Career Exploration Program
Application Packet

Program Description and Information Packet
for the 2012-2013 School Year

North Penn High School
1340 Valley Forge Road
Lansdale, PA 19446
(215) 368-9800

Mr. Burton Hynes, Principal

Judith Hoffman, Career/Work Coordinator
(215) 853-1348
hoffmaja@npenn.org
CAREER EXPLORATION PROGRAM

Program Description:

The North Penn High School Career Exploration Program is designed to help eligible seniors explore a career interest in a hands-on manner. By working at an on or off-campus location, students are provided with the opportunity to make a more informed decision on their future career choice. The program utilizes supervision by both the North Penn High School Career/Work Coordinator and a community sponsor, and students must volunteer in a non-wage capacity. Students receive high school credit at the 5.0 level for their participation in the program. **Students must meet all of the following requirements:**

1. Achieve a level of “Proficient” or “Advanced” on the 11th grade administration of the PSSA in all three subject areas: Reading, Writing and Mathematics.
2. Earn an unweighted overall GPA of 3.0 or higher at the end of junior year.
3. Enroll in a non-wage capacity.
4. Keep a journal of daily events on the job.
5. Complete bi-weekly time sheets.
6. Prepare a written report each quarter.
7. Provide his/her own transportation. Those who park their vehicles on the NPHS parking lot are responsible for parking fees and compliance with parking regulations and guidelines.

All students need to get **pre-approval** to enroll in the Career Exploration Program. **Students must submit a 1-2 page paper on: “Why they chose their specific career and how working at their proposed career site will help them with their future career decision.”** Included with the paper students must complete a Training Plan that includes a list of responsibilities and duties the student will complete on his/her career study.

Program Goals:

- Students will utilize the knowledge and skills they have gained in school in real-life career related situations.
- Students will become involved in and better understand the working community.
- Students will be provided practical, career related learning experiences.
- Students will improve their knowledge of their career interest, ability to work with others, and ability to take direction.
- Students will learn the importance of punctuality, initiative, adaptability, courtesy, dependability, and honesty.
- Students will develop a sense of responsibility, self-respect, and personal satisfaction.
**Student Responsibilities:**

- After deciding on a career interest, students should contact area sponsors and arrange for interviews. (Career/Work Coordinator is available for assistance for placement).

- Students must pick up, complete and hand in an application packet by **Wednesday, April 4, 2012**. This packet must be completed in its entirety and turned in to Mrs. Hoffman in D103 by the deadline date to be considered for admission to the program.

- Students who earn scores on the 11th grade PSSA in Reading, Writing and Mathematics that are below the “Proficient” level will not be eligible for the Career Study Program. Results are not available until the summer prior to senior year.

- If a student is to earn wages, he or she must enroll for Work Study. Career Exploration is for volunteer work ONLY. Once wages are earned the student will be moved to Work Study at the 4.0 level. There are no exceptions.

- Students will receive a Career Exploration Program identification card.

- Students are expected to leave school promptly after their last class and go to their chosen career site.

- Students are expected to hand in biweekly attendance sheets, **signed by the community sponsor**, to the Career/Work Coordinator. Deduction of points will be given for sheets handed in late.

- Students are expected to write a one to two page report on their career related experiences each marking period. Reports will be turned in to the Career/Work Coordinator. Deduction of points will be given for reports handed in late.

- Students are expected to keep a daily journal of events learned on Career Exploration. Journals will be turned in to the Career/Work Coordinator each marking period. Deduction of points will be given for journals handed in late.

- Students are expected to be at their assigned career site on a daily basis (Monday through Friday) during school hours. Students may not schedule days off during the week. Students should be at their assigned career site no later than 45 minutes after their dismissal from school. If a student is going to be absent, he or she must contact the sponsor. If a student is absent for more than two consecutive days, he or she must contact the Career/Work Coordinator.

- Students may have to stay at their career site past 2:22 p.m. Student travel time and/or lunch will not count towards Career Exploration hours.

- For every period of Career Exploration the student must spend 45 minutes at their career site. In other words:

  4 Periods of Career/Work Study per day equals 3 hours of work time per day & 2 school credits.
  3 Periods of Career/Work Study per day equals 2.25 hours of work time per day & 1.5 school credits.
  2 Periods of Career/Work Study per day equals 1.5 hours of work time per day & 1 school credit.
  1 Period of Career/Work Study per day equals 45 minutes of work time per day & 0.5 school credit.
• Students who are assigned to North Penn High School as their career site may not leave the building during
the school day without proper permission from the student’s Home Office.

• Students are expected to meet with the Career/Work Coordinator occasionally.

• Students are expected to remember that they are representing North Penn High School as well as themselves
while they are at their career site. Students should follow the North Penn High School disciplinary code and
are expected to behave and perform in an appropriate manner.

• Students serving an in or out of school suspension are not allowed to go to their career site during the days
of the suspension. It is the student's responsibility to contact the community sponsor in the event of any
suspension.

• At the end of the first marking period, students will be evaluated and it will be decided that they either stay
at their chosen career site, choose a new career site, or leave the Career Exploration Program.

• Students who need to change their career site for any reason, must notify the Career/Work Coordinator three
weeks in advance. Students are required to turn in a two-week notice to their career site. No changes will be
made without parental approval, career site approval, and the approval of the Career/Work Coordinator.
Forms are available in D103 and must be filled out prior to any change.

• Students may not change career sites during the course of a quarter. Changes will only occur on the first day
of the next quarter. Any other changes during the course of the year will require a parent-teacher meeting.

• Students who change career sites in the middle of any quarter or are asked to terminate the assignment by
the cooperation professional, may fail that quarter and may face possible dismissal from the program.

• Schedule changes must also be pre-approved by the Career Sponsor, Parents, Career/Work Coordinator,
Guidance Counselor and the Assistant Principal responsible for scheduling. Forms are available in D103
and must be filled out prior to any change.

• Failure to comply with any or all procedures related to North Penn High School’s Career Exploration
Program may result in disciplinary action and possible dismissal from the program.
Community Sponsor Responsibilities: (Mentor, if a school)

- Sponsors are asked to interview student candidates for the Career Exploration Program.

- Sponsors will be asked by the participating student to sign the student's application form and responsibilities contract.

- Sponsors are asked to provide students with guidance and support that will lead to making the student’s Career Exploration experience a meaningful one. The students should be observing, learning, and eventually becoming active participants in this Career Exploration experience.

- Sponsors are asked to schedule students Monday through Friday for the number of hours the student is enrolled in Career Exploration. Students should arrive at their assigned site no later than 45 minutes after their dismissal from school.

- Sponsors are asked to sign a Responsibilities Contract and return it to the Career/Work Coordinator as soon as possible.

- Sponsors are asked to complete evaluation sheets on the student each marking period. These evaluation sheets will be used as one of the determining factors in the student's grade each marking period. Sponsors will be provided with one evaluation sheet each marking period. Sponsors are encouraged to review the evaluation with the student to enhance the student’s learning.

- Sponsors will be asked by the student to sign biweekly attendance sheets. Students will be responsible for submitting these sheets to the Career/Work Coordinator. If a student misses more than two consecutive days, the sponsor is asked to contact the Career/Work Coordinator.

- Sponsors will be asked to meet with the Career/Work Coordinator one to two times each marking period at their site and at their convenience.

- If the Sponsor should have any questions or concerns, please contact the Career/Work Coordinator, Mrs. Hoffman at:
  - Work Phone: ............(215) 853-1348
  - e-mail: ......................hoffmaja@npenn.org,
**Career/Work Coordinator Responsibilities:**

- The Career/Work Coordinator will distribute all necessary forms to students interested in the program.

- The Career/Work Coordinator will assist students, when needed, in finding a suitable career site.

- The Career/Work Coordinator will review completed applications and make recommendations regarding student acceptance into the program to the assistant principal and guidance counselor.

- The Career/Work Coordinator will obtain and distribute Career Exploration Program identification cards.

- The Career/Work Coordinator will conduct site visits on a regular basis.

- The Career/Work Coordinator will monitor student attendance on a biweekly basis. The Career/Work Coordinator will check student attendance sheets and will meet with sponsors one to two times each marking period.

- The Career/Work Coordinator will collect and evaluate student’s journals and written reports at the end of each marking period.

- The Career/Work Coordinator will evaluate students participating in the program each marking period. North Penn High School’s grading scale will be used. Grades will be based on the following criteria:
  
  - Sponsor’s Evaluation
  - Student’s Written Report
  - Student’s Daily Journal
  - Student’s Bi-Weekly Time Sheets

- The Career/Work Coordinator will be available to meet with students enrolled in the program during Career/Work Study office hours.
**Parent Responsibilities:**

- Parents will be asked by the participating student to sign the student’s application form, insurance waiver form and responsibilities contract.

- Parents may contact the Career/Work Coordinator to check on the progress of his/her child if so desired.

- If a student leaves or quits his/her Career Site without notifying the Career/Work Coordinator, that student will receive an “F” for that quarter and may face possible dismissal from the program.

- Parents should understand the Career Exploration Program is designed to teach the student responsibility. Students will be held accountable for all of their actions. If the parent has any concern about their student’s progress they should contact the Career/Work Coordinator as soon as possible. Student progress can be monitored on Home Access Center. Makeup dates will not be given for any assignments unless prior discussion with the Career/Work Coordinator occurred.

- The Career/Work Coordinator is:
  - Mrs. Hoffman

- To contact Mrs. Hoffman
  - Phone and Voice Mail..............................(215) 853-1348
  - Email via Internet................................hoffmaja@npenn.org
North Penn High School

1340 Valley Forge Road
Lansdale, PA 19446

CAREER EXPLORATION PROGRAM APPLICATION

In order to be considered for the Career Exploration Program this application must be completed in its entirety.

Student Information: (Please print all information clearly)

Student’s Name: ___________________________ First Period A Day: ____________

Home Address: ______________________________ Birth Date: ____________

City: ___________________________ State: PA Zip: ____________

Telephone No: (_____) _______ Grade: _______ Student ID No: ____________

Sponsor Information: (Please print all information clearly)

Career Site Name: ______________________________

Sponsor’s Name: ____________________________ (If a school, then school building principal)

Mentor’s Name: ____________________________ (If a school, then teacher)

Sponsor’s Work Address: ______________________________

City: ___________________________ State: PA Zip: ____________

Telephone No: (_____) _______ Position you will hold: ____________________________
or will be learning about

Signatures for Approval: (Signatures should be obtained in the order given)

1. Parent/Guardian: ____________________________ Recommended: Yes ☐ No ☐

2. Counselor: ____________________________ Recommended: Yes ☐ No ☐
   Unweighted GPA_____; PSSA Reading Level_____; PSSA Math Level_____; PSSA Writing Level_____; Gr. 11

3. Assistant Principal: ____________________________ Recommended: Yes ☐ No ☐
   (Conditional upon PSSA outcome)

4. Proposed Sponsor: ____________________________ Recommended: Yes ☐ No ☐
   (If a school, then school building principal)
   (Conditional upon PSSA outcome)

5. Proposed Mentor: ____________________________ Recommended: Yes ☐ No ☐
   (If a school, then teacher)
   (Conditional upon PSSA outcome)

6. Career/Work Coordinator: ____________________________ Recommended: Yes ☐ No ☐

This is only an application to the Career Exploration Program. In order for the student to be admitted the student must have the proper graduation requirements completed and have tested at or above “proficient” on the 11th grade PSSA. Students must have an overall unweighted GPA of 3.0 or higher. Students must also have approval from all of the above requested signatures and have completed this application without leaving any blanks where information is requested. After all of the above requirements are met, the student will then be asked to speak with their guidance counselor about changing their schedule to allow for time in their schedule for Career Exploration. Parents and students should understand that there are only a limited number of spots available in the Career Exploration Program. Not all students who apply will be admitted. Applications are submitted in the order they are received. Students who get all of the completed required paper work in early and have met all of the requirements have the best chance of being admitted to the Career Exploration Program.
To the student: Please complete a short statement as to why you desire to enter the Career Exploration Program. This statement will provide information that will enable us to better evaluate your application to enter the program.

**You must also complete the 1-2 page paper described on Page 1 of this packet**

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Student Signature  Date

To the Parent/Guardian: Please complete a short statement as to why you desire to have your son/daughter enter the Career Exploration Program.

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Parent/Guardian Signature  Date
The North Penn School District requires that all students participating in school sponsored activities be insured against injury either by the accident policy offered through the school or through another policy carried by the parents.

Since my/our child, ________________________________, is covered by an insurance policy for any injuries he/she may sustain during participation in a school sponsored activity, I/we do not choose to have coverage by the accident insurance policy offered to students through the school. I/We understand that the cost of medical services due to any injuries sustained by my/our child are my/our responsibility.

I/We also understand that the school and school district is not responsible for any accident which occurs away from the school premise.

A. My/Our child has school insurance: Yes ☐ No ☐

B. If no, name of insurance policy carried: ________________________________

Address of insurance carrier: ________________________________

City/State/Zip: ________________________________ Phone #: ________________________________

Policy Number I.D. #: ________________________________ Group #: ________________________________

Whose name is the insurance under: ________________________________

________________________________________
Parent/Guardian Signature

________________________________________
Parent/Guardian Signature

________________________________________
Date
To the student/parent/guardian:

I have read, understand, and will abide by all of the Student Responsibilities and Parent Responsibilities, as outlined in the application packet.

__________________________________________________________________________

Signature of Student ___________________________________________ Date

__________________________________________________________________________

Signature of Parent/Guardian _______________________________________ Date

__________________________________________________________________________

Signature of Parent/Guardian _______________________________________ Date

To the community sponsor:

I have read, understand, all of the Community Sponsor Responsibilities, as outlined in the application packet.

__________________________________________________________________________

Signature of Proposed Community Sponsor/Mentor (if a school) ___________ Date
# CAREER EXPLORATION PROGRAM
## Training Plan

**Student:** ____________________  **Telephone:** ____________________

**Proposed Career Site:** ____________________  **Telephone:** ____________________

**Proposed Sponsor:** ____________________

### Signatures:

**Student:** ____________________  **Date:** ____________________

**Proposed Sponsor, (Mentor, if a school):** ____________________  **Date:** ____________________

**Career Coordinator:** ____________________  **Date:** ____________________

*(Students should only fill out the Training Activities section)*

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