

11th Grade: Extended Application Requirements and Guidelines



Your Extended Application must, at a minimum, include the following elements:

Pre-Planning Proposal:

The approved pre-planning proposal must have been submitted and approved before you begin your project. See the Corvallis School District Career Learning webpage for the Pre-Planning Proposal form. **Deadline: May 1 of junior year**

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.

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 goals, and your plans beyond high school. 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.
- Describe how you documented the *rigor* of your work.

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.
- Documented your work.

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.
- Explained how your work shows teamwork.