Forage for Education: Assignment Guidance

Build Forage virtual job simulations directly into your existing curriculum with a reflective assignment.

education.theforage.com

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Introduction

At Forage, we help motivated students get great jobs. Forage Job Simulations allow students to explore careers, experience work in practice, better understand their major and build the necessary confidence to take the next step in their career journey.

This document provides a few examples of tasks that you may wish to set students to complete alongside their virtual job simulation. This list is by no means exhaustive, and you are encouraged to think creatively about the type of task that is best suited to your particular cohort of students.

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A Journey of Self-Reflection

When embedding Forage virtual job simulations into your classes, we recommend that they sit alongside a self-reflective assignment. These assignments encourage students to:

- Think critically about the skills and experience they've developed through their participation in the simulation; and
- Reflect deeply on how the simulation influenced their understanding of the careers available to them as they transition from the world of education to the world of work.

1

Why?

Address why you are undertaking a specific virtual job simulation. Are you looking to explore a specific career, gain specific skills, or learn something about yourself?

Set a goal of what you are expecting to gain from completing the simulation.

2

How?

During the experience, reflect on the insights that you are gaining about specific sectors, careers and skills. How will these new skills benefit you in the future?

What is meaningful about the experience and why?

3

What's Next?

What insights are you going to take forward? Have you found a career path you'd like to explore further? Are there new skills you'd like to develop?

Reflect on the opportunities, skills and insights that you gained to determine your next step.

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Reflective Journal

You may wish to require your students to write journal entries at pivotal points throughout their participation in virtual job simulations. For example, you may require students to complete journal entries: prior to commencing a virtual job simulation; immediately after each task; and after completing the virtual job simulation.

An Example of a Journal in Practice

In addition to submitting a screenshot of the completion certificate from your selected Forage simulation, you are required to submit a journal reflecting on your experience participating in the simulation. You may wish to complete a journal entry at different stages of the virtual job simulation, each reflecting on a different aspect of it.

For example:

Journal Entry 1

Immediately prior to commencing a virtual job simulation. In this entry, you may wish to focus on your expectations on the simulation, your concerns, and your existing ideas about the types of careers that you are interested in.

Journal Entries 2-4

After completing various tasks in the virtual job simulation, you may wish to reflect on the individual tasks and what you learnt from them. What skills did you learn? Which did you enjoy using? Which parts did you not enjoy? What did you learn from the work model?

Journal Entry 5

After completing the virtual job simulation and receiving your certificate, reflect on what you have learnt from the experience, your preferred work style, and what you might do differently as a result. Compare and contract your current state of mind with the concerns, ideas and expectations you set out in Journal Entry 1.

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Oral Presentation

One of the best ways to demonstrate knowledge is to explain or share that knowledge with others. You may wish to require student to deliver a presentation where they explain what a career in a particular field looks like as if they were speaking to younger students with no experience or prior knowledge. This is a great way of empowering students to develop their presentation skills and to reflect on their learnings.

An Example of a Presentation in Practice

In addition to completing a virtual job simulation, you will be required to deliver a presentation where you will explain what a career in this particular field is like to younger students. You should assume that the younger student has no experience or prior knowledge about the industry.

Your presentation should be no longer than X minutes, and should cover:

- An introduction to the **industry**
- An overview of some of the **key organizations** in the industry
- An explanation of some of the **key tasks/projects** undertaken in this industry
- An explanation of some of the **challenges faced** by individuals employed in this industry.

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Reflective Essay

You may wish to require your students to submit a reflective piece that they create after completing a virtual job simulation. The purpose of this piece is to encourage students to actively think about the preconceptions they had about careers (or lack thereof) prior to undertaking a virtual job simulation, and to contrast this with their current state of knowledge to identify what unanswered questions they still have. You may wish to ask a single question or provide multiple questions to guide students through the reflective process.

An Example of a Reflective Essay in Practice

In addition to submitting a screenshot of the completion certificate of your selected Forage virtual job simulation, you are required to submit a reflective essay about your experience participating in the simulation.

Your reflective essay should address (X) key questions (select from examples below):

- What happened during your virtual job simulation that **most surprised you**?
- What was the **most fulfilling part** of the virtual job simulation? And the **least fulfilling part**? What does that suggest to you about your interests and values?
- What happened during the virtual job simulation that **contradicted your prior beliefs**?
- What does the virtual job simulation suggest to you about your **weaknesses and opportunities for development**? Conversely, what **strengths** did the virtual job simulation help you to identify?
- **What might you do differently** as a result of the virtual job simulation and your reflections on it?

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Mock Interview

You may wish to undertake a mock interview with each of your students after they complete their virtual job simulation so that they can learn to articulate the skills and experiences that they have developed. As part of the interview, you may wish to utilize some of the example questions listed below, and prompt students to answer using the STAR technique.

An Example of a Mock Interview in Practice

In addition to completing a virtual job simulation, you will undertake a mock interview to provide you with an opportunity to practice your interview skills and how to articulate some of the skills that you have developed. [Your Name] will be playing the role of a recruitment manager at the company whose virtual job simulation you have completed. Some questions may include:

- **Why have you applied** for an internship/apprenticeship at our company? Why are you interested **in this industry**?
- What **skills or experiences** do you hope to gain with this company?
- Tell me about **a project that you have undertaken from start to finish**? What went well and what would you have done differently? Tell me about a time that you had to **learn something new**.
- Can you tell me about a **project or accomplishment that you are proud of** and why? Can you tell me about a **challenge** that you've faced? How did you overcome it?

You should seek to refer to the skills and experiences gained from your virtual job simulation where relevant and should use the STAR technique to help structure your responses.

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Job Description

A great way to solidify your understanding of a job role, reflect on the key skills required for success and to learn to articulate those skills in an interview setting is b going through the exercise of writing a hypothetical job description for the role.

You may wish to deliver an assessment where students are required to create a hypothetical job description for an intern or apprenticeship position in the role that they experience during the virtual job simulation.

An Example of a Job Description Task in Practice

In addition to completing a Forage virtual job simulation, you will need to create and submit a hypothetical job description for an intern or apprenticeship position for an employee working in the role that you have experienced during your virtual job simulation.

You may find it useful to search for some existing similar job descriptions available online. You may also wish to refer to resources that provide introductory guidance on writing job descriptions:

- Indeed: How to Write a Job Description
- Market Recruitment: The Ultimate Guide to Writing Job Descriptions

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Sample Grading Rubric

	Exceptional	Very Good	Good	Satisfactory	Fail
Internship Discussion of the Internship Completed 40%	Exceptional discussion of how understanding of the role developed and clear identification of strong skills already held. Exceptional plan for future skills development.	Very good discussion of how understanding of the role developed and clear identification of strong skills already held. Very good plan for future skills development.	Good discussion of how understanding of the role developed and clear identification of strong skills already held. Good plan for future skills development.	Satisfactory discussion of how understanding of the role developed and clear identification of strong skills already held. Satisfactory plan for future skills development.	Very unsatisfactory discussion of how understanding of the role developed and clear identification of strong skills already held. Very unsatisfactory plan for future skills development.
Career Path Discussion of chosen career path (10%)	Exceptional discussion of career path choice with well considered rationale. Exceptional evidence of thought and research into career path choice.	Very good discussion of career path choice with well considered rationale. Very good evidence of thought and research into career path choice.	Good quality of material, good content, interesting and very well executed.	Satisfactory quality of material, satisfactory content, Satisfactory execution.	Very unsatisfactory quality of material, Very unsatisfactory content, Very unsatisfactory execution.
Quality Quality of submission (20%)	Exceptional quality of material, exceptional content, interesting and very well executed.	Very good quality of material, very good content, interesting and very well executed.	Good quality of material, good content, interesting and very well executed.	Satisfactory quality of material, satisfactory content, Satisfactory execution.	Very unsatisfactory quality of material, Very unsatisfactory content, Very unsatisfactory execution.
Engagement Screenshot of badges and explanation of value (10%)	Exceptional explanation of how the module activities have supported understanding of employability and future career development.	Very good explanation of how the module activities have supported understanding of employability and future career development.	Good explanation of how the module activities have supported understanding of employability and future career development.	Satisfactory explanation of how the module activities have supported understanding of employability and future career development.	Unsatisfactory explanation of how the module activities have supported understanding of employability and future career development.
Certificate (20%)	Certificate submitted.				Certificate not submitted.

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