I. Participant Involvement Log

i. This section should be updated at least once a semester. Participant’s lives are so busy they

often forget activities that they have done. Therefore, this is a great way to keep a record of activities, work history, achievements, and course work; and continually reflect upon what they are doing to meet their career goals.

II. Personal Career Information

i. This section is designed for participants to keep their interest inventory information,

resume, cover letter, thank you notes, etc.

III. Career Resources

i. This section should be used by participants to keep any interesting articles about their

career, information on the creation of resumes, cover letters, and any other resources.

3. While the notebook is being compiled, and afterwards for reflection, the notebook should be stored by the educator. This way it can serve as a resource that participants continually update and will not get lost.

4. It can be compiled in a small three ring notebook or a file pocket folder for easy storage.

Stress to the participants the Participant Involvement will be used as a tool to track activities, work history, course work, and accomplishments throughout their high school career. It will be helpful when they are seniors preparing scholarship applications, job applications, college applications, etc.