BUILDING AN ADULT EDUCATION TOOLBOX

PRESENTED BY: TRACY HENDERSON & ANGIE HESTER



AGENDA

- . INTRODUCTION
- **II.** ENCOURAGING SELF-REGULATING BEHAVIOR
- **III.** STUDENT-CENTERED INSTRUCTION
- IV. DATA CHATS
- V. DEBRIEF

I. INTRODUCTION



OUR PROGRAM



OUR MISSION



OUR COLLEGE

OUR PROGRAM

Adult Basic Education (ABE)/General Equivalency Diploma (GED®) 2019-2020 Program Syllabus



INSTRUCTORS Ms. Tracy Henderson - Daytime & Evening tracy.henderson@suwannee.k12.fl.us

Daytime Hours: Monday through Frida - 3rd periods - 8:07 - 10:49 Afternoon Classes:

CLASS MEETING TIMES

5th - 7th periods - 12:21 - 3:00

Morning Classes:

Monday & Tuesday - 5:30 - 8:30 pm

gela.hester@suwannee.k12.fl.us Mr. Eden Camejo- Daytime & Evening den,came.jo⊕suwannee,k12,f,us

Monday & Tuesday - 5:30 - 8:30 pm

The mission of the RIVEROAK Adult Basic Education Program is to provide adult learners the opportunity to acquire and improve the literacy skills necessary to enhance the quality of life as productive workers, family members and citizens

The <u>vision</u> of the RTC Adult Basic Education Program is to be a highly valued provider of quality, responsive education that offers every adult the opportunity to build skills for success.

> Our goal is to support your goal of acquiring family-sustainable employment.

ABE Program Description

The Adult Basic Education Program (ABE) is designed to provide adults with sufficient basic education to enable them to benefit from job training or retraining programs, and to obtain and retain productive employment, Multiple levels of instruction are provided in mathematics, reading, and language. It is understood that each student learns at his/her individual pace and there will be students who successfully complete the program or attain their educational goals in fewer or more hours than others. ABE levels are assigned to students using TABE scores below 9.0 (Scale scores: Reading <576; Language <584;

Adult Basic Education (ABE)/General Equivalency Diploma (GED®) 2019-2020 Program Syllabus

GED® Program Description

The GED® Preparation Program consists of instruction in the fou content-areas assessed on the GED® Test: Reasoning through Language Arts, Mathematics Reasoning, Science, and Social Studies. The purpose of the program is to prepare students to obtain the knowledge and skills necessary to pass the official GED® Tests; thereby, earning a State of Florida High School Diploma. This program strives to motivate students not only to earn a FHS diploma, but to continue their education to earn a postsecondary degree or industry certification. GED levels are assigned to students using TABE scores at or above 9.0 (Scale scores: Reading ≥576; Language ≥584; Mathematics ≥596).

RIVEROAK Policies & Procedures

RTC adheres to the SCSB Student Code of Conduct, including the district's dress code. You may find an electronic copy of this document on the SCSB district website,

- > For security purposes, you must display your RTC-issued campus identification badge on your person at all times. You are required to present your ID upon request by any administrator, instructor, or staff member.
- > You must display an up-to-date parking permit for your vehicle parked on school property. This permit is free with your paid registration. You must have a separate permit for each vehicle you may be driving. Vehicles parked on RTC property are subject to search without cause by school and/or law-enforcement officials
- > You are allowed one schedule change per 9 week quarter period. Additional changes in schedule must be accompanied by a letter from your employer on company letterhead, along with a current work schedule. > There is no smoking, vaping, or tobacco use or possession on campus. This includes
- > Hats are not to be worn inside the main buildings at RTC. (exception: shop areas)

CLASSROOM Policies & Procedures

In order to maintain a respectful learning environment, follow the following guidelines.

- 1. No food or drinks are allowed at the work tables.
- 2. For security purposes, phones must be stored out of sight and set on silent/vibrate. If an emergency call must be answered (or made), step out in the hall to keep from disrupting others, RTC is NOT liable for any loss or theft of student property.
- 3. Headphones, earbuds, and other listening devices are to be used for assigned academic purposes only.
- 4. When leaving during class time, even for an emergency restroom break, you must use the "Sign Out/Sign In Sheet" to document your destination,

Adult Basic Education (ABE)/General Equivalency Diploma (GED®) 2019-2020 Program Syllabus

In this intake packet you will find the SCSB internet agreement form. You may sign this if you are 18 years of age or older; students younger than 18 must have a parent or guardian sign this form. Below are some additional guidelines.

- 1. Students may not use the internet without permission. You may access teacher/RTC approved sites only. You may not enter unauthorized websites (i.e. online games, social media, You Tube, etc.).
- 2. Do not download programs, music, or plug-ins for the computer.
- 3. Return the Chrome Book to the cart, Please plug it in to charge for the next user.

- 1. Be an active participant during class. You are expected to actively participate by asking and answering questions, completing independent practice, working cooperatively within groups, and engaging in academic classroom discussions.
- 2. Be your own advocate. You are expected to communicate your goals and academic needs with your teacher on a regular basis.
- 3. Be aware of your attendance. You are responsible for knowing the attendance policy, and for keeping track of your absences and tardies.

PROGRESSION Testing

After TABE testing prior to entering the program, students will work on targeted skills to improve in these greas. All students will retake the TABE test to document academic progress and readiness for GED® testing. These scores may also be used as exit indicators for CTE programs. You are allowed to take the TABE test again after 50 course hours per subject are completed, or based on your instructor's recommendation

ACCOMMODATIONS

Students must self-report to use these services. There is an LDA form included in this

RTC has a Career Service Specialist available for students seeking assistance with career guidance and CTE program information. This office is located in Student Services.

Ms. Julie Ulmer, Coordinator of Career & Technical Education

ACKNOWLEDGEMENT

You are expected to adhere to all subject matters covered within this syllabus. Your signed acknowledgement will be kept on file by your instructor.

OUR MISSION

PROVIDING LIFELONG FAMILY SUSTAINABLE EMPLOYMENT THAT IS MEANINGFUL, APPRECIATED, AND CHALLENGING

OUR COLLEGE

RIVEROAK Technical College CTE Program Tour Request

MAYBE

ame:	DEFINITELY
PROGRAM	DEFINITEE
Automotive Service	
Technology	

Brick & Block Masonry
Building Construction
Technology
Culinary Arts

Cosmetology
Digital Design
Early Childhood Education

Auto Body Repair &

(Child Care)
Electrical Helper
Medical Administrative
Specialist

Patient Care Technician (PCT) Welding

MEDICAL PROGRAMS

Pharmacy Technician

Practical Nursing (LPN)
Surgical Technology

II. ENCOURAGING SELF-REGULATING BEHAVIOR

A. INTAKE PACKET

B. LEARNING STYLES SHEET

C. UNPACKING THE TABE

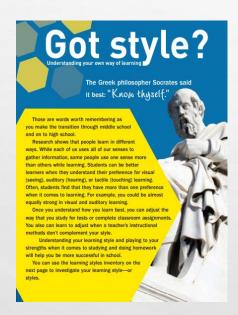
D. GOAL-SETTING ACTIVITY

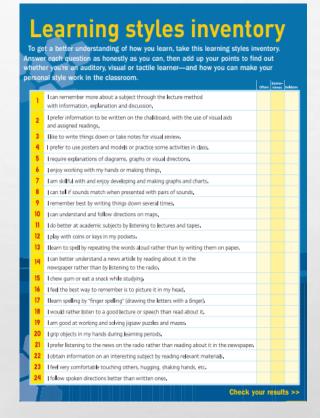
A. INTAKE PACKET

Adult Basic Edu			Date:
Student Intake I	Form		
Name:		Date of	Birth:
Address:			
City, Zip code			
Telephone:		Cell phone	
Email Address			
Do you have a	diploma? Yes: No:	Age Wa	iver? Yes: No:
When do you	anticipate earning your diploma	? (month)	
What is your 3	year goal?		
EMERGENCY II	NFORMATION:		
Health Issue/A	llergies-		
11000			
Primary doctor	r=		
	ntact – Name:		
Are you a Care	erSource client? Yes		
******Class Sc	thedule TO BE COMPLETED BY I	NSTRUCTOR: Ms.	Henderson/Ms. Hester*****
PERIOD	COURSE TITLE		SCHEDULED DAYS OF THE WEEK
1			
2			
2	A shi dhu Do da dh		
2 3 4	Activity Period/Lu	inch	
2	Activity Period/Lu	inch	

•	7		
	6		
		Activity Period/Lunch	

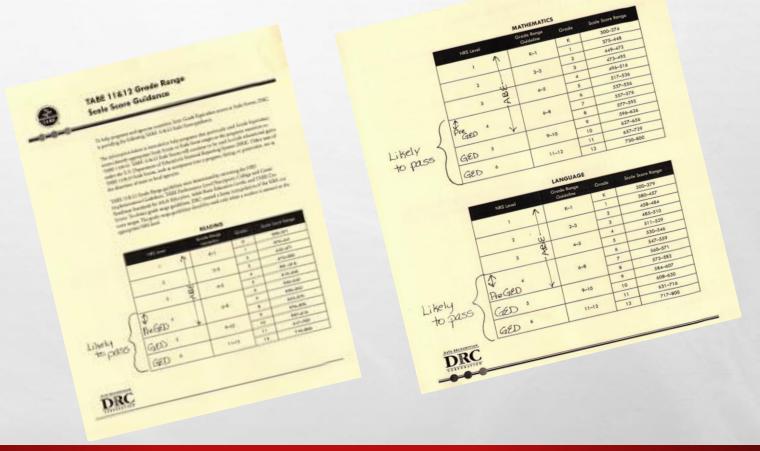
B. LEARNING STYLES SHEET







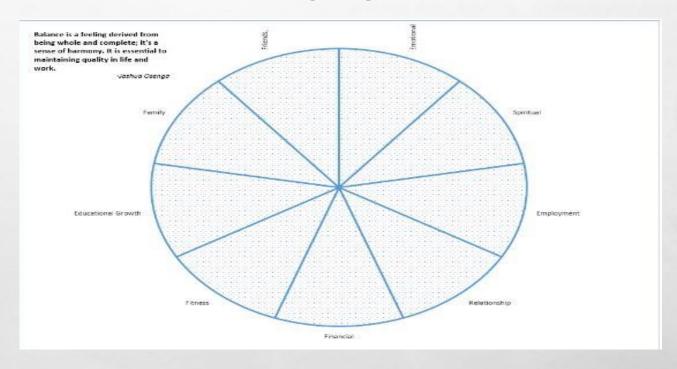
C. UNPACKING THE TABE



D. GOAL-SETTING ACTIVITY:

a. HARMONY CHARTb. JOHN CENA YOU TUBEc. GOAL CHART

HARMONY CHART





NAME			

Goal Chart

CATEGORY	THIS YEAR	5 YEARS	STEPS TO TAKE	PEOPLE IN YOUR CORNER
Educational Growth				
Emotional				
Employment				
Family				
Financial				

NAME	£	

Goal Chart

CATEGORY	THIS YEAR	5 YEARS	STEPS TO TAKE	PEOPLE IN YOUR CORNER
Fitness				
Friends				
Relationship				
Spiritual				

PAGE 2

III. STUDENT-CENTERED INSTRUCTION

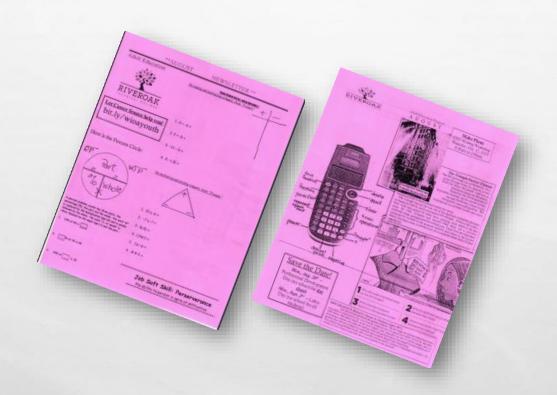
A. NEWSLETTERS

B. EMBEDDING CONTENT AREAS: SOCIAL STUDIES PRIMARY SOURCES

C. MATERIALS LIST

D.WEBSITES

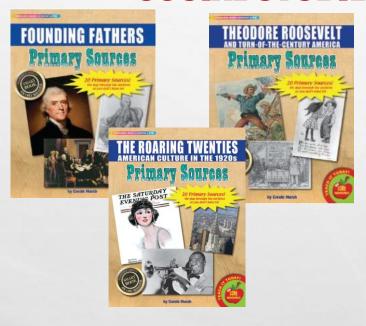
A. NEWSLETTERS





diploma on his behalf.

B. EMBEDDING CONTENT AREAS: SOCIAL STUDIES PRIMARY SOURCES





ONLINE TEACHER'S GUIDE FOR PRIMARY SOURCES



C. MATERIALS LIST



- NLINE –

 © Essential Education- GED®Academy & TABE 11 & 12 Academy

 Edgenuity GED®

 ged.com Study Practice & Tutorials

"PAPER/PENCIL"

- PAPER/PENCIL"

 Steck-Vaughn Prudamental Skills Math (Houghton Mifflin Harcourt)

 Steck-Vaughn Predefine Preparation Mathematical Reasoning (HMI)

 Steck-Vaughn Mathematical Reasoning (HMI) glubun Mifflin Harcourt)

 Steck-Vaughn Predefine Preparation Mifflin glubun Mifflin Harcourt)

 Steck-Vaughn Predefine Preparation RLA (HMI)

 Steck-Vaughn Predefine Preparation Science (HMI)

 Steck-Vaughn Predefine Preparation Science (HMI)

 Steck-Vaughn Science (HMI)

 Essential Reading Skills (Essential Education)

 Essential Math Skills (Essential Education)

 Contemporary's Achieving TABE Success in Mathematics (McGraw Hill Education)

 Contemporary's Achieving TABE Success in Reading (McGraw Hill Education)

 TABE Tutor Math (Paxen Publishing)

 TABE Tutor Reading (Paxen Publishing)

 TABE Tutor Language (Paxen Publishing)

ADDITIONAL RESOURCES-

- Barron's GED®Test 450 Flashcards
 Social Studies Primary Sources Cards (Carole Marsh/Gallopade International)



D. WEBSITES

ADULT BASIC EDUCATION



Academic Websites

Multiple subjects:

- 1. www.essentialed.com/start/suwannee Formerly enrolled students may
- use the user name and password provided for you.
- 2. GED Testing Service website: http://www.gedtestingservicel.com/
- 3. https://newsrla.com
- 4 http://www.puccun.org
- 5. www.studyguidezone.com
- www.mycarcertools.com
 www.freerice.com

- www.coolmath-games.com
 www.coolmath-ficids.com
- 10. http://www.coolmath.com
- 11. https://www.khanacademy.org (Under US History: click on how to read a document.) 12. Kutasoftware.com (go to free
- worksheets; you'll need a printer)
- 13. Commoncoresheets.com
- 14. https://www.ted.com/talks
- 15. http://www.arcademics.com/games
- 16. http://www.englishmedialab.com
- 18. http://www.ucn.org/k12educator/ell/#students

https://www.uen.org/k12educator/ell/#general

- 19. http://www.real-english.com
- 20. http://esl-bit(audio books) 21. http://www.agendaweb.org/listening/audio-books.html
- 22. www.mathty.com
- 23. www.sosmath.com
- 24. http://math.com/
- 25. https://www.ixl.com/math/
- 26. www.anlusmath.com 27. http://www.acflearafree.org/math
- 28. http://mathcentral.uregina.ca/index.php
- 29. www.mathisfun.com 30. www.anamath.com
- 31. www.math-drills.com

APPS: Math Solver by iKaes Tailboard by Citrix

Photo Math







IV. DATA CHATS

- **A. PROGRESS MONITORING FORM**
- **B. E-REPORTS**
- **C. CAREER PATHWAYS COUNSELING**

A) CLIENT INTERVIEW SHEET B) RESUME/CV LETTER

D. CONFERENCE FORM

A. PROGRESS MONITORING FORM

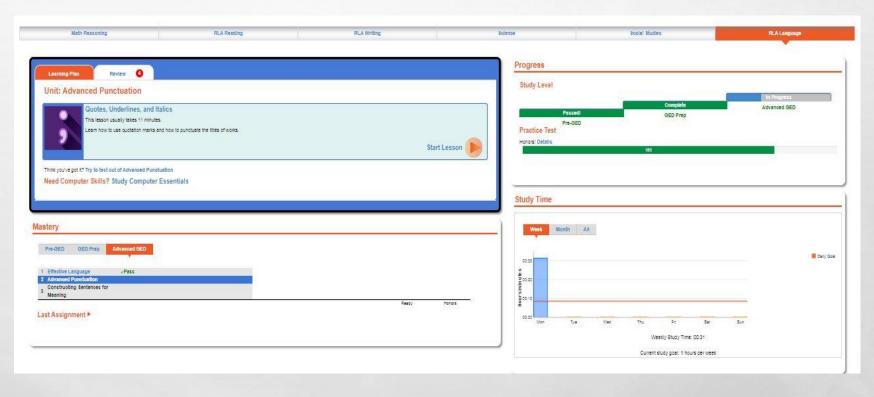
Adult Basic Educati	on Progress Monitoring	Data		DAY NIGHT	Adu	ult Basic Educatio	on Progress Monitori	ng Data		DAY N
Name			Date Entered			ne	ORT:		Date Entered_	
Email address								PRE/POSTTESTS		
Primary phone num	nber					DATE	SUBJECT	LEVEL	PRETEST	POSTTEST
Age waiver student	yesno (If	so, what is your ago	e?) DOB			DATE	SOBJECT	LEVEL	PRETEST	POSITEST
Do you have a diplo	oma?yes no	Are you a Caree	er Source/Workforce	client?yes no						
Are you interested program(s)?	d in a career or techni	ical program offer	red here at RTC? If	so, which						
		TEST SCORES								
DATE	TEST/FORM/LEVEL	READING	LANGUAGE	MATH					1	
							Essential	Education™ Practice	Test Scores	
						DATE		SUBTEST Reading		SCORE
								Language		
								Writing		
				 				Mathematics Science		
								Social Studies		
	D PREPABE RD									
Schedule Changes: Date						DATE	G	ED Ready™ Practice T	Tests	SCORE
	Reason					DATE	G	ED Ready™ Practice T SUBTEST	Tests	SCORE
Date	Reason					DATE	G		Tests	SCORE
Date	Reason Reason					DATE	G		Tests	SCORE
Date	Reason Reason					DATE	G		Tests	SCORE
Date	Reason Reason	GED™ TESTS				DATE	G		Tests	SCORE
Date	Reason Reason Reason Reason	GED™ TESTS		PASS	Gra					SCORE
Date	Reason Reason Reason Reason	GED™ TESTS		PASS	Gra			SUBTEST		SCORE
Date	Reason Reason Reason Reason	GED™ TESTS		PASS		duation Date	Walk E	SUBTEST Height		SCORE
Date	Reason Reason Reason Reason	GED™ TESTS		PASS		duation Date		SUBTEST Height		
Date	Reason Reason Reason Reason	GED™ TESTS		PASS		duation Date	Walk E	SUBTEST Height	Weight	

B. E-REPORTS

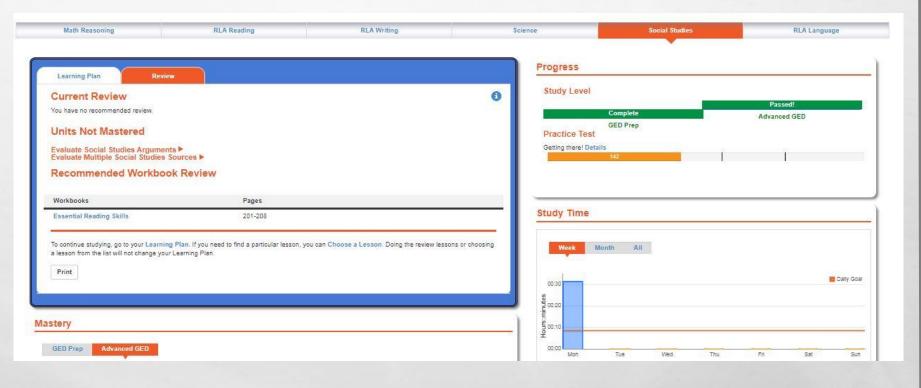
ESSENTIAL ED & EDGENUITY



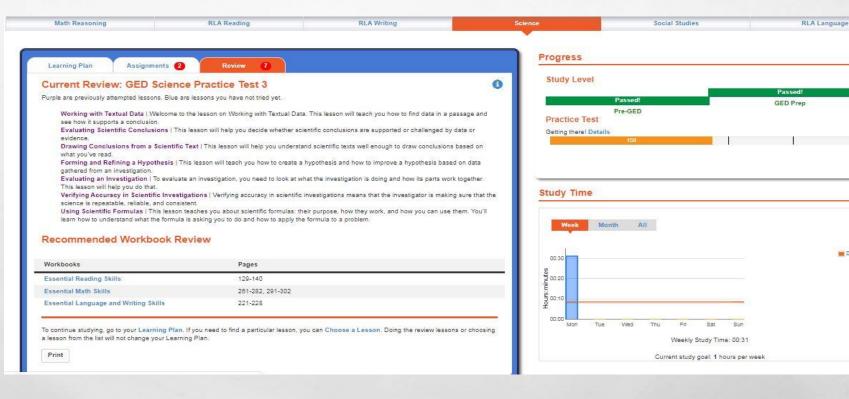
EE: RLA LANGUAGE REPORT



EE: SOCIAL STUDIES REPORT

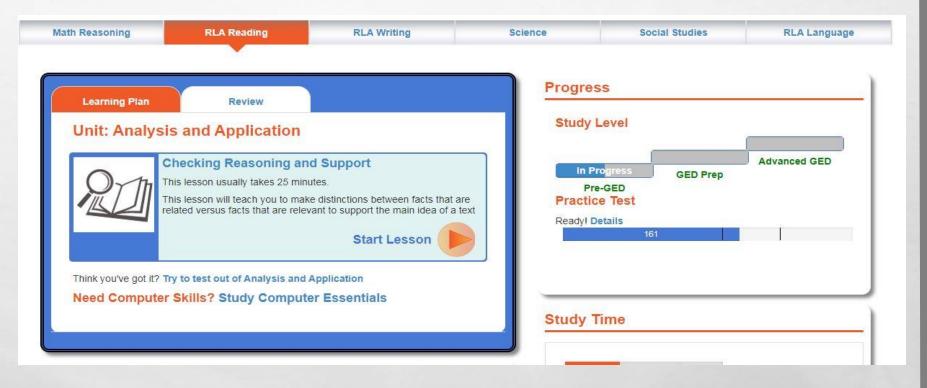


EE: SCIENCE REPORT

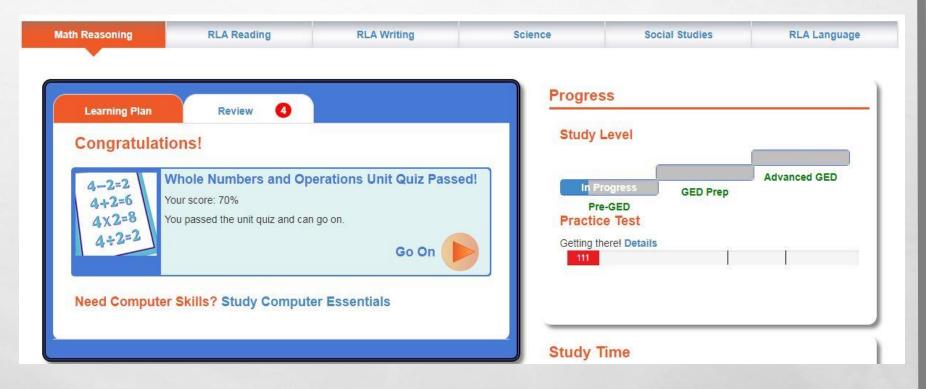


Dally Goal

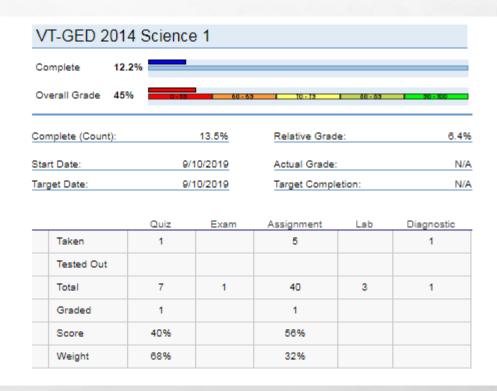
EE: RLA READING REPORT



EE: MATH REPORT



EDGENUITY: SCIENCE REPORT



EDGENUITY: SCIENCE INSTRUCTION

- **■** Diagnostic PreTest
- Human Body and Health
- <u>Macromolecules</u>
 - Warm-Up
 - Instruction
 - Summary
 - Assignment
 - Quiz
- Lab: Identifying Nutrients
- Warm-Up
- Instruction
- Virtual Lab
- Assignment: Reflect on the Lab
- Summary
- **The Endocrine and Exocrine Systems**
- Lab: Disease Spread

EDGENUITY: LESSONS

- **⊞** Diagnostic PreTest
- Human Body and Health
- Macromolecules
- Warm-Up
- Instruction
- Summary
- Assignment
- Quiz
- Lab: Identifying Nutrients
- Warm-Up
- Instruction
- Virtual Lab
- Assignment: Reflect on the Lab
- Summary
- **■** The Endocrine and Exocrine Systems
- Lab: Disease Spread

Course Information

Course: VT-GED 2014 Science 1

Status: Active Grade Level: 12th Start Date: 9/10/2019

Current Assignment: Virtual Lab
Pass W/ Score (Current Activity)
Bypass (Current Activity)

Selected Activity

Activity Identifier:

c586f8a0-eb52-444a-a131-3eab96c24811, c1e5c736-da32-e811-a963-005056b51702

Activity: Quiz

Change Score

Reset Activity

Add Retake

View Answers

Report An Issue

Select Current Activity

Graded Attempts:

	Attempt	Score	Start of Attempt	Time Spent	
+	Attempt 1	40%	9/30/2019 6:13:28 PM	00:07:18	<u>View</u>

Oth	Other Attempts:					
		Attempt	Score	Start of Attempt	Time Spent	
4	-	Attempt 2	20%	9/30/2019 6:20:52 PM	00:04:34	<u>View</u>

EDGENUITY: SCIENCE QUIZZES

X Question 1

X Question 2

X Question 3

X Question 4

X Question 5

✓ Question 6

✓ Question 7
✓ Question 8

X Question 9

✓ Question 10

Course Name VT-GED 2014 Science 1
Lesson Name Macromolecules

Questions Presented

Questions Answered Points Possible Points Received Score

 Score
 40.0 %

 Time Limit
 01:00:00

 Time Spent
 00:07:17

10

Export To Excel

Objectives

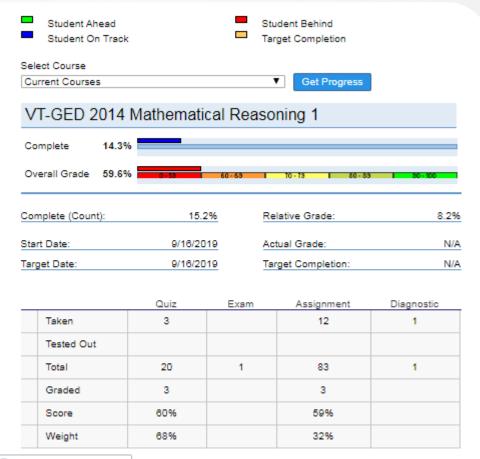
The picture shows a carafe of olive oil.



What is one of the primary functions of this food in the body?

- building proteins
- x providing structure to cell walls
- carrying genetic information

EDGENUITY: MATH REPORTS



ident List

Printer Friendly Version

Ident List | B Printer Friendly Version

vveign

024

32.35

EDGENUITY: MATH PRETESTS

- Diagnostic PreTest
- TEST
- Number Sense
- Comparing Rational Numbers
- Ordering Rational Numbers
- Warm-Up
- Instruction
- Summary
- Assignment
- Quiz
- **■** Factors and Multiples
- Simplifying Rational Expressions
- Numerical Expressions
- Ratios, Percents, and Scale Factors
- <u>■ Two-Dimensional Figures</u>
- Diagnostic PostTest

- Diagnostic PreTest
 - TEST
- Three-Dimensional Figures
- Data Displays
- Probability and Statistics
- Diagnostic PostTest

- Diagnostic PreTest
- TEST
- **■** Quadratic Equations
- Two-Variable Linear Equations
- Equations of Lines
- Functions
- **■** Diagnostic PostTest

- Diagnostic PreTest
- TEST
- Linear, Polynomial, and Rational Expressions
- One-Variable Linear Equations
- One-Variable Linear Inequalities
- Diagnostic PostTest

EDGENUITY: MATH QUESTION TYPES

Alexi's restaurant bill is \$58, and he wants to leave a 20 percent tip. Which expression represents the total amount that Alexi needs to pay?

\$58(0.20) + \$58

\$58(0.20)

\$58(20) + \$58

\$58(20)

Which list orders the numbers from least to greatest?

$$-2.4, -1.5, -2\frac{1}{4}, -3, -1\frac{1}{8}$$



$$-1\frac{1}{8}$$
, -1.5 , $-2\frac{1}{4}$, -2.4 , -3

$$\sqrt{-3}$$
, -2.4 , $-2\frac{1}{4}$, -1.5 , $-1\frac{1}{8}$

$$-3$$
, $-2\frac{1}{4}$, -2.4 , $-1\frac{1}{8}$, -1.5

$$\star$$
 -1.5, -1 $\frac{1}{8}$, -2.4, -2 $\frac{1}{4}$, -3

What is the value of 3ab+5b-6 when a=-1 and b=3?

- J (
- 6
- 0 18
- 24

EDGENUITY: MATH LESSONS

- Diagnostic PreTest
- TEST
- Number Sense
- Comparing Rational Numbers
- Ordering Rational Numbers
- Warm-Up
- Instruction
- Summary
- Assignment
- Quiz
- **■** Simplifying Rational Expressions
- Numerical Expressions
- Ratios, Percents, and Scale Factors
- <u>■ Two-Dimensional Figures</u>
- Diagnostic PostTest

The following information is known about a loan.

Time = 4 years Interest rate = 3.1% Original amount of loan = \$1,200

What amount of simple interest will be paid on the loan?

- **\$37.20**
- **\$148.80**
- \$1,051.20
- \$1,348.80

Which scale drawing of a triangle was created by using a scale factor of $\frac{1}{4}$, if the original right triangle has a height of 16 cm and a base length of 12 cm?









EDGENUITY: SOCIAL STUDIES

- ⊞ Civics and Government (Part I)
- Civics and Government (Part II)
- United States History (Part I)
- United States History (Part II)
- Economics (Part I)
- Economics (Part II)
- Geography

- ☐ Civics and Government (Part I)
 - Types of Governments
 - The Enlightenment
 - Introduction to Government
 - Constitution Fundamentals
 - Concepts of Democracy
 - American Government
 - Structure of the Constitution
 - Principles and the Preamble
 - Your Rights: Freedom of Religion
- Your Rights: Freedom of Expression
- Your Rights: Due Process
- Federalism in the Constitution
- Article II: The Presidency
- Article III: The Courts

- □ Civics and Government (Part II)
- The Presidency and Its Powers
- National vs. State Government
- Article IV-VII: The Role of the Constitution
- Amending the Constitution
- The Federal Bureaucracy
- The Bill of Rights
- Citizen Rights
- Rights of the Accused
- Political Parties
- Interest Groups and Lobbying
- Campaigns and Elections
- Creating Public Policy

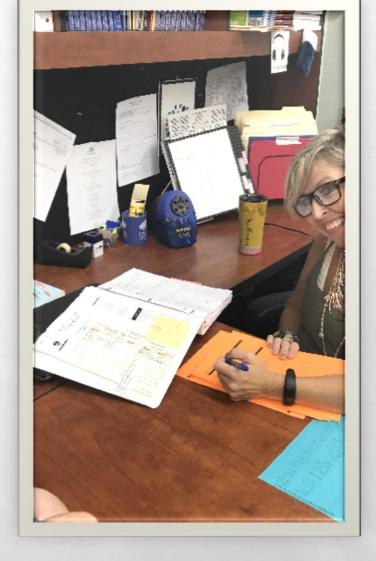
EDGENUITY: RLA COURSE STRUCTURE

- Diagnostic PreTest
 - TEST
- Reading: Determine Central Ideas or Themes
- Reading: Analyze How Individuals, Events, and Ideas Interact
- Reading: Interpret Words and Phrases
- Reading: Analyze Text Structure
- Reading: Author's Purpose and Point of View
- Reading: Evaluating Arguments
- Reading: Comparing Texts
- Writing
- Diagnostic PostTest

C. CAREER PATHWAYS COUNSELING

A) CLIENT INTERVIEW SHEET

B) RESUME/CV LETTER



Client's Interview Notes Form

	Interview		
ompany Name:	RIVEROAK Technical College	Date:	
nterviewer same:	Ms. Henderson/Ms. Hester		
Client's Name::			
Program		TABE Test:	
Nickname:			
	Questions to As	k Interviewer	
Question #1:	What do you want me to know abo	ut you?	
Notes:			
Question #2:	What are you good at that I would	not know?	
Notes:			
Question #3:	What are you most proud of?		
Notes:			
Question #4:	What is your best quality?		

CLIENT INTERVIEW SHEET

2 Page	
Question #5: V	When are you at your best?
Notes:	
Question #6:	What roadblocks do or might you experience?
Notes:	
Question #7:	What do you need from me to be successful?
Notes:	
Question #8:	What do you need from me once you earn your diploma?
Notes:	
	Additional Notes



AYLY HUDSON

BIECTIVE

complete my diploma uirements to enhance my portunities to acquire gainful olovment.

DUCATION

IVEROAK TECHNICAL COLLEGE rida High School Diploma

TALS

386.245.5555

Sept. 18, 2019

Winn-Divis Southeastern Grocers Live Oak, FL 32064

Please allow me the chance to introduce myself. I am a 16 year old student currently attending Adult Education classes at RIVEROAK Technical College. I enrolled in August of this year, and attend school full-time every day from 8:00am to 3:00pm

RIVEROAK, which will result in earning my Florida High School Diploma. My plan is to be finished by January 1st. I am more tha halfway finished with the age waiver requirements.

either animals or people. I would like to work with both, so I have not made up my mind. There are so many options availal

A position at your business would help ease my costs of daily living, such as transportation costs and other incidentals while attending school or training. It also would give me practice dealing with people, as well as problem-solving. I also look forward to adding Southeastern Grocers to my resume.

Thank you for your prompt consideration

4197 1433rd Terrace

ve Oak, FL 32060

Kayly Hudson

Kayly G. Hudson

44197 1433rd Terrace Live Oak, FL 32060

kaylyhudson32060@icloud.com 386-245-5555

Professional Summary

I am a young lady who is looking for employment that could lead to a career. I am a diligent worker who is capable of doing a variety of things. People who know me, know that I focus until I finish the task at hand.

Skills

Academic Skills

Within one month in my adult education class, I had earned the required scores in over half of the Florida mandated subjects. I believe I will be ahead of my self-imposed timeline of finishing before December.

People Skills

I have a very pleasant and sparkling personality. One of my strengths is working with others, and I can see this carry over into

Reliable-I have only missed two days of school since we began in August, due to an injury to my brother. Caring-I care for our horse on my family's property. This is an extensive daily responsibility

Employment Skills

Although I have no prior work experience in retail sales, I believe the accomplishments detailed above show that I could learn the job quickly.

Education

RIVEROAK Technical College

High School Equivalency (GED) - Adult and Career Education



PENELOPE LANE

OBJECTIVE

To complete my culinary arts training program to enhance my opportunities to acquire gainful employment.

EDUCATION RIVEROAK TECHNICAL COLLEGE Florida High School Diploma

AWARDS

VITALS 21345 140th Terrace

Live Oak, FL 32064

T 386.249.7766

Sept. 1, 2019

21345 140th Terrace Live Oak, FL 32064

Dear Scholarshin Committee Members

Please allow me the chance to introduce myself. I am an 18 year old Florida High School graduate. I earned my diploma while attending Adult Education classes at RIVERDAX Febrical College. I was afforded the opportunity to simultaneously begin work in the RTC Culinary Arts Program as a GDL student. All this was while I was employed full-time on my family 5 daily as an expert Cheese Maker in the creamery.

During the summer of 2019, I travelled to Athens, Texas to attend a living youth camp, working in the kitchen with professional chefs and a trained baker. There I was trained in elaborate baking methods, which I am applying at RTC.

My short term goal is to complete the certification process in Culinary Arts. I will have to attend for another full year, finishing bookwork and demonstrating what I have learned to the instructors of the program.

Suwannee County. My business plan includes featuring cakes and specialty bread products. I am able to practice a variety of baking in the Culinary kitchen at RTC under supervision of trained instructors.

This scholarship would help ease my costs of daily living, such as transportation costs and other incidentals while attending school full-time. I have had to drastically cut back my hours at the creamery, which has caused a financial hardship on me.

RESUME/CV LETTERS



D. CONFERENCE FORM



Adult Basic Education

Conference Form

Name			
Date			
Those present:			
Comments:			
Recommendati	ions:		
Signatures:			

V. DEBRIEF

A. QUESTIONS

B. EVALUATION



