**PCSD Work Based Learning**

**Rising Professionals Conference**

**Alternate Assignment**

Each student not attending the Rising Professionals Conference on November 11, 2014 will complete a ten-page (typed) research paper on the topics discussed at the conference. The report must have at least three documented resources such as magazine articles, Internet sites, or books. The paper must be at least five pages using MLA format and is due on November 30. Details for the project are listed below:

**Step 1:**

Research the topics covered at the Rising Professionals Conference. The topics are: Social Media; Team Building; Interviewing Skills; Personal Finance; Business Ethics; Business Etiquette; Dining Ettiquette. Additional information about what to look for in these topics can be found on your rough draft worksheet (attached). Locate information on these topics using a variety of Web sites, books, and/or other print media.

**Step 2:**

Fill-out the Research Page – Rough Draft Worksheet (copy attached). List the main ideas and information you would like to cover in your report. Make a note of specific Web sites you visited so that you can go back to them if necessary. (You will also need this information for your Works Cited page).

**Step 3:**

Format and compose the report using MLA format. You must include a Works Cited page with references correctly formatted. Information on MLA style can be found at <http://owl.english.purdue.edu/owl/resource/747/01/>. The report must follow these guidelines:

* Length = 5 pages minimum (including works cited)
* Font = Arial or Times New Roman (Entire report must use one of these fonts…no special fonts should be used.)
* Font size = 12 (Including headings, titles, name, date, etc.)
* Spacing = Double spaced
* Margins = 1”

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| **Rising Professionals Alternative Assignment**  **Research Paper Rough Draft Worksheet** | |
| **Overview**  This should be a general description of the content of your report. Tell the reader what topics will be covered, etc. |  |
| **Social Media**  What are the three forms of communication? What are some tips for communicating effectively?  What is social media? What are the implications of social media websites and your employment?  How can social media sites be used when looking for a job? |  |
| **Team Building**  What does it mean to be a team player? How important is team building in the workplace? What are some tips for building effective teams? |  |
| **Interviewing Skills**  How should you prepare for an interview? How should you dress? What are some typical questions you may be asked? What are some questions you should ask? |  |
| **Personal Finance**  What is personal finance? How can you be a smart consumer and user of credit? When should you begin saving for retirement? |  |
| **Business Ethics & Etiquette**  What are business ethics? What are some ways one can exercise good ethical decision making? Why is it important? Why is practicing proper business etiquette important? |  |
| **Dining Etiquette**  What is dining etiquette? Why is it important to understand? How may you use this knowledge in business settings? |  |

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| **Rising Professionals Conference**  **Alternate Assignment** | | | |
| **Assessment Rubric – Research Paper** | | **Points Available** | **Points Earned** |
| **Research/Rough Draft** | Rough Draft Worksheet Complete | 10 |  |
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| **Report Content** | Overview / Introduction | 5 |  |
|  | Effective Communication & Social Media | 10 |  |
|  | Team Building | 10 |  |
|  | Interviewing Skills | 10 |  |
|  | Personal Finance | 10 |  |
|  | Business Ethics & Etiquette | 10 |  |
|  | Dining Etiquette | 10 |  |
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| **Format** | Font & Font Size | 3 |  |
|  | Double-Spaced | 2 |  |
|  | Length (5 pages minimum) | 5 |  |
|  | Works Cited page with 3 references minimum correctly formatted | 5 |  |
|  | Free of misspelled words and typographical errors | 10 |  |
| **Total Points** | | **100** |  |

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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