



March 8, 2016

Dear Parent or Guardian:

We believe each 8th grade student should have the opportunity to explore his or her skills through an Internship experience. To this end, 8th grade students will participate in the Career Exploration Internship Program on any two days between **May 30th and June 3rd**. The internship program part of a careers unit. The unit has several parts, the students will attend lessons and work in small groups with Ms. Clarke and Ms. Delacruz during personal reflection to complete the unit. The unit must be completed before the internship begins.

- Exploring the job market: tools and future trends.
- Inventory of Personal Work Styles and Values
- Inventory of Job-Specific Skills
- Budgeting for Your Future
- Choosing a Long Winding Path
- Networking: writing professional emails, making professional calls, using community resources, etiquette in the workplace.
- Sharing the Experience - a blog post, movie or scrapbook about the experience and a copy of your thank you letter.

In the classroom we guide the students through the steps of professionally presenting themselves and networking to find internships. If you would like to [offer an internship](#) or have questions about the program, please contact Ms. Clarke.

Students who participate in the Career Exploration Internship Program commit to spending two days (a **minimum of 12 hours**) at an internship site, and completing a career exploration report.

We do not recommend that a student complete their internship at a present place of employment or with an immediate family member. □□ Only one student can intern at a site at one time.

You can receive 20 volunteer hours for hosting a student (who is not related to you) at your work site. You can receive 10 volunteer hours for assisting a non-related student to find a site. To be eligible for these hours, please email your interest to Mrs. Clarke at aclarke@lakelandmontessori.com.

If for some reason your student is unable to participate in an internship, they will attend school as usual and will complete an alternate school-based assignment. Participation in career exploration curriculum is an 8th grade requirement for graduation.

Thank you for joining us on this exciting journey. If you have any questions, please do not hesitate to email us.

Sincerely,
Anna Clarke

Timeline of Participation and Career Report Assignment

Career Research Report

Mission: Using the resources provided, create a research report about a career you might be interested in. It should be the same career that you are completing your internship in, if possible.

Time: This is your personal reflection assignment for this cycle. Work on it every day. Ask questions.

Assessment: This report counts for 30% of research, 30% of community meeting (speech and communication) and 30% of your personal reflection grade for this cycle. [Rubric](#)

Basics: Your report must have an introduction, conclusion, citations, and clear paragraphs consisting of a main idea and supporting details. Your report must be professional in appearance with a title page, and a works cited section. Your report must have proper grammar and spelling. It must include all of the sections below. Each of the sections below will require about a page of carefully edited, clear, typed work.

1) Understanding the Workplace Section.

- a) the job outlook, the supply and demand for that career
- b) the possibilities of being an entrepreneur in that career
- c) 3 ways that technology is changing that career or might change it in the future.
- d) average beginning salary
- e) median salary
- f) education and training required
- g) Must cite at least 3 of the sources below:
 - i) Resources for the Career Exploration Component of Your Report:
 - (1) [Occupational Outlook Handbook](#) provides information on careers. There is an online and print version.
 - (2) [CareerOneStop](#)
 - (3) [Occupational Information Network](#)
 - (4) [Job Shadow website](#) provides an archive of interviews with professionals in a variety of careers

2) Self-Awareness Section

- a) Complete the [self-awareness inventory](#) and the [lifestyle selector](#) and use the results for your research paper:
- b) your values and how they are reflected in the career you have chosen to research
- c) your interests and how they are reflected in the career you have chosen to research. Take this interest inventory to find out how your interests match with careers:
- d) the skills you have and how they are reflected in the career you have chosen to research.
- e) the lifestyle you would like to choose for yourself and whether or not your chosen career will support that lifestyle.

3) **Exploring Careers Section**

- a) Look over the following resources and explain how someone can find out about the career you are interested in. In this section, include additional information that you found out that is especially interesting and important:
 - i) [Career Clusters](#)
 - ii) [Florida CHOICES](#)
 - iii) [Occupational Outlook Handbook](#) provides information on careers. There is an online and print version.
 - iv) [CareerOneStop](#)
 - v) [Occupational Information Network](#)
 - vi) [Job Shadow website](#) provides an archive of interviews with professionals in a variety of careers

4) **Goal-setting and Decision Making Section**

- a) In this section, explain what short-term goals you will need to meet to be ready to enter this career. What do you need to do, today, this week, this month to become better prepared for this profession? Then explain what long-term goals will you need to meet to be ready to enter this profession. What will you need to do while you are in high school and after high school? To help you plan this section, use this [form](#).

5) **Workplace Skills**

- a) In this section, compare the skills that you already have, with the skills that are most needed in the workplace. For each skill listed, explain how strong your are in that skill or where you have room to grow. Give two examples from your life, either at school or at home, that demonstrate how you use that skill.
- b) The skills that workplaces look for are:
 - i) positive, optimistic attitude ([Take this attitude quotient survey.](#))
 - ii) collaboration - an ability to work well with others.
 - iii) adaptability - an ability to be a leader when needed and a follower when needed.
 - iv) learner - the ability to learn new skills
 - v) communication - the ability to organize, synthesize and present information to individuals and groups.
 - vi) [courtesy](#)
 - vii) [integrity](#)
 - viii) self-discipline

6) **Career and Education Planning Section**

- a) Complete the [high school planning timeline](#) and then write a narrative explaining what you will need to do during each year of high school to be prepared for the next step in the career that you have chosen.

7) **Job Search Section**

- a) Go to Monster.com and find 5 job listings for the career that interests you.
- b) Include a [sample job application that you have filled in with as much information about yourself as possible](#).
- c) Participate in the interview practice and include the [interview checklist](#) that your interviewer filled out.
- d) Make a list of companies that might be hiring this kind of worker in this county.
- e) Write a [resume](#) to take to your internship.
- f) Write a [request for internship](#) draft letter.

8) **Related Resources**

- a) [Americans with Disabilities Act](#)
- b) [Florida Bureau of Labor Statistics](#) provides posters, flyers, and other materials with Florida labor market information.
- c) [Florida's Child Labor Laws](#)
- d) [Occupational Outlook Handbook](#) provides information on careers. There is an online and print version.
- e) [United States Bureau of Labor Statistics](#) includes national data on the workforce and the economy.

Letter of Intent to Participate

I _____, would like to participate in the Career Exploration Internship Program this year. I have reviewed the steps involved with my family. I understand that completing the internship will require my family and I to work together to find an appropriate internship site, to provide transportation, and to submit forms and assignments in a timely manner.

(Fill in the blanks below and check the boxes below that apply:)

Student's Work Experience/Skills

Student's Interests and Career Goals _____

Tasks That Make Up the "Ideal Job" _____

Preferred Employer (if one) _____

My family and I have looked at our other commitments during the next month and have agreed that my participation in the program will NOT work for all of us. We understand that I will need to complete an alternative assignment in school on May 22nd and 23rd.

A member of my family would like to serve as a mentor to another student.

Name: _____ Workplace: _____

Email: _____ Cell: _____

Please go to the

Signed,

_____ (signature student)

_____ (print name)

_____ (signature parent)

_____ (print name)

