

## Project Instructions



Select, complete, and turn in ONE of the following projects (below) to our office (K1-305) by **Friday, April 28, 2017** with **your name and CSID#**.

### A. Apply for a Scholarship

Follow the guidelines for researching and applying for scholarships in the CalWORKs Scholarship Information Packet.

1. Complete the application for at least one scholarship. However, we encourage you to apply for as many as possible.
2. Submit your original scholarship application to the appropriate committee/organization by that scholarship's established deadline.

Submit a copy of your completed scholarship application and related documents (e.g. essay, personal statement, etc) by the deadline.

### B. Business 120 – Personal Financial Management (3 units)

Attach and turn in a proof of enrollment (due by the project deadline) and course grade (due at the end of the semester). Please note that you may print these from Reg-e. **If you withdraw from the course, you will need to complete another project.**

From the Miramar College Catalog: “This course is a study of the theories and techniques for managing personal income. Students will be equipped with the necessary financial literacy skills enabling them to manage their personal finances as well as making sound lifelong financial decisions. Students will examine their personal relationships with money, explore and develop understanding of psychological, social and physiological context that influence and impact financial decisions. Emphasis is placed on financial goal setting, culminating in the development of a personal financial plan as well as a personal career plan. Topics include practical methods for gaining maximum advantages from income through budgeting, income generation, efficient spending, and effective use of credit, savings, budgeting, insurance, real estate, investments and protection of assets. Investment portfolios and retirement and estate planning are also discussed. This course is designed for all students interested in personal finance. (FT) AA/AS; CSU.”

### C. Create Your Resume

Visit the Career & Job Placement Office in K-308 for resources and information on how to create your resume. Create a one to two page resume.

**Upon completion, submit a copy of your resume to the CalWORKs office by the deadline. Please be sure to include your name and CSID number at the top of the first page.**

### E. Informational Interview on a Career

Research a career/job that you would like to do in the future. Contact the person working in that career/job to set up an informational interview. To prepare for an informational interview, write a series of questions that you would like to ask when interviewing, and please be mindful when writing the questions. For help, you can look online to research the job/company and go to the Career & Job Placement Office in K-308.

Write one page essay addressing, *at minimum*, these key points after completing the Informational Interview:

1. For what career are you doing the informational interview?
2. Who is the person you are interviewing and what is their present position?
3. How did they get this position? (Special training, Job experience, Education)
4. What do they like about their position?
5. What don't they like about their position?
6. What does an average/typical day look like in this position?
7. What is your estimated guess on how long it will take for you to reach this career?

**Upon completion, submit your project to the CalWORKs office by the deadline. Please be sure to include your name and CSID number at the top of the first page.**

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Please note that failure to submit your project by the deadline may result in loss of program benefits, including priority registration, financial support, and other educational resources.

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