

Note: This learning contract should be completed with the direction of your group leader.



Job Seeking Skills Learning Contract Form

_____, a member of _____
(name of member) (name of group)

_____ agrees to participate in a career education

program beginning on ____/____/____.
(date)

My learning objective:

(To be written by the member in consultation with a parent, 4-H leader or extension staff member.)

I agree to study and complete the following activity areas:

(Check ✓)

- | | |
|---|-----------------------------|
| _____ A Look at Yourself | _____ Letter of Application |
| _____ A Look at Careers | _____ Application Skills |
| _____ Choosing Your College or Training Program | _____ Interviewing |
| _____ Writing the Resume | _____ Others (list) _____ |

At each meeting, a parent, leader or other adult may be invited to attend and provide advice and input at the meetings.

It may happen that the learning objective will not be accomplished. If the major activities selected are completed, and if the member has attended 80 percent of all meetings with the 4-H or group leader, the member will be recognized as having complied with the terms of this contract. Revision of the learning objectives and major activities selection may be made if all signers of the contract agree to the changes.

At the completion of the program, the participant will present a portfolio which may contain the following: Completed Self-Analysis Summary, Career Investigation Form, Career Shadowing Experience Report, My Career Analysis Report, What To Look for In a College Catalog Report, Resume, Application Form.

The portfolio will be completed by ____/____/____
(date)

NDSU Extension Service

North Dakota State University,
Fargo, North Dakota 58105

County Commissions, North Dakota State University and U.S Department of Agriculture Cooperating
NDSU is an equal opportunity institution

Signed _____
Participant

Leader