



Leadership Prep School

CAREER READINESS, JOB SHADOWING AND INTERNSHIP PROGRAM

Empowering Future Leaders



Program Overview



The Career Readiness, Job Shadowing and Internship Program encourages students to explore career interest while applying their leadership skills and knowledge to real-world situations. Students in grades 8-12 complete requirements that enhance their curriculum in the classroom and give them the opportunity to explore careers for post-secondary life. LPS Students will connect with the local community and showcase their leadership and career readiness skills through mentoring, job shadowing, internships and practicums.

CREDIT FOR REAL WORLD LEARNING

Beginning with the 2021-2022 school year, students will receive credit towards graduation by completing requirements that will help inform and influence choices on colleges and careers. Students will have the opportunity to showcase their leadership abilities and improve their employability skills by participating in mock interviews, job shadowing, internships, career focused field trips and practicums with businesses in the Frisco/DFW community.

WHY CAREER READINESS?

Everything we do at Leadership Prep School ties back to our mission "To inspire students to learn, grow, and lead for a lifetime." We know that all learning doesn't happen at school, and we want real world learning to be part of the leadership experience. By challenging students to apply their knowledge and stretch their learning capacity, the future potential and employability of each student can be greatly expanded. The five-year requirement of this program greatly exceeds the expectations of area schools allowing Leadership Prep School graduates to have the professional opportunities that others may not have until after high school.

PERSONALIZED CAREER EXPLORATION

Students can customize their experiences according to their personal and career interests. The flexibility of the program allows students to prepare for any post-secondary opportunity including colleges, universities, trade and technical schools, military service, apprenticeships, or workforce training. The hands-on learning with professionals can help students discover new areas of interest or a dream job.

PREPARING FUTURE LEADERS IN THE WORKFORCE

Leadership Prep is working with a wide range of community partners who will participate in mock interviews, job shadowing as well as host students for internships. Students will apply their knowledge to real-world situations with these businesses and professionals. The future workforce needs include healthcare, IT, technology, hospitality, financial and professional services, biotech, AI, cybersecurity, corporate operations, digital media, game development, logistics and more.

Career Readiness Program Requirements by Grade

8th GRADE

- *Mock Interview (In-house evaluators)
- *Will account for 100% of a test grade in the 2nd semester (Leadership class)
- Actively accumulating Job Shadowing hours –Students will need 60 cumulative hours from 8th –12th and complete reflections to receive credit for job shadowing hours.

LEADERSHIP PORTFOLIO COMPONENTS

- XELLO Updates (Myself, WIGs, Learning, Celebrations, Professional Experiences)
- 2 meetings with Career Readiness Coordinator (1st and 2nd Semester)
- Complete Employability Score Assessments (BOY & EOY)
- Complete 8th grade Xello Lessons
- O*Net Career Assessment
- Create Resume in Xello with the Resume Builder
- Professional Interview Project
- Self-Leadership Growth Tracking

9th GRADE

- *Mock Interview (Industry Professionals as evaluators)
- *Will account for 100% of a test grade in the 2nd semester. (Leadership class)
- Actively accumulating Job Shadowing hours –Students will need 60 cumulative hours from 8th –12th and complete reflections to receive credit for job shadowing hours.

LEADERSHIP PORTFOLIO COMPONENTS

- XELLO Updates (Myself, WIGs, Learning, Celebrations, Professional Experiences)
- 2 meetings with Career Readiness Coordinator (1st and 2nd Semester)
- Complete Employability Score Assessments (BOY & EOY)
- Complete 9th grade Xello Lessons
- Participate /reflect on professional speaker opportunities and Career Readiness after school enrichment programs
- Create Resume in Xello with the Resume Builder
- Self-Leadership Growth Tracking



Career Readiness Program Requirements by Grade

10th GRADE

- *Mock Interview (Industry Professionals as evaluators)
- *Will account for 100% of a test grade in the 2nd semester. (Leadership class)

FINAL EVALUATION

- *Defense of Learning Presentation Practice (In-house / Industry evaluators)
- Actively accumulating Job Shadowing hours -Students will need 60 cumulative hours from 8th -12th and complete reflections to receive credit for job shadowing hours.
- *Will account for 50% of the Finals grade in a Leadership class.

LEADERSHIP PORTFOLIO COMPONENTS

- XELLO Updates (Myself, WIGs, Learning, Celebrations, Professional Experiences)
- 2 meetings with Career Readiness Coordinator (1st and 2nd Semester)
- Complete Employability Score Assessments (BOY & EOY)
- Complete 10th grade Xello Lessons
- Create Resume in Xello with the Resume Builder
- Create professional Resume targeted to entry level position of choice
- Self-Leadership Growth Tracking
- Shadow supervisor evaluation (If applicable)

11th GRADE

- Actively accumulating Job Shadowing hours -Students will need 60 cumulative hours from 8th -12th and complete reflections to receive credit for job shadowing hours.

FINAL EVALUATION

- Defense of Learning Presentation Practice (In-house evaluators)
- * Will account for 50% of the Finals grade in a Leadership class

LEADERSHIP PORTFOLIO COMPONENTS

- XELLO Updates (Myself, WIGs, Learning, Celebrations, Professional Experiences)
- 2 meetings with Career Readiness Coordinator (1st and 2nd Semester)
- Complete Employability Score Assessments (BOY & EOY)
- Complete 11th grade Xello Lessons
- Participate /reflect on professional speaker opportunities and Career Readiness after school enrichment programs
- Create Resume in Xello with the Resume Builder
- Create professional Resume targeted to entry level position of choice
- Self Leadership Growth Tracking
- Shadow / Internship supervisor evaluation (If applicable)



Career Readiness Program Requirements by Grade

12th GRADE

- Actively accumulating Job Shadowing hours –Students will need 60 cumulative hours from 8th –12th and complete reflections to receive credit for job shadowing hours.

GRADUATION REQUIREMENT

Defense of Learning Presentation

(4-6 industry professionals as evaluators)

DOL presentation will account for 100% of test grade for the midterms in all the core classes.

LEADERSHIP PORTFOLIO COMPONENTS

- XELLO Updates (Myself, WIGs, Learning, Celebrations, Professional Experiences)
- 2 meetings with Career Readiness Coordinator (1st and 2nd Semester)
- Complete Employability Score Assessments (BOY & EOY)
- Complete 12th grade Xello Lessons
- Participate /reflect on professional speaker opportunities and Career Readiness after school enrichment programs
- Create Resume in Xello with the Resume Builder
- Create professional Resume targeted to entry level position of choice
- Self-Leadership Growth Tracking
- Shadow/ Internship supervisor evaluation (If applicable)



Frequently Asked Questions for Students and Parents



Q : WHY DID LPS ADD THESE REQUIREMENTS?

A: As a leadership charter school, we are always looking for ways to enhance the learning experiences for our students. Through the Career Readiness Program, LPS students will be able to apply knowledge to real-world situations and explore careers of interest to prepare for their post-secondary life. Our program exceeds the expectations of area secondary students, setting apart our students and graduates.

Q : HOW MANY HOURS DO THEY NEED?

A: Students will be required to complete 60 cumulative hours (8th - 12th grade) in order to fulfill graduation requirements in their senior year.

Q : WHAT IF STUDENT TRANSFERS IN AFTER THE 8TH GRADE

A: Transfer students shall complete the requirements for the grade level they begin at LPS and each grade level thereafter. They will meet with the Career Readiness Coordinator to determine the number of hours they will need prior to graduation.

Q : HOW ARE THE REQUIREMENTS TRACKED AND WHO IS RESPONSIBLE FOR THE TRACKING?

A: Students (8-12th) grade will turn in the Shadow Log to the Academic Counseling office, and upload a reflection into their Xello Leadership Portfolio under My Professional Experiences. The Career Readiness Coordinator will track all shadow/internship hours for students to ensure the graduation requirement has been met. ALL job shadows/internships MUST be approved by the Career Readiness Coordinator PRIOR to starting.

Q : ARE THE REQUIREMENTS GRADED AND DO THEY AFFECT GPA?

A: Mock Interviews will account for 100% of a test grade in the second semester in Leadership classes (8th - 10th Grade) and Defense of Learning will account for 50% of the Finals grade in a Leadership class (10th and 11th grade). In 12th grade, It will account for 100% of a test grade for the midterms in all core classes.

Q : WILL A STUDENT NOT GRADUATE IF THE REQUIREMENTS ARE NOT MET OR A REQUIREMENT IS FAILED?

A: Yes, this is a local graduation requirement. If a requirement is not met, students will have the opportunity to redo or makeup the requirement prior to receiving their diploma.

Q : WHAT ABOUT A STUDENT IN SPECIAL ED AND/OR 504?

A: Students who are coded as special education or 504 will be required to participate in this program as an LPS student. However, an ARD/504 Committee is responsible for creating a plan that is in the best interest of the student in this case.

FAQ's Continued



Q : ARE STUDENTS EXCUSED FROM SCHOOL TO COMPLETE THE REQUIREMENTS?

A: No. For the 25/26 school year, students will be provided with opportunities to complete most of their job shadowing / career readiness requirements in house through our weekly lunch and learns where they will be exposed to various career sectors through industry experts who will be sharing their industry insights, career journeys, and practical advice with our students. Additional career readiness enrichment classes will also be offered weekly, after school. Students can also schedule job shadowing opportunities on Fridays (when school is not in session) , weekends and evenings at their own discretion.

Q : DO I HAVE TO PROVIDE MY OWN TRANSPORTATION TO THE SHADOWING OR INTERNSHIP?

A: Yes. Students will need to provide their own transportation for their shadowing /internship. If they participate in the specific activities during school hours (i.e. field trips), then the school will provide transportation.

Q : HOW DO STUDENTS FIND AN INTERNSHIP OR PROFESSIONAL TO SHADOW?

A: Beginning the 25/26 school year, our Career Readiness Program has put in place weekly opportunities for students to shadow industry professionals. We are building our internship program base and students will be given opportunities to apply and participate. Students can also schedule a meeting with the Career Readiness Coordinator to discuss their options.

Q : WHAT IF MY STUDENT CAN'T FIND AN INTERSHIP OR SHADOW OPPORTUNITY BY THE END OF THE SCHOOL YEAR?

A: We do not anticipate this happening because there are several supports in place dedicated to helping the students to connect to business professionals and organizations. Should students need further help with placements, have them schedule a meeting with the Career Readiness Coordinator.

Q : CAN MY STUDENT COMPLETE THE REQUIREMENTS DURING SUMMER?

A: Yes, as long as it has been approved by the Career Readiness Coordinator PRIOR to completing and before the deadline for summer shadow/internship opportunities.

Q : CAN STUDENT SHADOW THEIR PARENTS OR FAMILY MEMBERS?

A: We highly encourage students to explore their career interests outside of their immediate family to foster independence, networking skills, and personal choice. All shadow experiences must be approved by the Career Readiness Coordinator prior to completing their hours.

FAQ's Continued



Q : CAN STUDENTS SHADOW EMPLOYEES THAT WORK FROM HOME?

A: No. Students are encouraged to shadow people who do not work from home to help them build their communication skills, and foster potential working relationships in the community.

Q : CAN STUDENTS COMPLETE JOB SHADOW HOURS AND SERVICE HOURS AT THE SAME TIME?

A: No. Service hours are strictly volunteer time only and have their own set of parameters to meet their requirements. Job Shadow/Internship hours are to be approved PRIOR to completion.

Q : WHAT IF STUDENTS ARE STILL UNSURE OF THE EXPECTATIONS OR HAVE FURTHER QUESTIONS ABOUT THE CAREER READINESS PROGRAM?

A: Students can contact Mrs. Retna Shaw, Career Readiness Coordinator through google chat, e-mail or scheduled office visits.

CAREER READINESS PROGRAM CONTACT DETAILS



927-370-3650 ext. 8042



rshaw@lpsfrisco.net/ rshaw@lpsfrisco.com



www.lpsfrisco.com

