

Marple Newtown School District

13th Annual

Junior Initiative



The Real World:

How Business Works

Fall 2008

The Junior Initiative Committee

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**Materials developed and written by Mrs. Eva Kaufmann
Junior Initiative Conference managed by Mr. Dennis Andrews**

The Real World: How Business Works

Which of these careers requires an understanding of how business works?

- landscaper
- accountant
- journalist
- teacher
- restaurant owner
- violinist
- doctor

They all do!

Regardless of which career you plan to pursue, a large part of your life will revolve around business. To understand this huge and complex topic, it is important to learn a few basics:

How are most businesses structured?

What are the most common departments in a business structure?

How do employees advance in their fields?

Which educational background and skills are required to enter certain fields?

How does a large company compare with a small one?

Which technology skills are essential in today's workplace?

Who earns the profits in a successful business?

Business is the foundation of our economy. To be financially successful, you will need to understand how it works. In the United States today there are thousands of different careers, and new ones emerge every day. The insights that you gain about the business world as a result of participating in this project may help you make some decisions about the direction you would like to take in your future career plans. We're hoping the Junior Initiative will provide a good start.

The Junior Initiative Committee

Assessment

1. Notes on Conference at Penn State	15 pts
2. Organization skills, business courtesy	
--Letter of confirmation to host.....	5 pts
--Permission slip for visitation.....	5 pts
--Verification letter signed by host	5 pts
--Thank you note to host	5 pts
3. Notes from Visitation.....	15 pts
3. Oral presentation.....	50 pts
Total:	100 pts

Time Lines and Deadlines

10/1/08	Orientation for Juniors
10/3/08	Permission slips for Conference and Conference Selections due to Homeroom teacher
10/2/08 - 10/30/08	Students arrange visitations with host employees
10/16/08	Conference at Penn State, Great Valley
10/30/08	Last day to mail Confirmation Letters to host employees
10/17/08 - 11/11/08	Visitations
11/3/08 - 11/26/08	Oral Presentations due Your mentor teacher will assign a due date based on the date of the Visitation.

Checklist

Name _____

Mentor Teacher _____

Here is a checklist of the items for which you are responsible, with the points you can earn for each. Your mentor teacher will have a copy of this page and will award points based on the quality and punctuality of your work.

_____pts: Notes on Conference at Penn State (15 pts)
(Due the day after the Conference)

_____pts: Confirmation letter to host employee including copy of Interview Guide
(5 pts)

Host: _____ Date of Visitation _____

_____pts: Permission slip for visitation (5 pts)

yes / no Early dismissal note submitted to attendance office (if necessary)

_____pts: Verification letter signed by host (5 pts) (Due the day after the
Visitation)

_____pts: Notes from the interview (15 pts) (Due the day after the Visitation)

_____pts: Thank you note for host (5 pts) (Due one week after the Visitation)

Oral Presentation scheduled:

Due date for oral presentation: _____

_____pts: Organization Guide (due 2 days before the presentation)
and Oral presentation (50 pts)

Final Grade: _____