



Extended Application Requirements and Guidelines

Your Extended Application must, at a minimum, include the following three (3) elements:

1. Pre-Planning Proposal:

The approved pre-planning proposal must have been submitted and approved before you begin your project. Answer all questions on the form using complete sentences, and submit it to the Career Learning Office.

2. Work Plan and Journal:

The work plan and journal shows the major steps completed in the project, by what date, and your reflections on what you did. A sample is available on the Corvallis School District Career Learning webpage.

Example Work Plan and Journal format:

Date	Work Plan/Activities	Journal/Reflection
	Steps or Activities in completing your Extended Application. (Meetings, phone calls, interviews, work sessions, job shadows, research, letters, etc.)	What you write here will include what you learned, how the academic and specialized knowledge and skills you used are relevant to your goals and plans, how you applied what you have learned in new and different ways, the activities, communication, research or products that you completed, and a description of how you documented your work.

You may submit other documentation like a PowerPoint, DVD, photos, video, drawings, data, etc.

3. Reflective Essay

Your Extended Application will be evaluated using a scoring guide that requires *relevance*, *rigor* and *reflection*. Your Work Plan/Journal will guide you through the reflection process. However, your reflective essay must show how your project meets the criteria of *rigor* and *relevance* as outlined in the state scoring guide that will be used to evaluate your Extended Application.

Section 1: Relevance

- Describe the connection between your Extended Application, your personal and career interests, and your goals. Give specific examples of how your project is relevant to your future and your life.
- Describe how your new learning, ideas, results, or conclusions relate to your goals.

Section 2: Rigor

- Describe the academic and specialized *knowledge* and *skills* you used in this Extended Application.
- Explain how you applied your *knowledge* and *skills* in a situation that was NEW to you.

Section 3: Personal Management

Referring back to your work plan/journal or other documentation, show evidence of how you demonstrated each of the following:

- Identified tasks and initiated a plan of action to complete task.
- Completed tasks on time and met established standards of quality.
- Took responsibility for your actions and anticipated consequences of your actions.
- Maintained regular, on-time attendance.
- Interacted appropriately with others.

Section 4: Teamwork

Referring back to your work plan/journal or other documentation, show evidence of how you demonstrated each of the following:

- Identified and assumed roles within a team.
- Worked productively with others.

Extended Application Pre-Planning Proposal

Name _____ Advisor _____

Graduating Class _____ Phone _____ E-mail _____

Describe your personal and career goals (refer to PEPP whenever needed).

Describe the academic and occupational *knowledge* and *skills* that you will need to reach your goals. Reminder: you can use your PEPP, or CIS to help you.

Essential Question:

What is something you want to know more about for your personal and/or career interests or goals? What do you hope to learn and why? Most effective *essential questions* begin with the words how, why or which.

Summary:

Describe what you will do for your Extended Application project.

How will this project connect to your plans and/or interests after high school?

How will this project help you to use and expand the *knowledge* and *skills* you listed above?

Methods:

What steps will you take for achieving your objectives and completing your Extended Application?

Evaluation/Documentation:

In addition to the required Work Plan and Journal and Reflective essay, is there other documentation you will provide for someone to evaluate this project? (Photos, data, charts/graphs, PowerPoint, etc.)

How will your project meet the *essential skill* requirement of Personal Management? How will you...

- Identify tasks and initiate a plan of action to complete task?
- Complete tasks on time and meet established standards of quality?
- Take responsibility for your actions and anticipated consequences of your actions?
- Maintain regular, on-time attendance?
- Interact appropriately with others?
- Document your work?

How will your project meet the *essential skill* requirement of Teamwork? If your project does not require teamwork, what is your plan for meeting the *essential skill* of teamwork? How will you...

- Identify and assume roles within a team?
 - Work productively with others?
 - Explain how your work shows teamwork?
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Budget:

What are your anticipated expenses for materials, supplies, and services?

Timeline:

- Your proposal must be submitted before you begin your EA.
- Your completed EA must be submitted no later than the **end of spring break your senior year**. (Note: For students in spring term senior classes where the EA will be completed, only the EA Pre-Planning Proposal is due before spring break. However, the pre-planning proposal must be approved before spring break.)
- Extended Applications submitted by the end of spring break will be evaluated by May 1 in case revisions are needed. A revised EA, must be submitted by May 15.
- **Not adhering to the timeline outlined above may jeopardize receiving your diploma at graduation.**

Adult Mentor:

Who is your adult mentor for the Extended Application project? This could be a classroom teacher.

Mentor Name _____ Phone _____

Mentor's Title _____ E-mail _____

Staff Signature:

I approve this Extended Application Pre-Planning Proposal.

Staff Member Name Title

Staff Signature Date