

Branching Out

Weekly Report 6 ~ 9/24/2018 - 9/30/2018

This week, in the Independent Study and Mentorship Program, time was focused towards preparing for the upcoming business symposium and further developing the digital portfolio. Additionally, this week was the first week in which contact with professionals was permitted.

Development of the digital portfolio was a major focus of this week. Knowing that a digital portfolio is an incredibly important aspect of professionalism when meeting professionals, time was focused on perfecting the portfolio. Work was directed towards the website and the resume. The resume was especially important due to the business symposium coming up the next week.

The upcoming business symposium prompted focus on the resume and supplies needed for the symposium. Supplies such as a portfolio and professional dress were obtained. This step in the process of preparing to meet professionals was very important because it sets the tone for first impressions. Another aspect of first impressions is a good handshake. Over the course of the week, handshakes were practiced as often as possible with people outside of school and teachers within the school.

This week also involved preparation for contacting professionals. A professional voicemail was set up and correct etiquette for speaking to professionals was looked over. This led up to contact with professional. A call was placed to a veterinary clinic and information was left with the receptionist. Engaging in this first contact with professional provided an insight into what needs to be worked on such as sounding calm when on the phone and knowing how to leave voicemails for professionals. These are things that will be worked on over the course of the next week.