Senior Exit Interview Handbook

South Fayette Township School District

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Introduction to the Senior Exit Interview

The Senior Exit Interview is a graduation requirement established by the South Fayette Township School District with the following purpose:

1. To provide all seniors with a culminating real-world learning experience, with particular emphasis on personal reflection and career acquisition.
2. To gain valuable feedback from students about their educational experience.
3. To assess a student's ability to apply, analyze, synthesize, evaluate, and communicate information related to their career interests, career pathway, and postsecondary planning with significant knowledge and understanding.

Context

The Senior Exit Interview is the capstone experience to career education and exploration that has taken place in grades 9 through 12. Students begin preparation for the interview in 9th grade with the creation of their career portfolio. Activities, lessons, and experiences meeting the Career Education and Work Standards related to career exploration, career acquisition and retention, and entrepreneurship continue through 11th grade. Please see the table below outlining the Career Portfolio and Senior Exit Interview:

	Career Portfolio	**Senior Exit Interview**
Grade Level(s)	9-11	12
Purpose	1. To help students identify career pathways of interest and understand what steps should be taken upon graduation to continue their career pursuits. 2. To meet the Pennsylvania Career Readiness Standards that address career awareness, career acquisition, career retention, and entrepreneurship. 3. To meet the Pennsylvania Department of Education requirement that each student obtain a minimum of 8 career artifacts while in grades 9-11. 4. To benefit students in preparing for the Senior Exit Interview.	1. To provide all seniors with a culminating real-world learning experience, with particular emphasis on personal reflection and career acquisition . 2. To gain valuable feedback from students about their educational experience. 3. To assess a student's ability to apply, analyze, synthesize, evaluate, and communicate information related to their career interests, career pathway, and postsecondary planning with significant knowledge and understanding.
Time Frame	Ongoing throughout the school year	Spring of the senior year

Logistics	● Students complete lessons and assignments for the career portfolio in various classes throughout the school year. ● Each graduating class has a Career Readiness Google Classroom where career portfolio artifacts are kept. ● The student's work in the Career Readiness Google Classroom is the digital career portfolio.	● Seniors will be assigned a specific time for their interview prior to the interview date. ● One student will interview with a panel of teachers. ● The interaction will be in an interview format. ● Students should only bring materials for the introduction portion of the interview. No other notes are permitted.
Grading	Students will be graded on individual assignments by the corresponding teacher as they are completed for the purpose of the career portfolio.	A rubric will be provided to all seniors in advance of the interview. This rubric will be used to determine a final grade. The final grade will be reflected on the transcript, and students will be awarded 1 credit for completion.

Time Frame

The Senior Exit Interview will take place in the spring of the senior year. Please review the school calendar for the specific date. The school calendar can be found on the South Fayette High School website.

Logistics

On the Senior Exit Interview Day, each student will be assigned a specific interview time. One student will meet with a panel of South Fayette teachers. Students will be asked a series of questions, to which they must provide thoughtful and relevant responses. Interviews will take approximately 20 minutes to complete.

"What happens if I do not complete the exit interview?"

Students who do not receive a successful evaluation will be given the opportunity to interview again prior to graduation. If the student does not meet the exit interview requirement, he or she will have his/her diploma withheld until this requirement is met.

Grading/Scoring

The maximum score a student can receive on the Exit Interview is 90 points. 70 possible points can be earned through the interview questions, 10 possible points can be earned through professionalism, and 10 possible points can be earned for the introduction. The final grade the student receives on the exit interview will be reflected on the high school transcript and included in the student's cumulative GPA. Students will earn 1 credit for the completed exit interview.

Rubric

INTRODUCTION

Length of time: approximately 5-7 minutes
Possible total points: 10

- **Must include:**
    - Student's name
    - Student's future plans (i.e., college and college major, employment, apprenticeship, gap year, etc.)
    - Any involvement in activities outside of the classroom (part-time job, extracurricular activities, hobbies, personal interests, athletics, etc.)
- **Must bring and discuss one project or assignment they feel helped them prepare for their future/career pathway** (this can be from a class OR from their career portfolio)
    - This can include pictures, a description, final product, etc.
    - Student should be able to explain:
        - The assignment
        - How the assignment helped them prepare for their future/career pathway

Students can use technology (i.e., google slides) to present their introduction, but it is not required.

PROFESSIONALISM

Total possible points: 10

- Includes:
    - Punctuality
    - Professional appearance and dress
    - Appropriate language, grammar, and volume
    - Appropriate eye contact

9-10: Student met all four professionalism components.
7-8: Student met three professionalism components.
5-6: Student met two of the professionalism components.
1-4: Student met one of the professionalism components.
0: Student did not meet any of the professionalism components.

INTERVIEW QUESTIONS

Length of time: approximately 15-20 minutes
Possible total points: 60

Example Question: What career do you plan to pursue and why?

Missing (0)	Weak (1-3)	Developing (4-6)	Strong (7-8)	Exceptional (9-10)
Response is missing	Does not elaborate on response Does not provide supporting details Example: I want to be a social studies teacher.	Provides a clear, relevant response Provides one or more supporting details, but the supporting details are minimal or lack depth Example: I want to be a social studies teacher because I like history and I am good at working with kids.	Provides a clear, relevant, and detailed response Provides one or more supporting details that may demonstrate knowledge, understanding, insight, awareness, and genuine interest in the response Example: I want to be a high school social studies teacher. I realized I had a passion for history after I took AP U.S. History in 11th grade. I also really enjoy working with kids. Last summer I worked at a day camp as a counselor. I liked getting to know the campers and helping them throughout the summer.	Provides a clear, relevant, and detailed response Provides supporting details that demonstrates knowledge, understanding, insight, awareness, and genuine interest in the response Leaves no part of the question unanswered Goes above and beyond in providing a response Example: I want to be a high school social studies teacher. I realized I had a passion for history after I took AP U.S. History in 11th grade. I really connected with the material and earned an A in the class for the year. I also really enjoy working with kids. Last summer I worked at a day camp as a counselor. I liked getting to know the campers and helping them throughout the summer. It was rewarding for me to see the campers learn and grow. The experience really inspired me to study secondary education.

Interview Question Topics

The following topics may be addressed in the Exit Interview. **Please note that all interview questions will require explanation and elaboration:**

- Your career aspirations and factors that contributed to you making your career decisions.
- South Fayette courses.
- Real-world learning experiences.
- Your strengths and weaknesses.
- The last thing you read for pleasure and why.
- Community service.
- Your accomplishments and disappointments.
- Obstacles you have overcome throughout high school.
- Influential people in your life.
- Career research and exploration.
- Work experience.