



## PERKIOMEN VALLEY HIGH SCHOOL

### SENIOR CAREER STUDY PROGRAM GUIDELINES

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In preparation for Career Study, the student meets with a specific career sponsor within the career area of interest, one to whom the student has sent a letter of interest as well as a resume and has received a positive response from that employer. The student meets with that person to develop goals and a written plan for the career study program. Writing down a carefully planned set of goals and activities is most important to a successful work experience. The career sponsor (employer) oversees the student during the Career Study Program and the direct supervisor must have clearances on file with PVSD. Parents must provide a notarized permission form, and the student must secure teachers' signatures.

**When a student receives positive responses from more than one potential career sponsor, he/she must notify all other potential career sponsors of his/her selection.**

These guidelines are meant to assist students in planning their Career Study Program:

- ◆ Students will participate for a time period that is consistent with the time they would normally spend in class--thirty hours each week. However, the thirty-hour schedule may differ from the regular school schedule.
- ◆ Students will complete the ONLINE registration for Career Study (link on the Career Study website) and submit the notarized form and teacher signature page on time (or early). **No late paperwork will be accepted.**
- ◆ Students, with parental assistance, are to find their job placements--this is not the school's responsibility.
- ◆ Parents may *not* sponsor their own children.
- ◆ Students are *not* to be paid for this work experience. Please contact the Career Study Coordinator to discuss this issue.
- ◆ Students are encouraged to explore a career that they truly want to investigate!
- ◆ Students will meet/communicate weekly with their faculty advisors to discuss their on-the-job activities. This should be initiated by the student weekly.
- ◆ At the conclusion of the program, students will submit a typed thank you letter to their career sponsor and an updated resume. Students, their faculty advisors and the career sponsor will be asked to complete an online evaluation.
- ◆ Students must maintain satisfactory academic status in order to participate in the program--this means a 70% average in all courses by the end of the third marking period. The signatures of all the student's teachers are required.
- ◆ Students must have satisfactory attendance and no serious discipline problems.
- ◆ Students represent Perkiomen Valley High School while participating in the Career Study Program. During the program, all school rules will be in effect. The Perkiomen Valley School District administration reserves the right to withdraw the Career Study privilege at any time. Students who are withdrawn from the program will return to their regular schedule of classes.

## CAREER STUDY - THE STUDENT'S JOB

- Completes program requirements and meets deadlines as outlined on the timeline
- Assumes responsibility for understanding and adhering to all guidelines
- Completes a detailed timeline for anticipated hours on Career Study (attached) and shares a copy with his/her faculty advisor and career sponsor. Students should document any time that they are not available for career study (ie: choral practices, athletic events, etc.)
- Makes a total commitment to the program and meets/communicates weekly with faculty advisor
- Submits all required information at the conclusion of this program (ie: letter of gratitude to career sponsor(s), updated resume and online evaluations)

### TIMELINE

December 21, 2017	<b>Career Study Assembly – Extended Homeroom</b> <ul style="list-style-type: none"><li>* Extended homeroom video conference</li><li>* Materials distributed and explained</li><li>* Link will be available for seniors that missed homeroom</li></ul>
March 28, 2018	<b>Graduation Project Presentations</b> <b>Seniors must present their projects on time in order to be eligible for Career Study.</b>
April 24	<b>Career Study Materials Due</b> <b><u>SOONER IF POSSIBLE</u></b> (no late submissions will be accepted) <ul style="list-style-type: none"><li>* Online information</li><li>* <u>Notarized</u> parent permission form</li><li>* Career Study sponsor must have copies of their clearances on file with PVSD.</li><li>* Signatures of all current teachers and completed calendar.</li><li>* <b><u>\$5.00 course fee due (Please also check that you have paid your senior dues and are not on the debt list for any reason.)</u></b></li></ul>
April 24	<b>All coursework and assignments must be current with teachers by this date (ie: no late or missing assignments). Seniors will need to keep up to date on assignments until their first day of Career Study. Late or missing work can jeopardize Career Study.</b>
May 8	<b>Career Study Program Meeting for Participating Seniors</b> (likely a video link to information) <ul style="list-style-type: none"><li>* Distribution of final materials</li><li>* Topics include business etiquette, proper attire information, communication skills, and tips about working with others.</li></ul>
May 14 – June 1	<b>Career Study Program</b> 3 week internship
May 21 – June 1	2 week internship for students taking AP exams during the week of May 14 <sup>th</sup> . <ul style="list-style-type: none"><li>* Faculty advisors visit work sites</li><li>* Students are responsible to initiate communication <b><i>each week</i></b> with PVHS faculty advisor.</li></ul>
June 6	<b>Career Study Program Debriefing Meeting – 8AM in PVHS Auditorium</b> <ul style="list-style-type: none"><li>* Seniors will discuss work experiences and hand in an updated resume and professional thank you letter.</li><li>* Online evaluations should be completed by this date.</li><li>* <b><u>ATTENDANCE IS MANDATORY</u></b></li></ul>

**In addition to the Program Guidelines, participating students must understand the following:**

- **Students receive a Pass (P) or Fail (F) grade on their high school transcript.**
- **Students may be pulled from the internship if they are not meeting all responsibilities.**

**I hereby certify that I have followed all the Program Guidelines, Requirements, and Rules for participation in the Senior Career Study Program.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**



**2018  
CAREER  
STUDY  
PROGRAM**

**DO NOT WRITE IN THIS BOX**

Date Handed In \_\_\_\_\_  
House Principal \_\_\_\_\_  
Counselor \_\_\_\_\_  
Approval Granted \_\_\_\_\_

**FACULTY, COUNSELOR, AND PRINCIPAL SIGNATURE PAGE**

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\_\_\_\_\_  
(Student name)

**is planning to participate in the Senior Career Study Program.**

**The student's area of interest is**

\_\_\_\_\_  
**The student's faculty advisor for the program is**

\_\_\_\_\_  
(Please print Faculty Advisor name)

\_\_\_\_\_  
(Faculty Advisor Signature)

**Your signature indicates that you approve of this student's participation in the program. If you decide to disallow the student's participation because of failing grades or disciplinary reasons, please notify the student and the counselor as soon as possible or by April 24<sup>th</sup>. As the timeline indicates, the student must complete all class and school requirements by April 24<sup>th</sup> and they are expected to keep their coursework current thereafter. Career Study officially begins Monday, May 14<sup>th</sup> for most. There is a second "wave" of students who have AP exams that week.**

<u>PERIOD</u>	<u>SUBJECT</u>	<u>TEACHER SIGNATURE</u>	<u>DATE</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

**PERKIOMEN VALLEY HIGH SCHOOL**

**SENIOR CAREER STUDY PROGRAM**

**NOTARIZED PARENT PERMISSION FORM**

**AUTHORIZATION AND RELEASE FOR PARTICIPATION**

The undersigned being the parent(s) or guardian(s) of

\_\_\_\_\_ (Student),

hereby authorize Student to attend and participate in the Perkiomen Valley High School Senior Career Study Program from **May 14<sup>th</sup> (or May 21<sup>st</sup>) to June 1<sup>st</sup>, 2018.**

It is hereby understood and agreed that transportation for Student to and from the location of the Senior Career Study experience is the responsibility of Student and the parent(s) or guardian(s). The undersigned acknowledges that there is insurance coverage for Student while traveling to and from the location of the Senior Career Study experience and that the amount of this coverage is satisfactory to the undersigned.

In consideration of the training and experience which Student will receive through this program, the undersigned agree(s) to release and to indemnify, defend, and hold harmless, including reasonable attorneys' fees, the Perkiomen Valley School District and its employees, representatives, and independent contractors and the employer or field experience sponsor and their employees, agents, and representatives from any claims or liability of any kind arising out of this program including, without limitation, injuries to Student, or third parties, as a result of action or inaction of Student.

Intending to be legally bound hereby, the undersigned execute this Authorization and Release on the date indicated below.

\_\_\_\_\_  
**Signature of Parent(s) or Guardian(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent(s) or Guardian(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

On (date) \_\_\_\_\_, before me, Notary Public, in and for said County and State, personally

appeared \_\_\_\_\_ known to me to be the person(s) whose name(s) is/are subscribed to the within statement and acknowledge that the above named executed the same.

**WITNESS MY HAND AND OFFICIAL SEAL.**

(Signed) \_\_\_\_\_  
**Notary Public in and for said County and State**

# May/June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>5/14</b> CAREER STUDY BEGINS	<b>5/15</b> Primary Election Day NMTCC - Senior Expo 6-8pm	<b>5/16</b>	<b>5/17</b>	<b>5/18</b>	<b>5/19</b>
<b>5/20</b>	<b>5/21</b> CAREER STUDY BEGINS for seniors who had AP exams last week	<b>5/22</b> Senior Awards @ 7pm	<b>5/23</b>	<b>5/24</b>	<b>5/25</b>	<b>5/26</b>
<b>5/27</b>	<b>5/28</b> Memorial Day	<b>5/29</b>	<b>5/30</b> NMTCC – Senior Recognition Night 6-8pm	<b>5/31</b>	<b>6/1</b> CAREER STUDY ENDS	<b>6/2</b> PV Art & Food Truck Festival (12-4)
<b>6/3</b>	<b>6/4</b>	<b>6/5</b>	<b>6/6</b> Graduation practice (9am-2pm)  Baccalaureate @7pm	<b>6/7</b> Graduation practice (9am-2pm)  Senior Picnic	<b>6/8</b> Graduation @ 7pm	<b>6/9</b>

STUDENT NAME: \_\_\_\_\_

PLACEMENT: \_\_\_\_\_

FACULTY ADVISOR NAME: \_\_\_\_\_

**Students should document / have scheduled 30 hours/week for Career Study. Share this schedule with your Faculty Advisor.**