Choose one (1) of the topics listed on the attached sheet and prepare a written report according to the instructions. This written report is intended to sharpen your organizational, critical thinking, and writing skills. The importance of clear and concise written communication cannot be overemphasized.

- Submit the typed paper, double-spaced, on standard 8 1/2 x 11" paper, using one side of each page. **A minimum of four (4) pages is required**
- Prepare a cover page that includes:
  - Your name
  - Date
  - Instructor's name
  - Course name and number
  - A statement of purpose that clearly indicates the purpose of the paper.
- Check for correct grammar and spelling. Proofread as well as use spell check.
- Staple all pages together at the upper left-hand corner.
- This completed assignment is to be turned in by the end of semester due date

Topics for Final Assignment

Evaluation of your objectives and their value to your future goals and/or employment. What did you learn by completing the objectives that you might not, otherwise, have learned? Were the objectives valuable to your future goals and/or employment? Include information about the work site, its location, number of employees, management, type of business, etc.

Occupational/Career Research Paper. Choose a career you are interested in and research different resources including the Career Center, Internet, Job Placement Specialist, Interviews, etc. Please site your references at the end of your paper.

Guidelines:
- Job Title and Job Description
- Dictionary of Occupational Titles Number (D.O.T)
- Work Environment
- Personal characteristics needed
- Skills required
- Education and/or training required
- Licensing
- Pay
- Employment is found in what kinds of businesses
- Employment outlook
- Opportunities for advancement
- Related occupations
- Associations (names & addresses)
- Conclusions regarding this career
- *List your sources of information

Career Portfolio. A portfolio is a compilation of several documents about you and is presented to a prospective employer at the interview. The Portfolio must be typed and well organized and presented in a notebook. The Portfolio is something you build upon throughout your working life, so it is always in an evolving state. Basic items to include in the portfolio are:

Title Page, Table of Contents, Letter of Application, Resume, Sample of written work with explanation as to its source, Sample of Work – i.e. computer projects, GIS maps, team projects, photographs, etc., Awards received.

Other project as approved by instructor.