

WINTERIM

2020-2021 Requirements

Winterim is a joint venture between the English department and the Counseling Center of Bishop McGuinness. All the parts of the project build on each other, so failure to do one part satisfactorily will affect the success of the remaining parts. All students are expected to participate fully in this program as a requirement for graduation. All Winterim shadowing placements must take place during the week of **January 13-17, 2021** no exceptions. If a medical emergency occurs, students are required to make up the missed hours during Spring Break. Medical placements cannot be done at Novant Health affiliated practices or hospitals. For hospital placement information, visit the Cone Health website for specific requirements and deadlines. Placements with law enforcement require a specific supervisor to be assigned. The police or fire department generally is not enough. Because of the uncertainty about social distancing regulations which might still be in place, some of these requirements could be revised to comply with Department of Health and/or Diocese of Charlotte guidelines.

Important Dates and Deadlines

Assignment	Due To	Due Date	Grading
Personal reflection	English Teacher	September 4	Quarter 1 test
Placement Forms Submitted	English Teacher	October 30	Quarter 2 tests
Goals and Questions (2)	English Teacher	November 3	Quarter 2 quiz
Research papers (2)	English Teacher	November 27	Quarter 2 test
Letters of Expectation (2)	English Teacher	December 11	20% exam
Shadowing Schedule	English Teacher	December 18	Quarter 2 test
Shadowing Experience	(On Location)	January 11-15	
Evaluations and Time Sheets	English Teacher	January 19	20% exam
Thank You Letters (2)	English Teacher	January 21	10% exam
Interviews and reflections	English Teacher	January 22	20% exam
Presentation	(In-Class)	February 1-5	30% exam

Grading Information: Some components of Winterim will be graded as individual assignments during the first semester, and other components will be graded together and count as students' second semester exam grades in English. See individual component requirements for details.

Questions: Contact the Bishop McGuinness Counseling Center. During school hours the counseling center can be reached at (336) 564-1004.

Requirements for each component of Winterim are below.

Individual Component Requirements

Part I Personal Reflection (Quarter 2 Test Grade)

For this component, you must take some time to reflect on your individual strengths and weaknesses, your desires and goals, and your life perspective.

- Write a personal reflection that communicates how each of these elements contribute to your potential professional self.
- Answer the questions: “Who am I?” and “What about me may contribute or help to determine my future direction, personally and professionally?”
- It is suggested that the personal reflection be based on the 2020-2021 Common Application Essay prompts.
- Specifications:
 - 2-3 pages, typed, MLA format
 - No external sources are required, but any sources used must be properly cited and listed on a Works Cited page
 - Submit online to www.turnitin.com by 11:59pm on the assigned due date.

Part II Placement Selections (Quarter 2 Test Grades) You will need to find a suitable placement in two professional or service related areas. You will be required to work the hours of the professionals that you are shadowing during the entire five-day week, with no less than 30 hours total. This needs to be a well-researched and deliberate decision.

Distancing guidelines might require ZOOM or other types of virtual meetings with mentors.

- Follow up with each placement. It is your responsibility to make sure that the forms are submitted on line on time.
- If you are shadowing two or more career professionals at one location, such as for a comprehensive hospital experience or a company in which you will work in two or more departments, you need a form completed by each professional you plan to shadow.
- Placement forms must be submitted on time. Late forms will only receive partial credit (-5 points per form, per day late). The placement forms are due from the professional by October 30th.

Helpful Suggestions:

- Plan ahead. Do not wait until the last minute to get started. Students planning to shadow at any hospital or medical facility should check with that specific location early to determine if certain deadlines or qualifications must be met. Medical placements cannot be done at Novant Health affiliated practices or hospitals. No medical facility placements might be allowed due to Covid 19.
- Be flexible. Understand that some jobs are not conducive to this shadowing format.
- Be open to trying new things. Choose placements that you may have not otherwise been able to experience.
- You may not extend a part-time job or get paid for your week at work.
- You may not shadow family members.
- Have a backup plan and/or a backup placement. Sometimes supervisors cancel or things fall through at the last minute.

Part III. Goals & Questions (Quarter 2 Quiz Grades. Two separate grades)

You will need to write up a list of goals and questions for each of your planned Winterim shadowing placements. The purpose of this step is to help you outline what exactly you hope to accomplish during

the shadowing experience, what you hope to gain from Winterim, and any questions that you have for the people you will be shadowing and working with during the week. These will be used when you interview the people you are planning to shadow.

- Must have at least 10 goals/objectives for each placement
- Must have at least 10 open-ended questions for each placement
- Typed, MLA format
- Bullet-point list or numbered list is acceptable
- Submit documents online to www.turnitin.com by 11:59pm on the assigned due date

Part IV Research Papers (Quarter 1 Two Test Grades)

You will research two professions that you have chosen to shadow. The idea behind this step is to give you a specific working knowledge of each profession, one that will be further augmented by your shadowing experience.

- Research each job using a combination of print, electronic, and personal sources.
- Focus on what you found in your research that you did not already know.
- Connect it to your compatibility with each potential career path.
- 2 separate reports, each comprising 50% of the overall test grade
- 2-3 pages each, typed, MLA format
- Separate Works Cited page for each (minimum of two reliable sources per paper)
- Internal Citations of the sources used in each research report
- Submit online to www.turnitin.com by 11:59pm on the assigned due date

Part V. Letters of Expectations (2) (20% of 2nd Semester Exam Grade)

You will also be sending a letter of expectation to each of your placements. These will be formal, typed letters addressed to the people that you plan to shadow. You will need to re-introduce yourself, giving some of your background and interests as well as explain what you hope to accomplish during your time with each during Winterim. Be sure to reference the goals/objectives list that you created. End each letter by thanking them for allowing you to shadow with them.

- These are formal, professional, typed letters.
- Bring hard-copies of each letter to class on the assigned due date.
- Must bring 2 unsealed, business-size envelopes and two first-class stamps.
- Letters will be addressed in class and mailed from the school.

This assignment might have to be modified if we are not physically in school.

Part VI. Shadowing Schedule (Quarter 2 Test Grade)

Your shadowing schedule must be submitted to your teacher at the beginning of class on the assigned due date and signed by a parent. You will indicate your agreed-upon work schedule where you can be found each day during the week of Winterim. Please include the telephone number of your supervisor on this form.

You might have to schedule virtual meetings for this component.

Part VII. Shadowing Experience

You will have five days away from school to complete your 30 hours of job shadowing. All Winterim placements must be completed during the assigned five-day week, no exceptions. Once again, you are representing yourself, your family, and Bishop McGuinness and are expected to dress and act professionally at all times.

Part VIII. Interviews and Assessments(2) (20% of 2nd Semester Exam Grade)

For this portion, you will use the goals and questions you created to interview the people that you will be shadowing during Winterim. You will conduct these interviews with each supervisor as soon as you reach each job placement. Please be sure to ask for about 15-20 minutes to be set aside for this interview. Remember, you are representing yourself, your family and Bishop McGuinness and are expected to dress and act professionally. You should take notes during your interview, or you may record the interview (only with permission) and refer to the recording when completing the assignment.

- Submit 2 papers, one for each interview
- Begin each paper with a paragraph introducing the people that you interviewed – who they are, where they work, what their position is, etc. You will also state the date and time that the interview took place.
- The remaining portion of the paper may be composed in Q&A format. Begin with your full, open-ended question. Underneath the questions, paraphrase their answers and/or quote them.
- End each paper with a paragraph or two reflecting on the interview – how did it go, did you learn anything, did you notice anything about them or the job that was particularly interesting to you, etc.
- There is no length requirement for this assignment, but you should have a minimum of ten questions answered with thorough responses for each interview.
- Submit documents online to www.turnitin.com by 11:59 pm on the assigned due date.

Part IX. Thank You Letters (2) (10% of 2nd Semester Exam Grade)

Write a follow-up letter to each supervisor, thanking them for the opportunity and for working with you over Winterim. They took time out of their schedule to focus on you; let them know how much this means to you and how thankful you are for the chance to work with them.

- Formal, typed or incredibly legible and neatly handwritten.
- You may use personal stationery if hand-writing.
- Bring printed letters or hand-written letters to class on the assigned due date.
- Must bring 2 unsealed envelopes and two first-class stamps.
- Letters will be addressed in class and mailed from the school.

Hand written notes, if you write legibly, are often a gesture of personal thankfulness which is often more appreciated than typed thank you notes.

Part X. Presentation (30% of 2nd Semester Exam Grade)

The final requirement for the career project is to formally present your experience to a panel of peers, teachers, and administrators.

- 4-6 minutes long
- Professional dress required The dress code is not business casual,
- Grading rubric for this assignment will be given out in class and is posted online
- The use of a visual aid or handout is acceptable if it will enhance your presentation, but the use of technology aids (such as power point) is not allowed.

Part XI. Time Sheet and Evaluation (20% of 2nd Semester Exam Grade)

Give your Winterim time sheet to your supervisor on the first day of each shadowing experience. Supervisors should be asked to fill in and initial the hours each day that you shadow that supervisor. An evaluation form asks the supervisor to evaluate your performance and attitude. These forms must be submitted on line when you have completed your shadowing.

ONLINE DOCUMENT SUBMISSIONS:

www.turnitin.com – Winterim code provided by your English teacher

E-MAIL ADDRESS for PLACEMENT FORMS:

Julie Gehling Director of Counseling – jgehling@bmhs.us

MAILING ADDRESS for PLACEMENT FORMS:

Bishop McGuinness Catholic High School
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