

WORK BASED LEARNING PROGRAM

Chester Academy

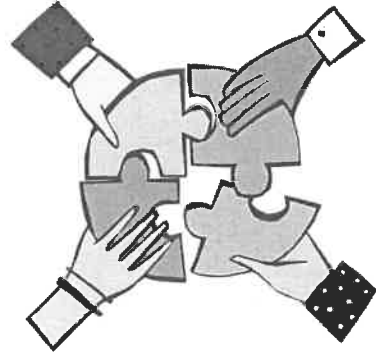
Real Life Experiences

Mrs. Blaine, Workplace/Internship
Counselor

Room 202

gblaine@chesterufsd.org

Hours: Tuesday & Thursday



WHAT DO I DO?

I am an internship and job shadowing coordinator

I provide job opportunities and employment guidance

Discuss Naviance Information for all grade levels

GUIDANCE IN OTHER IMPORTANT

FACETS:

– *Career Assessments*

– *College Counseling*

INTERNSHIP BENEFITS

- High School Credit: 75 hrs. = ½ credit 150 hrs. = 1 credit
- Creates opportunities for exploration of possible careers
- Increases understanding of workplace skills
- intercommunication, teamwork and project planning
- Promotes practice of positive work habits ethics
- Opportunities to apply classroom learning to workplace experiences
- Establishing recommendations for future jobs and college applications
- Increases confidence
- Professional contacts for possible future jobs
- Career direction for postsecondary education

REQUIREMENTS for INTERNSHIP or JOB SHADOWING

- Successfully complete school application forms:
- Interest sheet, Enrollment, Workplace Learning Experience Agreement
- Demonstrate exemplary attendance at school and workplace
- Demonstrate professionalism and commitment
- Complete workplace assignments, journal entries, resume
- Complete weekly timesheets, meet with me on a regular basis
- Willing to do an internship/job shadow after school

JOB SHADOWING

Gives you an opportunity and insight to learn about an area of career interest

- 1) Same benefits as doing an internship but...
- 2) Commitment is short term
- 3) Benefits are long term
- 4) Job Shadow Exp. could be for 1 day ONLY
- 5) Job Shadow Exn could be once a

COMPLETE INTEREST SHEET

- Career interest or area that you would like to know more about
- Job that you would want to shadow
- Business establishment
Architecture, Lawyer Photographer, Electrician, Physical Therapist, Sports Trainer, Optician, Owner of a restaurant, Dentist, Politics, Mental Health, Counseling, Day Care, Cosmetology

CAREER COUNSELOR

- Provide career assessments to evaluate interests
- Provide TOOLS to guide you for postsecondary education
- Provide TOOLS for employment skills
- How to get a Job and keep it
- Completing employment applications
- Creating a RESUME that speaks out
- Interviewing Skills
- Career Websites

COLLEGE COUNSELOR

- ❑ Naviance Connection to College Research
- ❑ SAT & ACT information
- ❑ College Board – Big Future
- ❑ College Websites
- ❑ College Fit
- ❑ Common Application
- ❑ Overall College Decision Making

NAVIANCE

- College and career readiness tool that allows students to explore colleges and careers using interest inventory and college search features.
- Family Connections is the student centered area of Naviance
- TABS: COLLEGES, CAREERS, ABOUT ME *Case Sensitive

LOG IN:
connection.naviance.com/chestermshs

USER NAME: STUDENT EMAIL

▪ **Example:**
gblaine@st.chesterufsd.org

**PASSWORD: chstudentnumber (no
spaces)**

NAVIANCE – Career Tab *(career interest profiler)*

- **Career Interest Profiler – Career Assessments**
 - 100+ questions providing comprehensive results that suggest careers and majors that match student interest

NAVIANCE– About Me Tab

(supermatch)

- **Supermatch- College Search**
- **Search filters ranging from size, location of college, majors offered, athletics, to cost.**
- **After completion, it filters to a link of the actual college**

NAVIANCE – About Me Tab

(resume)

- **RESUME – (Activity Sheet)**
- Enter activities participated during high school
- Gives you a clear picture of participation
- Helps teachers write recommendations

*Suggestion to print it out from Naviance and reformat it into a more attractive

INFORMATION SHEET

1st Period Teacher

Free

Period(s)

Name

Date of Birth

Age

Check off what you are interested in knowing more information

Internship ___ Job Shadowing ___ Job ___ Career ___ College ___

Other ___

I need help with interviewing!

*Return this sheet to Mrs. Blaine, Room 202

CHECK LIST FOR EMPLOYMENT

1. Talk it over with Parents/Guardian
2. Think about what interests you
3. Obtain working papers
4. Apply for position/interview
5. Will it work out? Transportation? Hours?
6. Is it going to be a conflict? Sports, School Resp.
7. Know the labor laws
8. Build a resume
9. Dress appropriately
10. Have fun doing the job



CHECK LIST FOR EMPLOYMENT



- TALK IT OVER WITH PARENT/GUARDIAN
- THINK ABOUT WHAT INTERESTS YOU
- OBTAIN WORKING PAPERS
- COMPLETE EMPLOYMENT APPLICATION
- REFERENCES 2-3; ASK PERMISSION
- APPLY FOR POSITION/INTERVIEW
- WILL IT WORK OUT?
 - TRANSPORTATION? HOURS?
- IS IT GOING TO BE A CONFLICT?
 - SPORTS? SCHOOL RESPONSIBILITIES?
- KNOW THE LABOR LAWS
- BUILD A RESUME
- DRESS APPROPRIATELY
- HAVE FUN DOING THE JOB
- SEE MRS. BLAINE FOR ANY QUESTIONS, ROOM 202

INFORMATION SHEET

Return sheet to Mrs. Blaine, Workplace Counselor Room 202

1st Period Teacher(s) _____

Name _____

Free Period(s) _____

Date of Birth _____ Grade _____ Age _____

Internship _____ Job Shadowing _____ Job _____ Career _____ College _____ Other _____

Meet with Mrs. Blaine on _____

Period _____

INFORMATION SHEET

Return sheet to Mrs. Blaine, Workplace Counselor Room 202

1st Period Teacher(s) _____

Name _____

Free Period(s) _____

Date of Birth _____ Grade _____ Age _____

Internship _____ Job Shadowing _____ Job _____ Career _____ College _____ Other _____

Meet with Mrs. Blaine on _____

Period _____

Work Based Learning at Chester Academy

Our goal is to develop a successful partnership with businesses in our Community who will help prepare our students with knowledge and Skills for the 21st century



Internship/job shadowing

Looking for Internship or Job shadowing Opportunities: One day only, 4 – 6 week program or longer

- Increase an understanding of workplace expectations
- Teaching workplace competencies, such as project planning, team work
- Understand company rules and policies
- How to use interpersonal communication skills
- Learning the challenges of a business
- Create opportunities for exploration of possible careers
- Giving Back to the Community
- Offering a high school student a chance to transfer classroom Knowledge to a real-life work experience



Student Benefits

- Learn “Hands-On” Skills
- Opportunity to apply classroom learning to workplace experiences
- Practice Positive Work Habits
- Understand Work Ethic
- Develop Transferrable Skills for the Future
- Personal Growth, Career Direction
- Gain an edge on future job market
- Networking and Professional Contacts

***If you are interested in providing an internship or a job shadowing opportunity for a Chester Academy student please contact:**

Gail Blaine, Workplace/Internship Coordinator
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