

Thunderbird Externship Program: Career Pathway Exploration & Job Shadowing **Program Description**

The Thunderbird Externship Program: Career Pathway Exploration & Job Shadowing provides eligible students with an opportunity to engage in experiential learning outside of the traditional classroom environment during the summer. Through an externship, students will gain real-world experiences that are meaningful and relevant. To advance student learning, externship placements will be based on personal interests, aspirations, and potential career paths. Through this individualized learning opportunity, students will gain valuable interpersonal and intrapersonal skills that are critical components for college and career readiness. Students who complete the externship requirements will obtain credit for participating in a summer externship.

Criteria:

The externship must be school approved and meet the guidelines consistent with the supervised activities based on NJ Job Shadowing and Career Exploration.

Pursuant to N.J.A.C.6A:8-5.1 adopted in June 2009, district boards of education shall establish a process to approve individualized student learning opportunities that meet or exceed the NJ Student Learning Standards. This regulation requires a set of policies and procedures that permit a student or group of students to meet or exceed the core standards in any subject area through alternative activities. Documentation of the student's achievement of the curricular objectives is required.

The New Jersey Department of Labor and Workforce Development and the New Jersey Department of Education prohibit the placement of students into hazardous occupations or hazardous work environments and prohibit students from using any hazardous/prohibited equipment, tools, or materials.

Internship Duration:

Program is available in the summer from July 5th through August 4th.

Externs will attend the workplace as permitted through multiple short-term visits over one -two weeks or over several days during this time period

Transportation:

It is the responsibility of the student to provide transportation to and from the externship site.

Eligibility:

- Available to all rising juniors
- Students must be in good academic standing and on track with educational requirements
- Students must be in good standing with attendance and code of conduct.
- Students must apply and interview with the Career Pathway Externship Coordinator
- Students must meet all application and paperwork deadlines (March 3rd for summer)

Externship Opportunities:

Externship placements will be based on student interest, aspirations, and potential career pathway. Students will extern at an off-site location that includes local businesses, government agencies, faith-based organizations, schools, and other community entities.

The Career Pathway Externship Coordinator will assist students in finding appropriate placements in the following fields, such as (but not limited to): Biotechnology Research and Health Science, Business Administration, Engineering and Technology, Government and Social Sciences, Information and Computer Science Technology, Performing and Communication Arts, Visual and Integrated Design, and Technical Career & Community agencies.

Externship Meetings:

Students will be required to attend an initial internship meeting led by the Career Pathway Internship Coordinator at the beginning of the program. The Career Pathway Internship Coordinator will discuss overall guidelines of the program, professional expectations, the evaluation and reflection process, and students will gain an understanding of the NJSLC Career Ready Practices. Capstone projects will be presented at the end of the externship program.

Assessment and Evaluation:

- Log of Externship Hours
- Digital externship portfolio (i.e., reflections, artifacts, interviews)
- Attendance and participation at externship meetings (Zoom)
- Completion of capstone presentation

Grade and Credits

Grade will be assigned as P (pass)/ F (fail) and will appear on the student's transcript as a non-ranked experience that is not calculated as part of your GPA.

Credits between 0.5 and 1.0 credits will be awarded based on total number of externship hours.

Student Extern:

- Attend introductory student/parent meeting.
- Locate an externship mentor and experience.
- Complete and submit application **no later than March 3rd, 2023**.
- Attend internship orientation sessions (scheduled for week of July 5th).
- Journal assignments.
- Capstone Project: Multimedia Presentation submitted upon completion.

Career Mentor:

- Attends virtual information sessions (To be scheduled for May-preferred not mandatory attendance).
- Provides guidance, motivation, support, and role modeling during internship period.
- Submits attendance to Coordinator.
- Provides feedback at end of internship.

Career Pathway Externship Coordinator:

- Provide introductory meeting for students and parents.
- Provide introductory meeting for potential mentors.
- Accept completed applications from student, parent/guardian, and business/agency.
- Review internship location for safety and approve/deny internship location.
- Approve/deny applications.
- Provide Externship Orientation sessions.
- Monitor extern attendance during externship period.
- Provide assistance and guidance to all externs and mentors.
- Evaluate final projects.

Remember, this opportunity is a privilege. If a student is found not following Code of Conduct or abiding by Child Labor Laws during the Career Pathways Internship Program, they will be removed from the program.