

Greenwich Central School Work Experience Program

Career Exploration Program



Student Informational Packet
2007-2008

‘School-Business-Community-Working Together for the Future’

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GREENWICH CENTRAL SCHOOL

Work Experience Program — *Career Internship Experience*

10 Gray Avenue

Greenwich, NY 12834

Phone: 518-692-9542, ext 5427 Fax: 518-692-9547 Email: blee@greenwichcsd.org

'School-Business-Community - Working Together for the Future'

Fall 2007

Dear Work Experience Intern:

You have been selected to participate in the Career Exploration Program in which you will intern at up to four different locations during your senior year. This course has been designed as Career Exploration for you in your preparation for future employment or education.

This internship involves you visiting a worksite for two to five school days per week for approximately 2 hours a day during the entire school year so you can observe a typical workday and ask questions about that career area. This course is an excellent time to research future careers and see them first hand at the job site. Hopefully, as a result of this course you will have a more clear view of your future and how to obtain your goals.

In this internship experience you will be allowed to observe, and in some cases, perhaps perform entry-level tasks. You will not be allowed to operate any machinery or to participate in any work activity, which would be deemed dangerous. You can be assured that the worksite mentors will know and understand what type of activities that you can perform. Please be reminded that this is not a paid internship, and you cannot be employed by your job site during your internship.

For your information, as a student in this course you are responsible for your own transportation to and from your job site. Keeping this in mind, the best effort will be made to keep your job site within a reasonable distance from school if possible. Also there will be several requirements to this program. This packet outlines your responsibilities and duties for this course. Included is how you will be graded for this course, the paperwork (including contracts) required for your internship, the assignments (and their deadlines), and your daily forms.

Communication with your mentor and me are crucial to your success in this program. If at any time you have any questions or concerns, please feel free to contact me at 692-9542, ext 8203 or on voice mail ext 5427, direct line / cell phone 518-451-0951, via email at blee@greenwichcsd.org, or in person in room 203 or 202.

Sincerely,

Ms. Brenda Lee
Work Experience Coordinator

Greenwich Central School

Work Experience Program – Career Exploration Program

Internship Program – Course Description

Description: The Greenwich Central High School Work Experience Program is designed as a course for seniors and in certain cases juniors who are meeting their graduation requirements and are looking to further investigate career of their interest. To participate in this course the student will sign-up for the course during their counseling meeting, then must meet the following criteria to be picked to participate in this program. Those requirements include: Student academic performance review, student attendance, interview with program coordinator, and teacher recommendations.

Students will participate in up to four career internships (10 weeks each) during the 40-week school year. The student along with the Program Coordinator will discuss their career interests then a determination will be made as to the jobsites that will be assigned (final decision on job sites will be made by the Program Coordinator). Before students are assigned to a job site they are required to submit a Resume, which they will present to employers. They will also use the resume to complete a Personal Portfolio that will be updated throughout the year. This portfolio will include the following: a title sheet, a table of contents, a resume, a letter of application, a “Share your dream’ statement, a list of Accomplishments, a sample of Work from classes, any community service experience and two letters of recommendation.

The Work Experience Coordinator works with the student and the job site mentors for initial and periodic meetings, discussion of all requirements and expectation and evaluations. Interns are not paid during this experience, are responsible for their own transportation to and from their job site, and cannot be employed by their job site during their internship. One Credit will be granted upon successful completion of this course.

The student will intern for a maximum of 4 hours a day for 2 to 5 days a week for the Career Internship Program.

In-school activities will be conducted on an as-needed basis throughout the year.

Assessment Tools and Techniques:

1. Written work including Logged Hours and Journal Entry Sheet and Timeliness of Forms submitted.
2. Quarterly Projects
3. Attendance/Attitude
4. Employer evaluations
5. On-site Evaluation (scheduled and unannounced)
6. Final Project
7. Final Portfolio

Instructional/Environmental Modification:

The Business Lab is available at specific times for interns to utilize for Work Experience needs. During these times the Program Coordinator is also available for consultation with any Career Internship students.

Materials:

The student will be responsible for maintaining and updating their Personal Portfolio throughout the year. Also each student will be given a Career Internship Program binder, which will include all required paperwork as well as logged Hours and Journal Entry Sheets.

Time Required:

The Program Coordinator plans and implements all aspects of the Work Experience Program (internship) including: recruiting students, placing students in specific job sites, making scheduled and unscheduled visits to job sites, and overall monitoring of the program in the best interest of the school, students, and the community (Job sites). Approximately 15-20 hours per week are required for the Program Coordinator to plan, implement and assess this program.

Reflections: The Career Internship Program is allowing students to explore career while completing their graduation requirements. This Program has students realizing the applied uses for the knowledge they are gaining in high school, while helping them to be more focused on their future endeavors.

Learning Standards: ELA #1, 3, 4
C-DOS #1, 2, 3a, 3b

CAREER INTERNSHIP PROGRAM REQUIREMENTS

1. The student will be allowed to participate in this course once the following have been reviewed and completed:
 - a. Formal Application at Scheduling Meeting
 - b. Interview with Work Experience Coordinator
 - c. Formal Approval
2. The student will then participate in the Internship Experience for at least 3 days a week for at *least* 2 hours a day for the school year.
3. The student will participate at up to four different job sites for the school year (10 weeks each).
4. The student will adhere to all guidelines spelled out in the Internship/Job shadow Questions and Guidelines (see attached). Also student will adhere to all school rules and regulations as spelled out in the school handbook while participating in this internship.
5. The student will be required to sign in and out each day at the Attendance Office at their assigned times.
6. The student will be required to meet with the Work Experience Coordinator once a week.
7. The student will be required to check their mailbox in room 203 regularly (at least every other day).
8. The student will complete a daily journal/time sheet of hours at their job sites to be signed by their mentor and handed in on a weekly basis.
9. The student can be terminated from this program based on the review of any disciplinary matters involving school policy.
10. The student is responsible for his or her own transportation to and from their job site.
11. The student will complete and strictly adhere to all deadlines for the program (see Assessment Guidelines).

CAREER INTERNSHIP PROGRAM

ASSESSMENT GUIDELINES

Quarterly grades for this course will be based on the following:

1. Written work including:
 - a. Logged Hours and Journal Entry Sheets
 - b. Timeliness of Forms Submitted
2. Attendance
3. Attitude
4. Meetings with Work Experience Coordinator
5. Employer Evaluations
6. On Site Evaluations
7. Quarterly Project

Final Year grades for this course will be based on the following:

1. Final Project/Portfolio
2. Total Logged Hours

GCS WORK EXPERIENCE PROGRAM

Internship & Job Shadow

Questions & Guidelines

Questions to ask your worksite mentor:

1. Verify the time (day) to report to your worksite.
2. Ask what type of clothing is appropriate for your worksite (be specific).
3. Ask questions about your internship such as:
 - i. Who should I report to?
 - ii. What door should I use to enter the business?
 - iii. Where should I park?
 - iv. Do I need to sign in anywhere?
 - v. Where should I leave my coat?
 - vi. Where can I leave my lunch, if appropriate?
 - vii. What phone number and whom should I call if there is an emergency and I cannot make it to my worksite?

Guidelines:

1. Don't wear inappropriate clothes, i.e.: baseball caps, ripped jeans or other inappropriate clothing or jewelry - make sure that you know the dress code (For example - be sure to ask if your eyebrow ring can or cannot be worn to your job site).
2. Don't use inappropriate language (especially profanity).
3. Don't operate any machinery.
4. Don't be late for your internship - make sure to arrive at least 10 minutes early each day (if there is a problem getting to your job site on time, make sure to discuss it with your mentor).
5. Don't chew gum at your job site.
6. Do thank your mentor for their time each day.
7. Do ask lots of questions - make the most of this experience.
8. Do observe the entire environment that you are in - observe some other related jobs that are going on at the job site with your mentor.
9. Do not leave your job site without supervision or the approval of your mentor.

SAMPLE JOB SITE FORMS

To be completed for each job site

Memorandum of Agreement/Training Plan

Weekly Journals

Site Visit Form

Mentor Evaluation Form

Thank You Letter

Example of Thank you Letter that will be handed in to Coordinator and then sent to each Mentor at the end of the internship.

*** all letters should be word-processed, double -spaced and be centered top to bottom on the page.

Example #1:

Jan 7, 2003

One Two Three Veterinary Clinic
PO Box 234
Greenwich, NY 12834

Dear Staff at the One Two Three Veterinary Clinic,

I would like to thank everyone for making this internship a wonderful experience. The opportunity helped me to get a better look into the field I am interested in. The information that you provided was very beneficial and eye opening. I was exposed to a variety of procedures that were very interesting and helpful to me.

Thank you again for your time and patience.

Sincerely,

Intern Student

Example #2

June 7, 2003

Attention: Mr. Joseph Smith
One Two Three Veterinary Clinic
PO Box 234
Greenwich, NY 12834

Dear Mr. Smith,

I would like to take the time to thank you for making my internship with you and your office a memorable experience. You were all very friendly with me and that made me feel welcome. I enjoyed helping you out. The opportunity to intern at your office helped me to get a better idea on what I wan to do with my life. You showed me a lot of things that I would probably ever had seen had I not interned with you.

Thank you again for all the time and help you gave me.

Sincerely,

Intern Student

GCS CAREER EXPLORATION INTERNSHIP PROGRAM

Initial Internship Checklist

Initial Required Documentation

- Internship Course Contract/Initial Interest Sheet
- Resume
- Student Driving Permit

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STUDENT DRIVING PERMIT

Directions to Student: Fill out completely. Have your parent or guardian, Work Experience Coordinator and Principal sign it. Permission for a student to drive to a Work Experience site will be determined by school driving policies.

YOU CANNOT DRIVE UNTIL THIS FORM IS SIGNED BY YOUR PARENT OR GUARDIAN, THE WORK EXPERIENCE COORDINATOR, AND THE SCHOOL PRINCIPAL.

Name: _____ Driver's License Number: _____

Work Experience Function: (Circle One) *Daily Internship* *One Day Job Shadow*

License Plate Number: _____ Vehicle ID: _____
Year Make Model Color

Authorization to drive a vehicle for Work Experience does not authorize passengers to ride in the vehicle. A violation of this will result in a possible suspension and denial of any future driving privileges. If you receive all of the required approvals, you must follow the Regulations listed below:

1. Must possess a valid operator's license.
2. No passengers are allowed to be transported in vehicles driven by secondary students.
3. Driving is a privilege, which can be revoked if violations occurs.

Student's Signature: _____ Date: _____

Acknowledgement of Request Signatures

1. _____
School Principal
2. _____
Parent/Guardian
3. _____
Work Experience Coordinator

****** No Rider Allowed Under Any Circumstances ******

GCS CAREER EXPLORATION INTERNSHIP PROGRAM

Student Checklist

Quarterly/Job Site Required Documentation

Q1	Q2	Q3	Q4	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Career Internship Program - Memorandum Agreement/Training Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hours Logged/Journal Entry Sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visitation Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluation Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly Project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thank you note to mentor

Quarterly Projects and Due dates

Each project will be approximately 2-5 pages in length and required to be typed (double-spaced).

Quarter 1:

Option 1: Students will complete a research paper (2-5 pages) on a future career option; the paper will include:

- i. Career Description
- ii. Duties included in the career
- iii. Salary
- iv. Licensing requirements
- v. Education required
- vi. Location of jobs
- vii. Growth of the occupation (employment outlook)
- viii. Related High school course work
- ix. Personality traits

Option 2: Students will complete a research paper on their method of obtaining the educational requirement for an entry-level position into one of their chosen fields. Pick one: College or Technical Degree

College Education

1. Name and address of college and phone number
2. Location, entrance requirements, fees course taken as freshman, social activities, available financial aid, sports.
3. Degree program you would enter into.
4. Requirement for entry into college and/or entry into degree program (SAT, ACT scores, essay, volunteer work) etc.
5. Cost (tuition, books, room and board, miscellaneous expenses)
6. Percent of student completing degrees
7. Staff information (student to faculty ratio, degree held by staff)
8. Employment possibilities on campus
9. Description of local area.

Technical Degree

1. Location of school where training will be acquired
2. Any of the requirements of the college research paper, which applies.

DUE DATE: OCTOBER 2, 2007

Quarterly Projects and Due dates

Each project will be approximately 2-5 pages in length and required to be typed (double-spaced).

Quarter 2:

Option 1: Write about your first full-time search. Describe the steps you would take when making a career decision (work experiences and education): whom you would contact, what paper work is required, what preparation is needed and how to interview successfully. Student should outline and describe positive elements of completing a successful job interview.

Option 2: Interview your mentor and one other professional in the same field. Write a report on the two interviews. Ask the following questions and more if possible:

1. Why did you decide to go into this field?
2. Describe the career path you followed to get where you are today.
3. What educational experience and/or training have you had?
4. Describe some of your personal strengths and weaknesses that have helped or hindered you along the way.
5. Is this career field growing? And if so can you give future predictions for its growth in both economical and geographical terms?
6. What community and government forces affect this business?
7. Please describe your typical day at work (that is, if there is such as think)?
8. Are there any problems that are particularly stressful that you deal with an ongoing basis at work?
9. What is your greatest feeling of success that's related to your work?
10. What advice do you have for me, both as an intern, and for my future in this field?
11. What starting salary could I expect?
12. Students will complete a thank you letter to be sent to a job interviewer.

Option 3: Attend a professional meeting with your mentor and describe it on paper. Discuss this assignment in advance with your mentor. Perhaps if a business meeting is impossible, you could attend a Rotary, Board of Education Meeting, or a civic meeting (Greater Greenwich Chamber of Commerce).

Option 4: Describe work habits that are most desirable in an employee (discuss this with your mentor and include his/her remarks).

DUE DATE: DECEMBER 4, 2007

Quarterly Projects and Due dates

Each project will be approximately 2-5 pages in length and required to be typed (double-spaced).

Quarter 3:

Option 1: If you are a young person or a newly hired graduate, take time to observe the corporate culture so you can adapt to it and avoid common mistakes that can interfere with your acceptance, reputation, and productivity. Note what people wear to work. What time they come to work. How late employees stay. How young employees speak to older workers. What values coworkers share, and what slang common to young people is avoided. These observations can also be powerful clues for how to form a satisfying relationship with your employer. Deciding that you will adopt them may be a key to your success. Write an essay describing the culture of one of your placements by answering and expanding on the above questions.

Option 2: Describe a situation that has developed during the internship that has already or may create conflict. Discuss ways to avoid this problem in the future and how to deal with the people involved. It is not necessary to use real names, but identify the people's roles at work.

DUE DATE: February 26, 2008

Final Year Grades and Due dates

Each project will be approximately 2-5 pages in length and required to be typed (double-spaced).

Quarter 4 - Final Portfolio / Project

This project will consist of two parts.

First, write a 2-5-page paper on your year as an intern that reflects the time that you have spent at your internship sites. You should include whether you felt your internships were beneficial, why or why not, what you liked about it, what you didn't like about it, etc. This paper should reflect your internship in your eyes. Think of it as a way to tell underclassmen about the experience and specifically what you gained from the experience.

Second you will create your Personal Portfolio that you should have been updating all year. It should include your reflection paper (above), an updated copy of your resume that includes all of your intern sites, items such as evaluations from Ms. Lee's site visits, evaluations from your mentor, any recommendation letters you may receive, pictures or samples of work you have completed at you internships and even your journals. When you hand in your portfolio all sections should be complete. This will be handed back to you at the end of the year so you can continue to update it and use it for college, interviews, etc.

DUE DATE: JUNE 3, 2008

Final Internship Day

The final day of your internship (for the year) will be on or about June 13, 2008.