



# Bethesda-Chevy Chase High School

Career Partnership Day - December 5, 2019

## Important Dates for Students

### Apply

Join the CPD Classroom-code: <b>unOnc7</b> Take a Career Assessment Turn in a printed copy of the results and a response to the 4 questions. (p. 4) <b>REQUIRED prior to completing the application</b>	9/18-10/2	On your own
Review the results of the career interest assessment, and as you fill out the application online, you will get to view the participating businesses. <u>Select your top 3 choices for a job-shadow site.</u>	10/1-10/14	On your own
You can complete the online application on the <i>Junior Achievement</i> site: <a href="https://juniorachievementofgreaterwashington.formstack.com/forms/bccstudents">https://juniorachievementofgreaterwashington.formstack.com/forms/bccstudents</a>		
<b>Note:</b> Registration will be open from Tues. Oct. 1 – Mon. Oct. 14. <u>Register early for priority placement. Registration closes at 11:59 PM on Oct. 14.</u>		
Turn in a one copy of the <u>Student and Parent Contract (p.7 – 8)</u>	10/17	Ricci/ Tockman C-106

### Prepare

Check your email for placement information.	10/31	
Attend <b>required</b> placement meeting at lunch time	11/6	Auditorium
Arrange for transportation in conjunction with others visiting the site and turn in transportation Form to Ms. Ricci in C-106.	11/6-11/13	C-106
Research the company/business (by reading their website).	11/6-11/13	On your own
Contact the host via host's preferred method of communication to confirm placement and exchange information. (see sample email on p. 9-10). Turn in a hard copy of your sent email to Ms. Ricci in C-106.	11/6-11/13	C-106

**Participate** -Thursday, December 5th

Dress Appropriately based on your host's guidelines in the placement email. <i>(Also see "Understanding Workplace Dress Codes" on p. 11-12)</i>	On your own
Go to first period to check in, then attend the kickoff breakfast <i>unless your host has made other arrangements</i> . Welcome our guests, introduce yourself and make conversation.	7:30AM Attendance Atrium
Engage fully in the day's events. Ask questions. Complete the capture sheet (p. 14-15)	At Site
Leave in time to be back at school by 2:30 PM if catching school bus.	At Site
Write the host a <i>handwritten thank you note</i> . Have someone proofread it. <b>Bring note to December 6th debrief meeting in an unsealed, stamped, addressed envelope.</b> (see sample on p.13)	On your own

**Follow-Up**

REQUIRED- Attend the post-event debrief session during lunch. Turn in evaluation (p.16), capture sheet (p.14-15), and thank you note (see p.13 )	12/6	Auditorium
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Name: \_\_\_\_\_

7th period teacher: \_\_\_\_\_

## Directions for Completing a Career Assessment

**Note:** This must be completed and turned in to Ms. Ricci/ Mr. Tockman, C-106 **prior** to completing the CPD Application on the JA Site!

1. It's mandatory to join the *Career Partnership Classroom!* Why? Because it has all the information, directions, and any announcements! The code is **unOnc7**
2. Complete one of the career assessments (links are below and on classroom). Use the results to complete the questions on the *Career Assessment Feedback Form* (in the packet). This form and your career results must be turned in to Ms. Ricci / Mr. Tockman, in C-106, **BEFORE** you can complete the Career Partnership Day application which will be available on the Junior Achievement (JA) site:

<http://www.myja.org/programs/careerpartnershipday/students/>

3. As you are completing the Career Partnership Day Application, you will see a list of participating businesses. Read through it, and identify your top 3 choices! You'll need these when registering where you'd like to visit! **The CPD application is completed and submitted online.**
4. The Career Partnership Day Packet will be available online starting Wed. Sept. 18th. Please read through it. You will need to complete the Student and Parent Contract **in the packet** and turn it in to Ms. Ricci/ Mr. Tockman, in C-106 by Thurs. Oct. 17<sup>th</sup>.

**Career Assessments** - Choose one:

link: <http://www.yourfreecareertest.com/>

Holland Code Quiz: <http://www.roguecc.edu/Counseling/HollandCodes/test.asp>

Career testing, career videos and information: <http://uwannadu.com>

# Career Assessment Feedback Form

1. What is your career goal? Why are you interested in this field?
  
  
  
  
  
  
  
  
  
  
2. After you take a career assessment, please staple your career assessment to this page. Which assessment did you take? What were the results?
  
  
  
  
  
  
  
  
  
  
3. From the suggested list of occupations, what are the top 3 occupations that interest you?
  - A.
  
  - B.
  
  - C.
  
  
  
  
  
  
  
  
  
  
4. What did you think of the career assessment? Did the results accurately reflect your career goals? If not, were there any elements of it that were accurate? (use the back of this sheet if necessary)

(sample answer: I think the career assessment was fairly accurate. I would really like to be a ... and the career assessment I took mentioned ..., ..., and .... This somewhat relates to my interest in....explain)

# How to Apply-Completing the Career Partnership Day Application

Due: Mon. Oct. 14<sup>th</sup> by COB

Once you have submitted a copy of your career assessment and feedback *form*, you may complete and submit the *Career Partnership Day* Application online at:

<https://juniorachievementofgreaterwashington.formstack.com/forms/bccstudents>

This is the Junbr Achievement (JA) website! This link for the application submission will be open from Tues. October 1 - Mon. October 14, then it will close.

Need a place to work on the application or career assessment? See Ms. Ricci/ Mr. Tockman in C-106.

When you apply, you will be asked a number of questions including name, phone number, email address, grade, etc. You will also be asked additional questions that require longer written responses. Prepare by answering the questions below. If you want to be able to quickly complete the application, type them in an email or word document so you can copy and paste them onto the online document.

## Sample Questions

1. Review the separate list of host sites and select your top choice. Then indicate your second and third choices.
2. What are you most passionate about academically? What are your interests outside of school?
3. Why are you participating in *Career Partnership Day*? What do you want to see or learn about your shadow day? Who do you want to meet?
4. What are you most excited about when it comes to a job or career? What are you most concerned or nervous about?
5. What questions do you have for your business host?
6. Why did you choose to shadow at the host you selected?

7. How do you plan to travel to your shadow site on *Career Partnership Day*? If you have a car, please indicate whether you are able to help transport other students going to the same site.
8. Your *Career Partnership Day* host will provide you with lunch or access to lunch facilities during your visit. Please list any severe allergies that your host will need to consider when planning lunch.

## Waivers

### Student participation Agreement\*

I understand that I am required to comply with the *Career Partnership* requirements of *Career Partnership Day* and by the details outlined by the host that I selected. I agree to contact my host in advance, conduct pre-visit research, submit any additional required permission slips, follow my host's dress code and actively participate in the shadow experience. I understand that my application is not complete until I submit the required permission slips to Ms. Ricci / Mr. Tockman. I understand that my participation is a privilege that may be revoked if I fail to meet these standards. I agree to the above waiver.

(You will check the box on the form).

**Due: to Ms. Ricci / Mr. Tockman in C-106 by Thurs. Oct. 17th**

**B-CC High School**

**Career Partnership Day - December 5, 2019**

**Student and Parent Contract**

On *Career Partnership Day*, we will send approximately 100 students to visit 50 different companies. This special opportunity allows students to make more informed career choices and to identify skills needed for career success. Students also learn how education can help them achieve future career and financial success. For some students, this is the first step toward securing an internship. Host companies invest an incredible amount of energy planning an exciting, interesting day for the students. School staff and partnerships with *Junior Achievement* and the *Greater Bethesda Chamber of Commerce* invest a tremendous amount of time seeking companies to host students and matching students with desired sites.

**Apply**

Join the CPO Classroom-code: <b>unOnc7</b> Take a Career Assessment Turn in a printed copy of the results and the feedback form (4 ques. - p.4) <b>REQUIRED prior to completing the application</b>	9/18- 10/2	On your own
Review the results of the career interests assessment, and as you fill out the application online, you will get to view the participating businesses. Select your <u>top 3</u> choices for a <u>job</u> -shadow site.  You can complete the online application on the <i>Junior Achievement</i> site:  <a href="https://juniorachievementofgreaterwashington.formstack.com/forms/bccstudents">https://juniorachievementofgreaterwashington.formstack.com/forms/bccstudents</a>	10/1- 10/14	<b>On your own or See Ms. Ricci/Mr. Tockman in C-106</b>
<b>Note:</b> Registration will be open from Oct. 1- Oct. 14. <u>Register early for priority placement.</u>		
<b>Turn in a one copy of the Student and Parent Contract</b>	10/17	<b>Ms. Ricci, C-106</b>

**Note:** Each year, for various reasons, some students cancel after they have been placed. Cancellation impacts others in several ways. First, another student may have been denied the opportunity to visit that company because you received the opportunity. Second, we require that at least two students attend any site. If a student cancels at a company which only two students are scheduled to visit, then the second student is also unable to attend. If we have to call the company and cancel, it makes the company reluctant to host students in subsequent years. To prevent this from happening, we ask that you and a parent or guardian read and sign the contract below. Doing so commits you to attend and show respect to your host company for the benefit they provide you and our school. Thank you for your cooperation and understanding.

Contract and Timeline

I am interested in participating in **Career Partnership Day**. After I register and submit this contract and the other required materials, I will be matched with a host. I will visit the host assigned to me and will do the following:

**Prepare**

Check your email for placement information.	10/31	
Attend placement meeting at lunchtime	11/6	Auditorium
Arrange for transportation in conjunction with others visiting the site and turn in transportation Form to Ms. Ricci in C-106.	11/6-11/13	C-106
Research the company/business (by reading their website).	11/6-11/13	On your own
Contact the host via host's preferred method of communication to confirm placement and exchange information. (see sample email on p. 9 -10). Turn in a hard copy of your sent email to Ms. Ricci / Mr. Tockman in C-106.	11/6-11/13	C-106

**Participate-December 5<sup>th</sup>**

Dress Appropriately based on your host's guidelines in the placement email. (Also see "Understanding Workplace Dress Codes" on p.11-12)		On your own
Go to first period to check in, then attend the kickoff breakfast unless your host has made other arrangements. Welcome our guests, introduce yourself and make conversation.		7:30AM Attendance Atrium
Engage fully in the day's events. Ask questions. Complete the capture sheet (p. 14-15)		At site
Leave in time to be back at school by 2:30PM		At site
Write the host a handwritten thank you note. Have someone proofread it. Bring note to December 6th debrief meeting in an unsealed, stamped, addressed envelope. (see sample on p. 13)		On your own. Due: 12/6

**Follow-Up – December 7<sup>th</sup>**

REQUIRED- Attend the post-event debrief session during lunch. Turn in evaluation (p.16), capture sheet (p.14-15), and thank you note (see p.13 )	12/6	Auditorium
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Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Prepare - Contacting your Host Site

Due: 11/6 -11/13 to Ms. Ricci/ Mr. Tockman in C-106

At the November 6th meeting in the auditorium, you will sit with your business group to discuss transportation/carpooling and decide who in your group will initiate contract on your group's behalf to the host business.

Please check your confirmation email to find out what the host's preferred method of contact is. If it is email, the group leader will send an email on behalf of the group and cc all group members. If the host has requested specific information from each student, students will follow-up to the initial email to the host. See sample below. If it is a call, please write down the date and time of the call, and turn in a copy of those notes to Ms. Ricci /Mr. Tockman in C-106.

### Sample email

Subject: B-CC Career Partnership Day Confirmation  
CC: (the email addresses of your fellow group members here)

Dear Mr. Jones,

I am writing on behalf of the 8-CC students who will be visiting \_\_\_\_\_ (name of company) on \_\_\_\_\_ (date) for Career Partnership Day. There are \_\_\_\_\_ (number) of us in total and I have cc'd all of them this message.

We plan to (choose one- take Metro/walk/drive) and should arrive at your \_\_\_\_\_ (company/business/lab/school) at approximately \_\_\_\_\_ (calculate time based on the fact that you will leave 8-CC at approximately 9:00 AM). Is there any additional information we need in order to prepare for the visit? (or...We understand that you have requested \_\_\_\_\_ information. We will all follow-up individually with that information.)

Thank you.

Regards,

*Your name*

Junior, 8-CC High School

## Sample Follow-Up Regarding Specific Info. Requested by Host

Subject: B-CC Career Partnership Day Confirmation/Specific Information

Dear Mr. Jones,

As \_\_\_\_\_ (name of group leader) mentioned, we are all looking forward to our visit. In answer to your request... (then answer the question or provide the information.)

Thank you for arranging this visit for us.

Regards,

*Your name*

Grade, B-CC High School

If you don't hear back from your host, send another email and cc me ( [Roberta\\_A\\_Ricci@mcpsmd.org](mailto:Roberta_A_Ricci@mcpsmd.org) ) If you still do not receive a response, call the Office of the host site.

Contact with your host site is due by: Wed. Nov. 13th





## Career Partnership Day

# Understanding Workplace Dress Codes

By following an office's dress code, you demonstrate that you are a professional who respects your appearance in front of customers and coworkers. Whether the code calls for formal or informal dress, your appearance is the first indicator to customers and coworkers that you are prepared for your responsibilities. Professional dress can also make young employees appear older and more experienced in workplace rules

**Note:** In all cases, hats are unacceptable unless worn for religious, cultural or safety purposes. Avoid clothing with words or logos (other than pocket stitch) and heavy application of perfume/cologne

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### Business Professional:

- i** Employees directly interact with customers or high-level supporters and investors
- ii** The chief concern in this office is giving a professional appearance
- iii** Examples: President and First Lady, TV news anchors



#### Men:

- Full-length pressed dress slacks (not khakis or cargo pants)
- Pressed long-sleeved dress shirt buttoned to the top button (not polo) and tucked in
- Necktie and belt
- Clean dress shoes or loafers with or without laces
- Sport coat optional but recommended, and should match pants
- A full suit is best for any meeting with clients or investors

#### Women:

- Full-length pressed dress slacks
- Pressed long-sleeved or ¾ sleeve button-down shirt, blouse or sweater
- Skirts or dresses hemmed at or below the knee
- No tank tops, spaghetti straps or strapless shirts or short pants
- Closed-toed shoes with a 3" heel or shorter
- Stockings/pantyhose in cool weather
- Jacket is optional but recommended, and should match pants or skirt
- A full suit is best for any meeting with clients or investors



## Business Casual or Smart Casual

- ① An office that calls for business casual may have some interaction with customers or investors
- ① Smart casual has direct interaction with customers and requires employees to express themselves through their attire
- ① The chief concern is maintaining a professional appearance while maintaining employee comfort
- ① Examples: Teachers, designers



### Men:

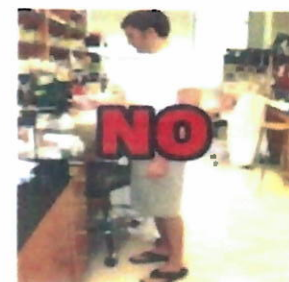
- Full-length pressed dress slacks or khakis
- Pressed long-sleeved dress shirt, sweater or polo-tucked in
- Belt
- Clean dress shoes or loafers
- Stylish jewelry

### Women:

- Same as above, however a cardigan set may take the place of button-down shirt or sweater
- Modest boots are appropriate footwear if covered by pants or matched to a knee-length skirt
- Shirts may be un-tucked if they are tailored or fitted. No uncovered shoulders/sleeveless shirts
- Stylish jewelry

## Industrial:

- ① An office that calls for industrial attire usually does not directly serve customers or investors or may be in an industry that requires messy or physical labor
- ① The chief concern is employees' comfort and safety
- ① On the jobsite, employees may need to wear goggles, helmets, gloves, hairnets, an apron or work coats and must be able to fit these items over what they are already wearing
- ① Examples: ER Doctors, Top Chef contestants



### Men and Women:

- Jeans or heavy workpants
- Heavy or steel-toed shoes with thick soles (for foot protection)
- Long-sleeved cotton shirt tucked in; belt
- Hair should be pulled back
- Caution should be taken to not wear any dangling or fragile jewelry that could cause injury

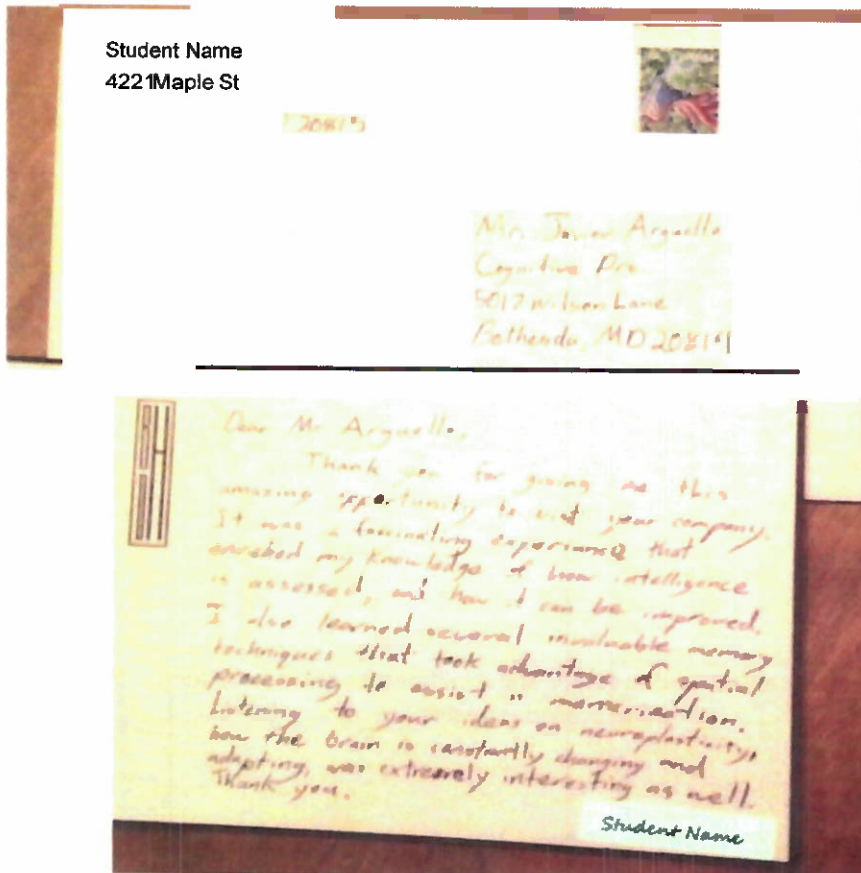


## Follow-up: Write a thank you note - Due at Debrief Session on Friday, December 6

Please take a few minutes to write a **handwritten** note to your host or hosts. Use **blue or black pen**.

- Start with "Thank you for..."
- Mention something specific that you enjoyed. If you plan to be in touch or to pursue an internship, mention that.
- Close with "Sincerely" and your name.
- Do your best, and if you're unsure, write a draft and then bring a blank note card to the meeting.
- Write the recipient's name and business address (be resourceful—see placement email, get a business card or look it up) on the envelope and write your return address.
- Put a stamp on the envelope.
- Bring the stamped UNSEALED envelope and letter to the debrief session.

### Samples



Note name of company on line 2

If there is a suite or room number, include that on the address line

Ex. 4301 east West Highway, Room 8131

Name \_\_\_\_\_

Business Placement - - - - -

Due: Dec. 6 – Bring to the Debrief meeting in the Auditorium at lunch

\*Take this with you to your site!



8-CC High School

## Career Partnership Day - Capture Sheet

<p>Information about the company and person you shadowed</p>	<p>Observations/interesting things you learned during the visit</p>
<p>Required coursework/recommended educational background for this position</p>	<p>Skills, Interests, and Abilities/general advice for someone considering this line of work</p>

Reaction:

Is this a career you would consider pursuing? Explain.

## Career Partner Day Capture Sheet Evaluation-Part 2

We'd like your feedback!

### Career Partnership Day (The Day):

(+) Plus  Things I'd keep the same	Delta  Things I'd change

### The Registration, Preparation, and Debrief Process:

(+) Plus  Things I'd keep the same	Delta  Things I'd change

Would you recommend the program to a friend?    Yes    No

Why? \_\_\_\_\_

Other constructive comments:

\_\_\_\_\_

\_\_\_\_\_