

Career Institute Young Adult Project

Report Card Project



Project Purpose:

Achieving and maintaining good grades shows dedication, hard work and a high standard of excellence. Rewarding school attendance and the accomplishment of a minimum 2.5 gpa for at least 6 units of study.

Check off list

- Attach a copy of your report card / progress report
- Complete the Study Habits page
- Type the Business Letter
- Complete the Stipend Request Form

Report Card Project Requirements

To complete this project you must have a copy of your report card or progress report from a community college, ROP program, Technical school, or Job Corps. This must be an official document.

Career Institute is interested in rewarding excellence, and so you must have at least a C+ average or 2.5 gpa or higher.

You must be taking at least 6 units or the equivalent of 6 units.

This project must be completed within 30 days of graduation or completion of school term, or you must be currently enrolled in a community college, ROP program, Technical school, or Job Corps.

Study Habits

1. What is your course of study? _____

2. When will you get your certificate or degree? _____

3. What is your end goal in completing this course of study? _____

List 3 study habits / learning strategies you have used this term that have assisted you:

1. _____

2. _____

3. _____

List 3 things you can improve upon that will help you become an extraordinary student:

1. _____

2. _____

3. _____

Business Letter

Begin your letter by typing today's date on the top left-hand side of the page. Type your return address, then the address to where the letter is being sent. Go down 2 spaces and type the person's name or department. Go down 2 spaces, indent 5 spaces, and begin typing your letter.

June 3, 2007

Go down 2 spaces

Your Name

Your Address

City, State, Zip Code

Go down 2 spaces

Career Institute

_____, Career Mentor

10722 Arrow Route Suite #808

Rancho Cucamonga, CA 91730

Go down 2 spaces

Dear Career Mentor:

Go down 2 spaces

This is a sample of a basic letter that is required for this project. While completing this project, I learned a new way to improve my study skills, which will help me become a better student.

Go down 2 spaces

In this part of the letter talk about another principle you learned from having achieving and maintaining good grades.

Go down 2 spaces

In this part of the letter you would finish by talking about what you learned while completing this project. You may want to discuss how you feel more confident in yourself, knowing that you can achieve what you desire.

Go down 2 spaces

Sincerely,

Go down 4 spaces

Julie Smith

Career Institute Stipend Request

Name: _____ Date: _____

Address: _____

Home Number: _____ Cell Phone: _____

Email address: _____

Are you currently working?

Yes Where? _____

Address: _____

Supervisor: _____ Phone Number: _____

Please attach a current pay stub

No

Are you attending school?

Yes Where? _____

Counselor's Name: _____

Please attach copy of your most recent Class Schedule, Report Card or Diploma / GED

No

Project Completed: _____

Total _____

Participant Signature

Career Mentor Signature