

The

**CAREER CONNECTIONS**

Resource  
Handbook

*...a guide to help answer student questions*

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Century High School

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## WHAT IS THE CAREER CONNECTIONS PROGRAM?

Source: Career Coordinator's Handbook

**Career Connections is Maryland's School to Careers system. It is locally driven and community-based, it is part of a national effort to prepare young people for the entry into the workplace by emphasizing high standards and relevance in learning.**

**Career Connections is a system of learning that links students, schools, and the world of work to provide the young people with meaningful experiences, skills, and credentials to prepare them for the transition to further their education.**

### **Career Connection Programs are built around 3 major component areas:**

#### **SCHOOL** based learning:

(Think: Seminar, Career based projects, Advisory link, and self exploration)

- Career development foundation (linking class lessons to careers)
- 4 year plan (ECP Education Career Plan, done in seminar)
- Integration of academic and technical education
- Secondary/Post secondary articulations and partnerships.

#### **WORK** based learning:

(Think: linking work and school through relevance, guest speakers, field trips, setting employability skills expectations, email mentor partnerships)

- Employability skills development
- Technology competency
- Work based learning experiences
- Partnerships with local businesses, industries, and agencies

#### **CONNECTING** activities:

(Think: guest speakers, mock interviews, job shadows, internships, Teacher externships, Career Field Trips)

- Matching student with employers
- Professional staff development

- Recruitment of employers/internship site development
- Community and employer partnership

## WHAT IS A CAREER MAJOR?

Source: Refer to the Pathways to Careers booklet

Career Majors are course sequences within a specific career cluster and pathway which enable a student to work toward a career option **NOT** addressed by CCCTC (Career & Tech) completer program. A minimum of 4 credits is required for a Career Major.

**Who:** Typically for students who have completed or plan to complete Alg. II and 2 foreign languages.

**Also:** Four credits are required for students wanting to do an INTERNSHIP in their senior year.

**Where:** Career Major course work takes place at Century High School.

### Example:

#### HHSS ACADEMY

##### **Career Major:** Law and Legal Services

The student must receive at least 4 credits from the following options to complete a Career Major in Law and Legal and be eligible for an INTERNSHIP.

Issues - .5  
 Leadership Development - .5  
 Public Speaking- .5  
 World Geography- .5  
 Political Science- .5  
 Psychology I/Honors Psych - 1  
 Speech & Debate- .5  
 Economics- .5  
 AP Psych- 1  
 Prob & Stats- .5-1  
 AP Prob & Stats .5-1  
 Business Law- 1

# WHAT IS A COMPLETER?

Source: Refer to the Pathways to Careers booklet

A completer is a series of courses in a specialized career area. Completer programs are available at the Career and Technology Center (typically). There are a few home school completers.

**Who:** Students who are enrolled in a Completer have the option of taking Alg II + Foreign Language or can choose **not** to take these courses.

**When:** Students interested in the Career and Tech CCCTC Completer Programs must apply in the 10<sup>th</sup> grade year. CCCTC has criteria such as attendance, behavior, and grades that are taken into consideration when applying for a completer at their school.

**Where:** Coursework for the Completer will take place at South Carroll High School or at the CCCTC in Westminster. Home school completer coursework will take place at Century.

**Point of Contact:** Your Century High assigned counselor **and/or** the CCCTC counselor will be your point of contact if you are interested in this program.

## COMPLETER SAMPLES:

**AHC:** *Floral Design*  
**Location:** CCCTC

**BIM:** *Business Administration and Management*  
**Location:** Century High

**Location:** *Technical Support and Networking*  
CCCTC

**HHSS:** *Allied Health, Cosmetology, Culinary Arts*  
**Location:** CCCTC

**MST:** *HVAC, Welding, Carpentry*                      *Drafting*  
**Location:** CCCTC    **Location:** South Carroll High School

*Animal and Veterinary Science*  
**Location:** Century High

## WHAT IS A JOB SHADOW?

Source: Career Coordinator's Handbook

A job shadow is a visit to a business or an agency to:

- Observe a career
- Explore a work environment
- Observe workplace skills
- Validate expectations in a particular pathway

Who: Job Shadow opportunities are open to 11<sup>th</sup> graders and 12<sup>th</sup> graders.

Job shadow opportunity: Every fall, the Chamber of Commerce sponsors a Job Shadow Day for every high school in the county. Each high school is given 10-12 slots for this job shadow day. It is the responsibility of each coordinator to fill the slots based on student interest.

Other job shadow opportunities: Every junior at Century High School has the opportunity to go on a job shadow any day of the school year. The time frame available for shadowing is 3 hours to 2 days.

Point of contact: If a student is interested in the Chamber of Commerce Job Shadow Day or an Independent Job Shadow, they need to make an appointment with the Career Coordinator.

Process: For the independent Job Shadow:

1. Student makes appointment with Career Coordinator
2. Student receives guidelines for obtaining a job shadow
3. Student contacts business site and sets up time/date
4. Student completes Job Shadow permission slip and paperwork
5. Student returns signed paperwork to Career Coordinator before visit
6. Student attends the Job Shadow on designated day
7. After the shadow, student meets with the Coordinator for a follow up activity assignment

Student must get approval from parent, coordinator, principal, and teachers for the job shadow.

## WHAT IS A MOCK INTERVIEW?

Source: CHS Advisory Curriculum

The Mock Interview is a two day event that takes place in the Auxiliary Gym. The Mock Interview provides a one-on-one opportunity for **all** CHS juniors to practice their interviewing and resume writing skills with a member of the business community. Forty plus interviewers interview seven students a piece for 20 minutes. The mock questions are skill centered and are general interview type questions. The students are given immediate verbal and written feedback from the business member regarding their interview performance. It is our goal to match student career interest with the profession of the business member but ultimately with 325+ students, that may not be possible.

Mock Interviews take place during the second semester and preparation for the Mock Interview takes place in advisory. The lessons for the preparation can be located in the Advisory Curriculum or from the Academic Facilitator. The Career Coordinator will also be available to present in advisory.

# WHAT IS AN INTERNSHIP?

Source: Career Coordinator's Handbook

## Definition:

- Provides career related experiences not obtainable within the usual classroom setting.
- Provides paid or unpaid employment.
- Is directly related to the student's Career Major or a Century High Completer.
- CCCTC completers have internships managed through their own coordinators. Century does not place those students.
- Student experience has meaningful job tasks and duties.
- Student receives professional instruction/experience in all aspects of the business/industry.

## Eligibility

- Students must have achieved Senior status
- Student **MAY NOT** be a Career and Tech student. CCCTC has an Internship Program for their students.
- Century High School Career Major/Completer classes completed (minimum 4 credits in a major/completer)
  - One credit may be done concurrently
- Overall 2.5 GPA (minimum)
- 94% attendance quarter before internship
- All graduation requirements are scheduled or met
- Service Learning completed
- H.S.A requirements met
- Minimal discipline history
- Students must complete 4 credits in their senior year
- Completion of Application Placement Form
- Completion of Application Agreement Packet by due date

## Credits

- Student may earn up to 2 credits maximum  
18 weeks = 135 hours (approximately)
- Internship takes the place of a regularly scheduled class (up to 2 classes allowed)
- Internships are graded on the normal scale of A through F

## Process

- Student expresses interest to the Career Connections Coordinator
  - student makes an appointment with the Coordinator **with** a list of electives taken in high school
  - Coordinator reviews elective course history and determines if a Career Major/Completer has been met
- Student then receives an Application Placement Form from the Coordinator that must be completed by the Guidance Counselor
- Application Placement Form is turned in to the Coordinator
- Once eligibility is determined, student completes the Application Agreement Packet by due date.
  - packet given to student by Coordinator and turned into the Coordinator
- Once accepted into the Internship Program, Student/Counselor/Coordinator work together to determine which class or classes are to be dropped to allow room for an internship. The "time" of the internship availability determines which classes are dropped or arranged and when the business can arrange for you to work.

## Placement Process

- 50/50 Placement Rule
  - Student and Coordinator work together in finding 'connections' for the internship placement.
    - If student has connection**, contact information is given to Coordinator so arrangements can be made via the Coordinator. Student **IS NOT** to arrange an internship. That task is for the Coordinator.
    - If coordinator has connection**, she/he will make the arrangements for arranging the internship and complete an evaluation site visit.
      - Safety of Site evaluation completed
      - Training Plan developed
      - Certificate of Insurance secured
      - Time of internship determined
- Once connection is made, student calls and sets up an interview with placement site
- Student participates in a week long Orientation with the Coordinator and other interns
  - Training Agreement Paperwork Packet explained and completed
  - Academic/Assessment material reviewed
  - Professional development and preparation
- Internship begins
- On site visits by Career Coordinator

- Student completes assignments
- Supervisor submits student evaluations

## WHAT IS THE CAREER CENTER?

SOURCE: Computers and post high school material

**Location:** The Career Center is located beside the Guidance Office in the Main Hallway.

What is available?

- There are 6 computers available (great for BRIDGES or resume writing)
- Various military books, ASVAB testing guides, military academy information
- College applications, college books, college advertisements
- Vocation/Tech college books and information/pamphlets
- ACT/SAT prep books
- Financial Aid books and materials
- Resume, interview, portfolio texts
- 4-year college/2-year college books
- Scholarship books
- Horticulture pamphlets
- Self Help Year One books (for college freshmen)
- Study Technique books

The Career Center is for all students and faculty. The material in the Career Center is on loan to those who are interested and must be CHECKED OUT with the Coordinator. Teachers can work with the Career Coordinator in developing lessons so that their advisory or class can learn to utilize this facility.

Also: The Career Center is a great place to have guest speakers. It provides a 'conference style' environment that is inviting for a small group and a speaker. The Career Center is open to faculty who would like to run a meeting. There is a sign up procedure located in the Coordinator's office.

**Additional resources from the Career Connections Office:**

- assist in the connecting with a local business for guest speakers and field trips.
- provide up to date career related information for the classroom teacher.
- provide data and information for specific careers.
- team teach with content teachers in presenting career related information.
- assist with the development of career related lesson plans.

**Century High School's Office of Career Connections is not involved with:**

The placement, application, or internships with the CCCTC school. They have an exemplary program in which their own coordinator orchestrates these tasks.

**As a reminder:** The Century High Office of Career Connections can **NOT** place a student who is interested in a career focus that is already offered as a program at CCCTC.

**Example:**

A student that is interested in becoming a Physical Therapist and has taken various high level science and human anatomy classes at Century can NOT be placed by Century. If they are interested in any Allied Health type field, they must attend CCCTC to obtain an internship in that particular career field. Nursing, hospitals, physical therapy, becoming a doctor- these students would apply to the Allied Health Program at the CCCTC. CHS can not place interns with these career aspirations.

If you have questions about your particular career interest and focus, please contact the CHS Career Coordinator with your questions.