**WINTERIM**

**The Winterim senior project is one of the long-standing traditions at Bishop McGuinness, and despite possible on-going social distancing in January, we would like to make sure that our students are able to interact with professionals in their fields. The changes we have made are below.**

The Winterim format is changing for this year only because we are unsure about whether in-person shadowing will be possible. Some components will remain the same, but the shadowing experience will be very different. Although we know that our on-site shadowing program has been praised as ideal, we still believe that being in contact with professionals one-on-one will be a good experience for our students. We know that many of the components give the students valuable thinking and writing skills.

**2020-2021 Requirements**

1.The personal reflection will remain the same.

2. Four sets of Goals and Questions must be created and submitted to turnitin.com.

3. The goals and questions will be e-mailed to professionals in lieu of the letters of expectation.

4. Four Zoom meetings between 30-35 minuses long with four different career professionals will be required. These meetings will be held once a month with the participants choosing convenient times. The final presentation given during exam week January 18-22, must include information from all four Zoom meetings and your assessment of each meeting.

5. Please note new dates and grade values for revised components.

6. Goals and Questions will be e-mailed to professionals and Placement Forms will be due around the middle of each of the four months, and Zoom meetings must be held before the end of the month. Students will submit to turnitin.com goals and questions for each professional on the day they submit placement forms.

7. Professionals will submit the on-line evaluation form as evidence of the meeting.

8. Two career research papers will be due January 11th. These must be turned in to Turnitin.com

**Important Dates and Deadlines**

**Assignment Due To Due Date Grading**

Personal reflection English Teacher September 11 20% Exam

Letters Goals and Questions 1 English Teacher September 21 Test Grade

E-Mailed to professional

Letters, Goals and Questions 2 English Teacher October 15 Test Grade E-Mailed to professional

Letters, Goals and Questions 3 English Teacher November 16 Test Grade E-mailed to professional

Letters, Goals and Questions 4 English Teacher December 14 Test Grade E-mailed to professional

Research papers (2) English Teacher January 8 20% Exam

ZOOM Schedule English Teacher Various Quiz Grade

On- line Evaluations English Teacher January 25 15% Exam

Thank You Letter 1 Dr. O October 12 2.5% Exam

Thank You Letter 2 Dr. O November 3 2.5% Exam

Thank You Letter 3 Dr. O December 3 2.5% Exam

Thank You Letter 4 Dr. O January 4 2.5% Exam

Presentation (In-Class) January 19-25 35% 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.

**Individual Component Requirements**

**Part I Personal Reflection**

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 2018-2019 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](http://www.turnitin.com) by 11:59pm on the assigned due date.

**Part II Placement Selections** You will need to find a suitable placement in four professional or service related areas. You will be required to hold a ZOOM session of 30-35 minutes with each of the professionals you choose.

deliberate decision.

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* Follow up with each placement. It is your responsibility to make sure that the forms are submitted on line on time.
* Placement forms must be submited on time. Late forms will only receive partial credit (-5 points per form, per day late). The placement forms are due from the professional on the date indicated
* HHelpful Suggestions:
* Plan ahead. Do not wait until the last minute to get started.
* Be flexible. Understand that some jobs are not conducive to this ZOOM format. However, there are many creative ways that the operations of a business could be shared through a video-conference
* Be open to trying new things. Choose placements that you may have not otherwise been able to experience.
* Have a backup plan and/or a backup placement. Sometimes supervisors cancel or things fall through at the last minute.

**Part III. Letters of Expectations test 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 meet with. Letters will be e-mailed along with your goals and questions to your professional. They must be submitted to Turnitin.com for grading.

**Part IV. Goals & Questions** You will need to write up a list of goals and questions for each of your planned Winterim meetings. The purpose of this step is to help you outline what exactly you hope to accomplish during the ZOOM experience, what you hope to gain from Winterim, and any questions that you have for the people you will be meeting with. These will be used when you interview the people you are planning to meet with. This year, instead of letters of expectation, you will e-mail your goals and questions to your career professional to prepare for the ZOOM meeting. These goals and questions must be tailored to your professional and will be the basis for your ZOOM interview.

* 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](http://www.turnitin.com) by 11:59pm on the assigned due date

**Part V Research Papers**

You will research two professions that you have chosen to explore. The idea behind this step is to give you a specific working knowledge of two professions, that might have intrigued you through your ZOOM meeting.

* 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](http://www.turnitin.com) by 11:59pm on the assigned due date

**Part VI. Zoom Schedule**

Your Zoom schedule must be submitted to your teacher on the fifteenth of each month indication how and when your Zoom meeting will take place.

**Part VII. ZOOM Meeting**

You will use your previously generated goals and questions as the basis of your Zoom meetings with at least four professionals. These meetings should be done one a month, although you are free to schedule them flexibly as you and the professional agree. The evaluation forms are due on the dates indicated, but can be completed whenever the ZOOM meeting is complete.

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 the supervisor. 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.

**Part VIII Research Papers**

You will research two professions that you have chosen to explore. The idea behind this step is to give you a specific working knowledge of two professions, that might have intrigued you through your ZOOM meeting.

* 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](http://www.turnitin.com) by 11:59pm on the assigned due date

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**Part IX. Thank You Letters (4)**

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.

**Part X. Presentation Presentations to be during exam week January 18-22**

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

* 6-10 minutes long
* Professional dress required The dress code is not business casual; it is BUSINESS PROFESSIONAL Even if the presentation is virtual, students must be dressed professionally.
* Grading rubric for this assignment will be given out in class and is posted online
* This presentation should include experiences with all four professionals could be virtual if necessary.

**Part XI. and Evaluation**

The on-line evaluation form must be submitted by the ZOOM professional

**ONLINE DOCUMENT SUBMISSIONS:**

[www.turnitin.com](http://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

c/o Counseling Center, Winterim

1725 NC Highway 66 North

Kernersville, NC 27284