

*CAREER & TECHNOLOGY
STUDIES*

Management Skills
40S

CELEBRATION!!

Prairie Rose School Division #25
SENIOR YEARS TECHNOLOGY EDUCATION

Teacher Coordinator: Mr. E. Bart

F.1 Portfolio Presentations

(see Syllabus, Awards and Bursaries section)

F.2 Sponsor Appreciation

INTERNSHIP STUDENT INSTRUCTIONS

Thursday, May 21, 2009, 6:30 – 8:30 PM

Invitation to Sponsor

- Deliver the personalized invitation to your sponsor no later than **Friday, May 01**. This is critical. (*write the name of your sponsor and sign the invite*)
- Parent(s) are welcome. Do not forget to invite them!
- In the event that you worked with more than one employee or employer, you may handout several invitations. Report the number of guests that will be attending to the Coordinator. This is important to the event planners.

Career Portfolio

- Portfolios are presented in seminar at term end.
Portfolio must be completed and presented (even if you are still working on the hours)
- Portfolio format as described in the syllabus.
- Portfolios will be on display at the Sponsor Appreciation Event.

Sponsor Appreciation Evening

- Dress appropriately. (semi-formal, one step-up from regular school wear)
- Be there by 6:30 (unless you have tasks that require you to be there earlier)
- Greet your sponsor on arrival. You are expected to sit with them and your parents. Use this opportunity to show off your portfolio and to get the employer verification signatures you require (*all training plans and computer calendars must be signed*)

Credit Registration:

To get a credit, you must present and submit a completed portfolio.

NO EXCEPTIONS!