

Work-Based Experience Information

Career experiences provide an opportunity for a student to connect with a business professional through a variety of pathways. This professional has specific knowledge about an occupation or career in which the student may be interested. Students observe responsibilities and tasks associated with the mentor's career and have the opportunity to ask questions about the knowledge, skills, talents, and level of education required for the job. While the purpose of the career experience is to gather career information and expand networking contacts, it also allows students to build interviewing skills, become aware of trends in the field and see workforce technologies in action. You will be required to complete one of the pathways as described on the chart provided by the [Pennsylvania Department of Education](#). You will need to base the areas where you job shadow according to your Naviance assessments..

The Purpose of the Work-Based Experience:

- Present up-to-date facts about an occupation that can assist in your decision-making.
- Inform you about the skills required for certain jobs so you can match them with your skills.
- Provide valuable networking contacts to utilize when conducting your actual job search.
- Assist in developing communication skills and self-confidence in talking with professional people in a more relaxed work environment.
- Expose you to occupational "buzzwords" unique to the career field of your choice.
- Give you an edge in future interviews.
- Develop basic skills similar to a targeted job search.

School Absence to Complete Work-Based Experience

*Students should plan to complete required work-based experience hours outside of school hours. However, each student has one school day each year that will be an excused absence to help complete the required hours.

If there are extenuating circumstances where student would like to request approval to miss school, please complete the following steps:

1. Request a Permission Slip from the attendance office.
2. Request permission from each teacher to miss class. The student must request permission for an exact day. Each teacher needs to note his/her permission by signing the permission form. Student must have a parent sign the form

Before attending each of your work-based experiences, you should think about what types of questions you would like to ask your host/mentor. For example:

- What do you hope to learn while job shadowing?
- What will you be looking for at your job shadow site?
- What questions do you hope to have answered while at your site?
- What is the mission of this organization?
- What are your job responsibilities?
- What education/training is required for this job?
- What other people or departments do you most closely work?
- What technology is needed for this job?
- How did you decide on your career?
- Was this your first job?
- What do you like most about your job?
- What do you not like about your job?
- What might a salary range be for this job? (Do NOT ask them their salary! Just ask if they might know the starting salary or a range.)

Work-Based Learning Activity

You must choose **one of the following** Work-Based Learning Activities.

Activity	Description	Requirements to Qualify
Job Shadowing	<p>A career exploration activity in which students gain exposure to careers that they are interested in pursuing by working with business volunteers. For a short period, up to several days, students spend the work day as a shadow to a competent worker. By visiting a workplace, investigating a career field and industry, and experiencing a typical day on the job, students can determine if the career and industry fits their interests and career aspirations.</p>	<ul style="list-style-type: none"> ● Must be guided by a teacher advisor. ● Connected to the school’s curriculum/course of study. ● Follows a learning process that includes student pre, during, and post documentation connecting the shadowing experience to student interest and career planning. (e.g., research the experience, develop questions for experience, interview career mentor, reflect on experience and key learnings) ● Minimum three hours per experience; minimum of three separate experiences.
Internship/ Practicum	<p>A highly-structured, sustained career preparation work experience in which students are placed at a workplace for a defined period to participate in and observe work within a given industry. Learning objectives are specified, and student performance is assessed. Students earn academic credit, giving the student a broad overview of the career area.</p>	<ul style="list-style-type: none"> ● Supervised by both an employer and a teacher advisor. ● Educator and employer evaluate the work experience, with input from student. ● Connected to the school’s curriculum/course of study. ● Includes a learning plan and a contract that details learning objectives and roles of all parties. ● Minimum six-week experience and/or 60 hours total
Cooperative Education Programs	<p>A structured method of instruction combining school-based classroom learning with productive work-based learning in an occupation matching the student’s academic and career objectives. At the secondary level, cooperative education involves a planned partnership with specified connecting activities and responsibilities among students, parent/guardians, schools, employers, labor organizations, and government.</p>	<p>These specified connecting activities and responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"> ● Supervision, coordination, monitoring, and evaluation of student progress and performance between the school-based and work-based learning components are performed by appropriately certified professional school personnel because school credit is to be awarded for this experience. A minimum of one on-site visit per month is required. ● Student enrollment in a PDE-approved career and technical education program that facilitates linkages with postsecondary education, a coherent multi-year sequence of instruction and the opportunity for full-time paid employment following graduation.

<p>Career Mentoring</p>	<p>Occurs when a student is matched one-to-one with an adult professional in a chosen field of interest to explore a career, career interests, and related workplace and career development issues. The career mentor serves as a resource for the student by sharing insights and providing encouragement and guidance about the workplace, work ethics, careers, and educational requirements. The one-to-one career mentoring relationship goes beyond the formal obligations of a teaching or supervisory role.</p> <p>Career mentoring experiences promote exploration of a field of interest and increase students' exposure to jobs, careers, and adult role models in the workplace.</p>	<p>This program shall incorporate the following:</p> <ul style="list-style-type: none"> ● Develop clear, written policy and procedures materials for all parties. ● Match students with career mentors based on career interest and personality. ● Allow the mentor and mentee to interview and select each other. ● Have the student and career mentor set and communicate learning expectations that are assessed on a regular basis. ● Provide ongoing support and training for career mentor. ● Monitored by teacher or other school personnel. ● Mentorships can occur through many forums, such as e-mentoring, inside and outside of the classroom and after school. ● Required hours: As a very individualized experience, the time commitment is dependent on what is required for the student to develop a clear understanding of the career cluster and expectations, at a minimum of six hours.
<p>Apprenticeship</p>	<p>A career preparation activity designed to prepare an individual for careers in the skilled crafts and trades. There are some apprenticeship programs that accept high school students between the ages of 16 and 18 to begin their apprenticeships. Apprenticeship training usually requires one to five years to complete, depending on which occupation is chosen.</p> <p>State and federal registered apprenticeship programs are work-based education partnerships between industry, labor, education, and government. Apprenticeship is industry-driven and provides an effective balance between paid on-the-job training and required classroom and laboratory instruction. There is a broad span of occupations from low tech to high tech in fields including medical, trades, crafts, and technology.</p>	<p>Apprenticeship programs have five components (U.S. Department of Labor, n.d.).</p> <ul style="list-style-type: none"> ● Business Involvement: Employers are the foundation of every apprenticeship program. ● Structured On-the-Job Training: Apprenticeships always include an on-the-job training (OJT) component. A written training plan is developed between the business, the student, and the school entity. ● Related Instruction: Education partners collaborate with business to develop the curriculum, which often incorporates established national-level skill standards. ● Rewards for Skill Gains: Apprentices receive wages when they begin working and receive pay increases as they meet benchmarks for skill attainment. (PA Child Labor Laws should be followed.) ● Nationally-recognized Credential: Evergraduate of a registered apprenticeship program receives a nationally-recognized credential. This is a portable credential that signifies to employers that apprentices are fully-qualified for the job (U.S. Department of Labor, n.d.).
<p>Service Learning (Unpaid)</p>	<p>A teaching and learning opportunity that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Through these experiences, students gain skills and knowledge to prepare for future work relationships and experiences.</p>	<ul style="list-style-type: none"> ● Supervised by both an agency representative and an assigned teacher advisor. ● Evaluated by the educator and the agency representative, with input from the student. ● Connected to the school's curriculum/course of study. ● Includes a learning plan and a contract that details learning objectives and roles of all parties. ● Required hours: minimum of a six-week experience, and/or 60 hours total.

Work- Based Experience Verification

Part 1

Student Name:

Site Name:

Career / Job Title Explored:

Site Address:

City/State/Zip:

Phone Number:

My career path according to _____ is _____.
(State the NavianceAssessment)

The student completed a total of _____ hours of a work-based experience on the following date(s) below completing one the following activities.

- Industry Recognized Credential
- Job Shadowing–3 Hours at 3 separate experiences
- Internship/Practicum–60 Hours or 6 week experience
- Cooperative Education Program– BCCTC students
- Career Mentoring– Minimum of 6 hours, but will vary greatly
- Apprenticeship– See description
- Service Learning– 60 Hours or 6 week experience

Date	Number of Hours

Comments:

Signature of Supervisor

Date

Signature of Parent/Guardian

Date

Part 2

Directions: Type a 200 word Reflection Essay and include one artifact from the experience (i.e. photo, document, etc.). Please use complete sentences.

Guiding Questions

Below are questions to help you think about what to include when writing your reflection essay.

CAREER BASED REFLECTION QUESTIONS

1. Explain the job experience
 - a. Explain the NOCTI process
 - b. Explain industry-based credentialing process
2. Describe the job environment
3. Do you think that you could do this job? Explain.
4. What soft skills were most helpful during your experience?
5. Was this experience valuable to you? Explain.

COMMUNITY BASED REFLECTION QUESTIONS

1. What was the mission or purpose of the organization where you performed your community service?
2. Why did you choose this service opportunity?
3. What was the most valuable about the service you provided?
4. What skills, knowledge and abilities did you acquire through this experience?
5. What soft skills were most helpful during your experience?
6. Did this experience affect your awareness regarding the importance and need for volunteerism?
7. What is your viewpoint about being an active community member? Did this experience affect your opinion?
8. Will you contribute as a volunteer in the future? Why/why not?
9. Were there any jobs at your site that could possibly interest you in the future? Why or why not?

Reminder: Upload all forms, essay reflection, and artifact to your Work-Based Experience Journal entry section of your Naviance account.

Graduation Requirement Checklist

Name _____

Use this checklist to ensure you have completed all of your senior project requirements for graduation.

1. Graduation Pathway (*select one option that reflects your pathway*)
 - Proficient on Keystone Exams (Algebra, Biology, Literature)
 - Keystone Composite Score
 - CTC
 - Alternate Assessment
 - Evidence Based

2. Naviance Assessments Completed **-(All must be completed)**
 - Career Interest Profiler and Reflection Survey (*Completed in 9th Grade*)
 - Career Cluster Finder and Reflection Survey (*Completed in 9th Grade*)
 - Strength Explorer and Reflection Survey (*Completed in 10th Grade*)
 - AchieveWorks Personality Assessment and Reflection Survey (*Completed in 10th Grade*)

3. Completed in Career Exploration Course (*Completed in 11th Grade - all must be completed*)
 - Resume
 - Soft Skill Reflections
 - Communication
 - Leadership
 - Problem Solving
 - Setting and Evaluating Goals
 - Teamwork
 - Technological Aptitude
 - Work Ethic
 - Career Justification Reflection
 - Career Research Project
 - Entrepreneurship Activity and Reflection

4. Completed the requirements for Work-Based Learning Experience and uploaded documentation to Naviance. (**Complete one of the choices below by the end of the 1st semester your senior year**)
 - NOCTI Exam
 - Industry Based Credential / Certificate
 - Work Based Experience Verification Form(s)
 - Job Shadowing–*3 Hours at 3 separate experiences*
 - Internship/Practicum–*60 Hours or 6 week experience*
 - Cooperative Education Program– *BCCTC students*
 - Career Mentoring– *Minimum of 6 hours but will vary greatly*
 - Apprenticeship– *See description*
 - Service Learning– *60 Hours or 6 week experience*

5. Completed Reflection Essay with artifact uploaded into Naviance