

OREGON EPISCOPAL SCHOOL DISCOVERY PROGRAM

Information for the Host Organization

Discovery is an experiential program that supports students at Oregon Episcopal School in creating their own workplace experiences outside of the classroom. After identifying their personal interests, students research community businesses, organizations and programs that will nurture their interest, appreciate their talents, encourage new skills, and broaden their understanding of the way the world works.

Although at times the responsibility to host a student may be challenging, we also believe that hosting brings benefits: it gives you the opportunity to engage a young person's interest in your field, orient him/her to responsible workplace habits, or guide him/her toward a successful future. It can be an immensely rewarding experience, as many of our past mentors will attest.

Students seek apprenticeships that will

- provide a five-day, 40-hour unpaid work week experience
- engage them in a variety of day-to-day operations
- allow them to learn actively, with an emphasis on doing in addition to simply observing
- invite them to contribute to organizations through work and exchange of ideas
- encourage conversations with others in the workplace about the organization's mission and values
- provide appropriate work in a safe environment under the supervision of a responsible adult

In order to participate in a Discovery experience, the OES student must

- be in 10th, 11th or 12th grade and have permission of his/her parent(s) to participate
- take the initiative in contacting possible host organizations and possible sponsors, explaining his/her interests and skills and the nature of the preferred Discovery experience, and jointly exploring apprenticeship possibilities
- choose a host organization/business and work out the details of the experience with someone who has agreed to serve as sponsor

The student's responsibilities include:

- submitting to the Discovery Coordinator a **Discovery Proposal**, outlining the student's and host organization's plans for the apprenticeship
- working with energy, initiative and attention for the 5-day, 40-hour work week, arriving on time and observing customary norms in dress, behavior, engagement, and good humor
- keeping in daily contact with the sponsor who arranges the apprenticeship, even if work is supervised by others
- participating in reflective writing as required by the OES Discovery program
- providing an OES evaluation form to the host mentor

The sponsor of the Discovery agrees to

- act as primary representative of the host organization and serve as liaison between the student and the organization during the planning and working stages of the apprenticeship experience
- discuss frankly with the student the apprenticeship/work opportunities available within the organization, with an eye to the student's interests and abilities to contribute
- complete with the student a **Discovery Proposal** that outlines the variety and nature of work experiences anticipated; this Proposal serves as the student's application to the program and the means by which he/she keeps the Discovery Coordinator, academic advisor and parents informed
- act as the student's host within the organization and provide on-site supervision, including opportunities for questions and discussion of relevant issues
- fill out a brief **evaluation of the student's performance** at the Discovery's end, to be submitted to the OES Discovery Coordinator by the host or student

**Thank you for being a part of the Discovery Program. If you have any questions, please contact:
Discovery Coordinator - Dana Mosher Lewis - lewisd@oes.edu**