Career Education

Thousand Oaks High School
"Majors" Checklist

Participation in the Majors program is open to ***all*** TOHS students.
Those who wish to earn special recognition at graduation* will complete the following:

	✓		
Ongoing		**Active participation a minimum of two years from 9th – 12th grade**	Inform Mr. Harris CCC (D2) if you wish to change majors. You do not need to reapply each year. Students who fully participate THREE years in Majors will be recognized in the program, and on the certificate, as graduating with ***"Distinction"***.
		Check Canvas email REGULARLY	Communications about meetings, field trips and other information is usually done via the Canvas email (ID@learn.conejousd.net) system.
		Attend ALL of the monthly meetings for your major *(October – April)*	If you MUST miss a monthly meeting: - Email and/or inform Mr. Harris in the CCC (D2); and, - Attend another major's meeting (w/guest speaker) w/in 30 days; Submit "Missed Major Meeting – Makeup Assignment" form**. ***Students who have unexcused absences (see Mr. Harris) from two (2) meetings will not earn graduation credit for that year in TOHS Majors.***
		1st 2nd 3rd **Annual Projects (due by May 1)**	Coordinate an annual project with your major's Teacher Advisor. Check the Majors' website for annual projects for each year of participation.
Complete **once** by May 1 of senior year		**Conference** *suggested completion: by 10th grade*	Choices include, but are not limited to: • *TEDxYouthConejo* • *Focus on Your Future* • *"Prepare to Launch" – these resources are on the Majors' website* Submit the "Conference Evaluation" form**.
		Job Shadow *suggested completion: by 11th grade*	Arrange to follow a professional in a career of your interest for a few hours. Alternatively, use the Canvas "Virtual Job Shadow/Pathful Explore" website to complete this requirement. Special field trips/workshops may also qualify. Submit the "Job Shadow Questionnaire & Evaluation" form**.
		30-hour Internship *complete by May 1 of 12th grade*	A part-time job, volunteer work, Center/ETHOS projects are all suitable. Complete/submit the following forms** (available on the Majors website): • *Contract & Learning Plan* • *Timesheet Log & Progress/Evaluation* • Reflection Essay (two pages) By May 1 of your senior year, submit your internship paperwork.
Senior Year		**Resume**	By May 1 of your senior year, submit a current resume.
		Recognition Regalia	By May 1 of your senior year make a requested donation, if you are able, towards the cost of the double-black cord and Majors certificate.

* Majors certificate; double-black honors cord; name listed in the graduation program.
(***"Distinction"*** will be added to your name if you participate fully for 3 years).

** Forms are in the CCC (D2) or:
https://tohs.conejousd.org/academics/career-educationmajors-program/downloadsforms

13 Steps to Success

Resume Tips

- Build your resume now and keep it updated.
- You do NOT need work experience to start your resume.
- Many activities that you do in school or during your free time may be included on your resume – including TOHS Majors!
- A resume will give others a professional impression of you; this will increase your chance of landing the internship or job that you desire.
- Go online for examples of resumes and cover letters.

Step 1: Reflect on experiences, skills, and activities to build your resume.

Step 2: Get resume feedback from Career Education staff and other adults.

Step 3: Customize your resume to help land a specific internship or job.

Step 4: Talk to other Majors students, your Majors advisor, teachers, family and Career Education staff to learn about people you can contact for internship opportunities in the career field that interests you. Go online to learn more about local businesses/organizations that interest you. Please note that private residences are not allowed for Internship and/or Job Shadow locations.

Step 5: Phone, email, and/or visit potential organizations/businesses in-person with your resume. Be sure to mention that you are a student in TOHS Majors. Please note that it is the responsibility of the student/parent(s) to fully vet and secure any Internship and/or Job Shadow.
To make a good impression:

- Dress professionally.
- Introduce yourself with a handshake, a smile, and eye contact.
- Show that you are enthusiastic, interested, and responsible.

Neatly complete any requested internship/job application and, if possible, attach your resume to it. If you desire to go above and beyond, also attach a cover letter.

Step 6: Be persistent! Re-contact potential internship locations to let them know you are enthused about an opportunity.

Step 7: Once you secure an internship, come to the CCC or visit the TOHS Majors website: https://tohs.conejousd.org/academics/career-educationmajors-program/downloadsforms (navigate to the Internship section) to print the *Contract and Learning Plan* for you and your internship supervisor to complete.

Step 8: Return the *Contract & Learning Plan* to the CCC (D2) at the START of your internship.

Step 9: Always arrive on time or early, ready to learn and help. After 15 hours, ask your supervisor to complete *the Internship Progress & Evaluation* form to receive feedback about how you are doing.

Step 10: Log a minimum of 30 hours on the *Internship Timesheet* and have your supervisor sign it. Also, ask your internship supervisor to complete a second *Internship Progress & Evaluation form*.

Step 11: Reflect on your internship experiences and complete your internship essay.

Step 12: Submit your *Internship Timesheet*, both *Internship Progress & Evaluation* forms, and your Internship Reflection Essay to Mr. Harris in the CCC (D2) by May 1 of your senior year.

Step 13: Write a thank you letter or note to your internship supervisor!