shadow with them, address the following:

1. Where the business is located and directions to the business
2. Appropriate attire for the experience
3. What you should bring (lunch, materials, etc.)
4. Does your business have any questions of you at this time?

REMEMBER: Always say “Thank You” again before hanging up.

SAMPLE THANK YOU LETTER

(This is only an example/suggestion. Use your own wording)

Dear Mr./ Ms. insert name of the person you shadowed,

Thank you for providing me with the opportunity to participate in the career experience on (insert date of job shadow). It was truly a learning experience to discover exactly what your job entails and the responsibilities placed upon a _____ (insert job title).

As a result of my studies at Scappoose High School and my experience with you, I am more determined than ever to pursue a career in (insert career). I have discovered that your profession requires teamwork and creativity, and I am excited to continue to develop these skills.

Again, thank you for providing me with such a wonderful learning experience. Your contribution to the community and the schools is greatly appreciated.

Sincerely,

Insert Your Name