

2018 Timeline

November 15: Career Fair at PVHS

December 21: Career Study Assembly during **Extended Homeroom**

At this point, all seniors should be preparing a resume in English class & sending cover letters to potential sponsors. These should be mailed/delivered as soon as possible. Students should follow-up with phone calls. This is an ongoing task until a proper placement is secured.

March 28: Graduation Project Presentations

April 24: Career Study Materials Due:

Detailed plan with goals
Career Sponsor Agreement completed ONLINE

Notarized permission form
Career Sponsor's Clearances on file with PVSD

Final Deadline for Approval

NO paperwork will be accepted after the April 24th deadline.

May 8: Program Meeting for Seniors
Likely via email /video
Final materials will be distributed.

Career Study Program:

May 14 - June 1, 2018

(This is the start date for senior who are finished with their AP tests by this date. There will be a different start date for seniors taking AP tests during the week of May 14th.)

June 6: Debriefing Meeting at 9AM
PVHS in Auditorium
Paperwork due:
Typed thank you letter
Online evaluations
Updated resume

* Seniors who do not present their Graduation Projects on time are **not** eligible for Career Study.

As we look ahead into the next century, leaders will be those who empower others.
-Bill Gates



A Cooperative Effort

Since 1999, Perkiomen Valley High School's Career Study Program has provided an opportunity for seniors to learn firsthand about the real-life world of work and the educational and personal requirements for entry and career advancement in particular fields. For the Career Study Program to be successful, students as well as parents, staff and career sponsors must work together.

The **House Principals and Career Electives Coordinator** host informational assemblies and are available to students throughout the process.

The **Parent** encourages the student to find a meaningful experience, signs authorization and release forms, and evaluates the experience.

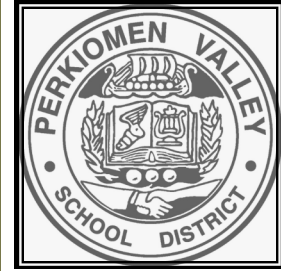
The **Career Sponsor** establishes with the student several meaningful goals, communicates with the Advisor and evaluates the program. Effective in 2016, Career Sponsors must have their clearances on file with PVSD.

The **Faculty Advisor** works with a limited number of students to maintain contact weekly. Faculty Advisors visit career sites and evaluate the entire program.

The **Student** creates a resume, assumes responsibility for following guidelines, makes a total commitment to the program and meets with the Faculty Advisor weekly. The Student is responsible for submitting all paperwork on time and adhering to the school's code of conduct.

Questions may be directed to:

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Career Elective Coordinator
Perkiomen Valley High School
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Senior Career Study Program

Perkiomen Valley High School

May 14 - June 1, 2018

Learners Today,
Leaders Tomorrow

Program Guidelines:

- ❑ **Effective starting in 2016, Career Sponsors must have all of their clearances on file with Perkiomen Valley School District. More information can be found on the Career Study website.**
- ❑ Students must be academically eligible with a 70% in all courses and no disciplinary problems in order to qualify for the program.
- ❑ Students must have satisfactory attendance.
- ❑ Parents may not sponsor their own children.
- ❑ Students should explore an area of interest other than their present employment. This is a non-paid internship with the primary goal being experience.
- ❑ Students must participate for an average of six hours/day OR thirty hours/week. Those hours do not need to be the same as school hours.
- ❑ Students must meet or initiate contact with their faculty advisors weekly to discuss their career study activities. Failure to initiate and maintain this weekly communication will be reason to terminate the Career Study experience.
- ❑ Students must have the approval of all their teachers. All coursework and assignments must be current as of **April 24th** and maintained thereafter. Teachers may give final exams before the program begins.

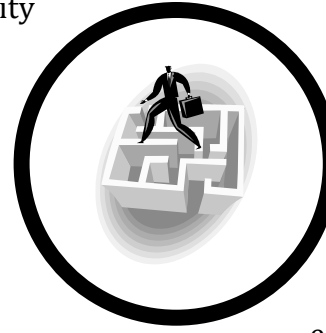
Program Overview

The Perkiomen Valley High School's **Career Study Program** provides an opportunity for students in good standing to explore potential career areas during several weeks preceding graduation. The student, with the help of a faculty advisor and a career sponsor in a business, professional field or community service organization, designs a program of observation and hands-on experiences in an area of career interest.

The Career Study Program gives students links between their formal education and the "real" world application of skills. There are obvious benefits: new experiences, role models, enhanced self-esteem, responsibility, and motivation to pursue career goals.

Students must maintain weekly contact with the faculty advisor. At the end of the program, students submit an updated resume, professional thank you letter (typed) and evaluations completed by the career

sponsor, faculty advisor and student.



Career Study helps guide students to their goals.

The timeline for this year's program lists specific deadlines and responsibilities. Initially, students look for a career sponsor in their general area of interest. Resumes and letters are mailed by the student or delivered to possible career sponsors. Ultimately, the career sponsors work with the students to develop achievable goals for the specific student's Career Study Program.

Students represent Perkiomen Valley High School throughout the entire process and must adhere to all school policies and rules. Administration reserves the right to withdraw the career study privilege at any time during the program.

Students who are withdrawn will return to their regular academic schedule.