

Career Development Opportunities with Career Cruising Quad Cities

Guest Speaker 30-60 minutes per class

Guest speakers talk about their job, business or industry with students or teachers in a classroom, auditorium, or workshop or at a community event. Speakers are encouraged to bring visual aids, and props that they can pass around. The more interactive and hands-on the better! Sample topics are:

- The work and tasks this involves and what industries employ this job
- Skills and knowledge needed to do this job
- How science, technology, engineering or math is used in this job or industry
- How to prepare and or train for the job and how to pursue a career in this industry

Company Tours 1-2 hours

Tours allow class of students and/or teachers to view an organization's facility and operation and to see what happens outside the classroom. Companies hosting a tour are encouraged to interact with the students about:

- The kinds of jobs at the company, including education and pay levels
- A typical day, including how employees use science, technology, engineering, or math
- Advice for students interested in pursuing a career in the company

Internship, summer employment, apprenticeships or other opportunities available at company

Job Shadow 2-8 hours

Students “shadow” one or more employees at a business site to learn the daily routines and activities of a particular job. Businesses and employees who host job shadows go about their regular work while discussing it with the student. The student observes the employee and “interviews” the employee about his/her work and education. Job shadows help students develop communication skills and make the connection between academic classroom work and their career goals.

Service Learning Opportunities

Service learning opportunities give students an opportunity to give back to their communities while performing meaningful projects at local for-profit businesses, government agencies, and non-profits. Many senior projects (required for graduation) involve service learning projects.

Service Learning opportunities may be one-time or ongoing.

Interview: Mock or Informational 15-60 minutes per interview

Mock interviews help students develop and practice job interviewing skills. Employees who regularly interview job applicants (often human resource professionals) interview students, asking typical “real world” questions. After the interview, students receive constructive feedback regarding their interviewing style and how they responded to the questions.

Informational interview allow a student to explore a particular occupation and gather information about the necessary preparation, required knowledge, and other interesting facts. Informational interviews help students broaden their vision of career fields, gain exposure to different adult role models, and understand the connection between school, work, and achieving goals. During the interview, a business person provides the student with a glimpse of what career is like, the necessary training, and workplace requirements. The student is prepared with a set of questions. The interview can take place in person, or by phone or e-mail, or in a group.

Judge 1-8 hours

Many high school students participate in math/science competitions. Judges ensure competition rules are followed and provide direct feedback to the students on their performance. Judges receive training in advance to ensure they understand the competition rules, and receive ongoing support from the organization in charge of the competition.

Career Fairs 2-8 hours

Career Fairs give students a look at a variety of occupations. Business people can staff a booth or meet with groups of students to provide information about the careers available at their companies. The more interactive and hands-on the better the experience for both the student and employer. Possible topics:

- Necessary preparation for a particular job, and advice on how to pursue a career in this industry
- Required knowledge and skills, and other interesting information about the job

Major responsibilities for individuals in this occupation and the industries in which it is found

Virtual Career Coach 1-40 hours

Virtual Career Coaches answer student questions about their jobs, offer advice or otherwise support students via an online forum. This allows career coaches to volunteer from their desk at work, at home or when travelling, and allows students access to a network of knowledgeable, supportive adults they might not otherwise be able to reach.

Mentor/Navigator 40+hours

Mentors provide one-on-one support to students towards the goal of graduation and a successful transition into life after education through

- Personal relationships and accountability with a positive adult role model
- Emphasizing the importance and relevance of classes and soft skills to the working world
- Development of personal goal and an action plan to make them happen
- Tutoring students to grasp academic concepts

Challenging through contextualizing learning by making connections between the classroom and the world

Committee member 1-40 hours

Participation in a variety of workforce development needs and education preparatory models along with education, other businesses and organizations. Committee work might include pathway exploration, advisory committee for a particular schools or related subjects.

Internship/Project Support 24+ hours

Internships provide students with opportunities to experience “hands-on” learning in the area of their career interests and apply classroom learning in a real-life environment. In addition to exploring a particular career pathway, industry, or occupation, students learn workplace readiness/soft skills and entry level job skills and begin to build their portfolio and professional network. The student's assignments may include occupation-related tasks and/or special projects. These experiences may be paid or unpaid, and students may receive school credit for them, and reflect a range of hours per week depending on the employer’s needs.

Summer or Part-time Job 24+ hours

Employers offer opportunities to experience “hands-on” learning in the area of their career interests and apply classroom learning in a real-life environment through a part-time or summer job. The student may do occupation-related tasks and/or special projects. These experiences are paid and occur over the summer or after school during the school year.

Teacher Externship 24+ hours

Provide professional development opportunities for teachers to gain an experiential learning time in exploring various careers for presentation in their classroom.

Scholarships

Offer a scholarship program tailored to needs of industry or career desired.