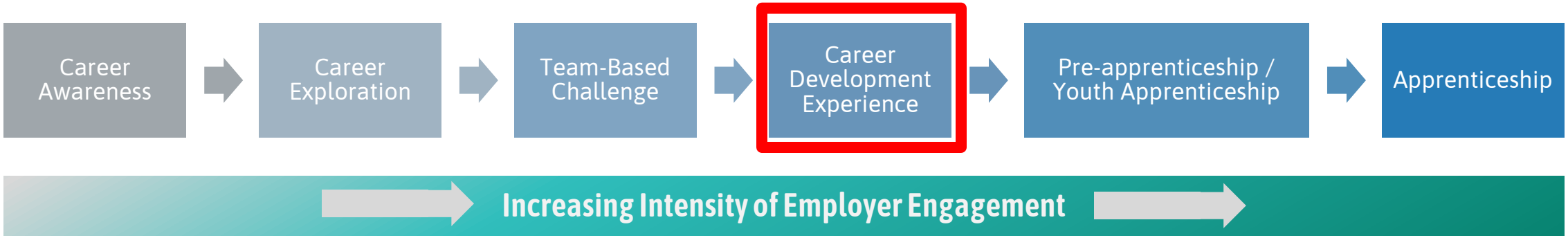
I-WIN
Illinois Work-Based Learning Innovation Network

Career Development Experience Design Workshop

August 11th, 2021

Education Systems Center
NORTHERN ILLINOIS UNIVERSITY

Work-Based Learning Continuum



Definitions: *Illinois Career Pathways Dictionary*

Career Development Experience (CDE)

A supervised work experience relating to an individual's career area of interest that:

1) Occurs in a workplace or under other authentic working conditions;
2) Is co-developed by an education provider and at least one employer in the relevant field;
3) Provides compensation or educational credit to the participant;
4) Reinforces foundational professional skills including, at a minimum, those outlined in the Essential Employability Skills framework;
5) Includes a Professional Skills Assessment that assesses skill development and is utilized as a participant feedback tool; and
6) Takes place for a minimum of 60 total hours.

CDEs are commonly known as..

Internship

School-based Enterprise

Supervised Agricultural Experience

Cooperative Education

Remote Work for a Client or Employer

Student-led Enterprise

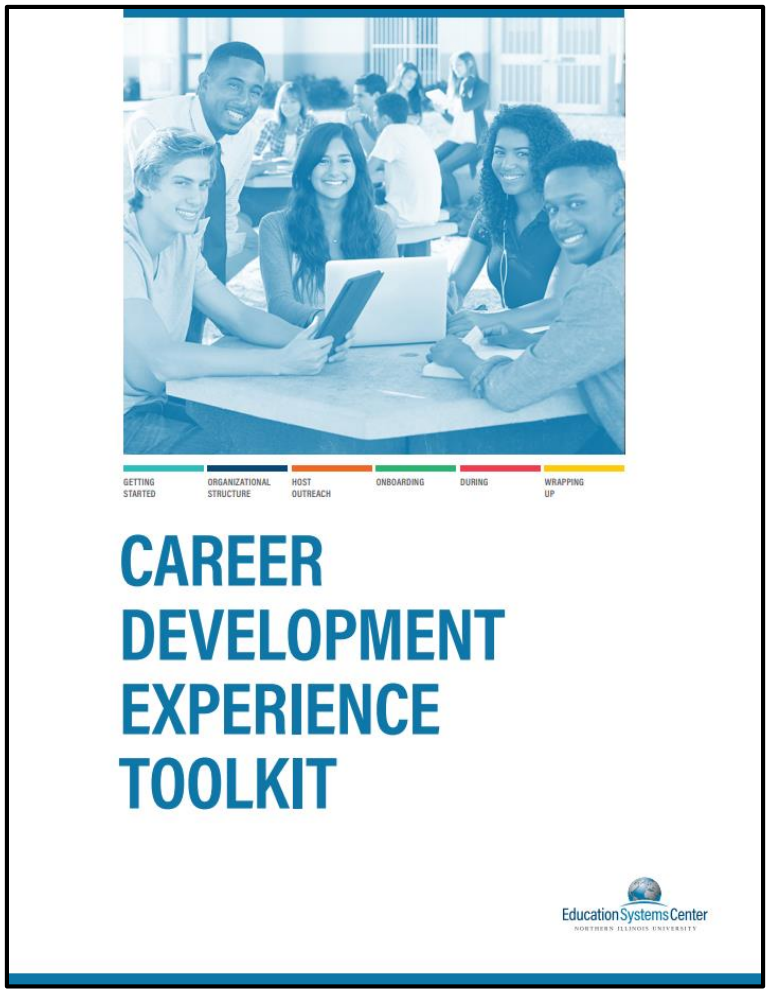
Youth Apprenticeship

Career Development Experience Toolkit

- Establish expectations for implementing high-quality, rigorous work-based learning experiences that prepare young people to be college and career ready through the development of Essential, Entrepreneurial and Technical Employability Competencies

- Provide guidance, tools, and frameworks to offer a Career Development Experience, which is a required component of the College and Career Pathway Endorsement framework and in the State's Every Student Succeeds Act (ESSA) as a College and Career Readiness Indicator

- Highlight best practice examples of how organizations are accomplishing this on-the-ground and spark thinking for other communities on how these examples might be modified to fit into their own unique context



CDE Toolkit Resources Include:

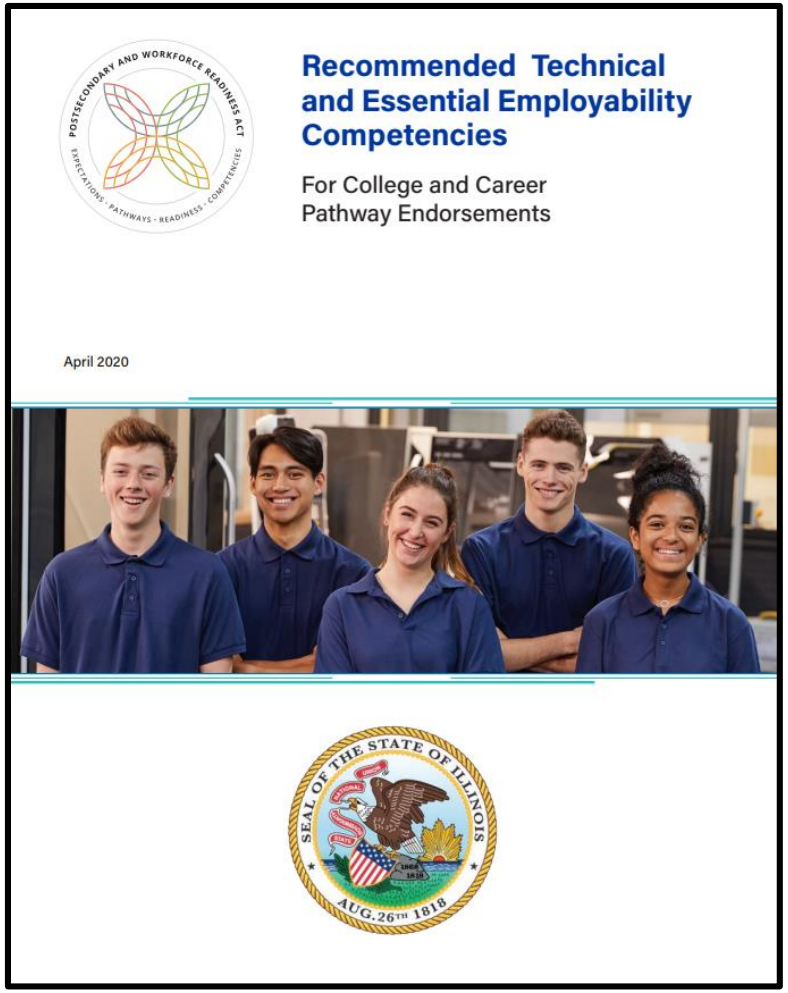
- **Toolkit Document:** A PDF document is available for download and guides readers through each stage of implementation with links to related resources and materials

- **Toolkit Website:** The website includes links to all resources and materials referenced in the document and will be updated monthly with additional resources and best practices

- **Customizable Templates:** Within the document and website are links to templates that can be customized to reflect the unique context and needs of each community and organization

Link to CDE Toolkit Website

Essential Employability and Technical Competencies



TOP 10 CROSS-SECTOR ESSENTIAL EMPLOYABILITY COMPETENCY STATEMENTS	
Teamwork & Conflict Resolution	Students can use their understanding of working cooperatively with others to complete work assignments and achieve mutual goals.
Communication	**Verbal:** Students can use their understanding of English grammar and public speaking, listening, and responding, convey an idea, express information, and be understood by others. **Written:** Students can use their understanding of standard business English to ensure that written work is clear, direct, courteous, and grammatically correct. **Digital:** Students can use their understanding of email, keyboarding, word processing, and digital media to convey work that is clear, direct, courteous, and grammatically correct.
Problem Solving	Students can use their critical thinking skills to generate and evaluate solutions as they relate to the needs of the team, customer, and company.
Decision Making	Students can use their understanding of problem solving to implement and communicate solutions.
Critical Thinking	Students can use their understanding of logic and reasoning to analyze and address problems.

HEALTH SCIENCES & TECHNOLOGY

TOP 10 TECHNICAL COMPETENCY STATEMENTS FOR HEALTH SCIENCES & TECHNOLOGY

Medical Terminology	Students can use their understanding of basic medical terminology, including abbreviations, acronyms, and diagnostic terms, to communicate effectively with healthcare personnel and patients.
Healthcare Industry & Culture	Students can use their understanding of the basic components and culture of the health industry to understand the purpose and function of key stakeholders, practices, practitioners, and regulations.
Healthcare Delivery Practices	Students can use their understanding of the practices, procedures, and personnel involved in delivering quality patient care to evaluate the appropriateness of a plan, instructions, or assigned task.
Healthcare Industry Ethics	Students can use their understanding of confidentiality, morality, and legal concepts to evaluate and apply the merits, risks, and social concerns to workplace decisions.
Health Professions Licensure	Students can use their understanding of education requirements, licensure, and certification to ensure proper adherence to regulations that guide service delivery.
Emergency Response	Students can use their understanding of emergency procedures and protocols to respond to and expedite safety in an emergency situation.

CDE Models

- “Typical” internship with tasks and deliverables assigned by the Host on a daily/weekly basis
- Micro-internships with project-based tasks
  - Ready-to-go projects
  - What are the things Hosts wish they had time to research/complete?
- Departmental rotations
  - Expand Participant’s awareness of opportunities within an industry area
- Entrepreneurial endeavors
- Current part-time job aligned with competencies

Participant Experience in a CDE

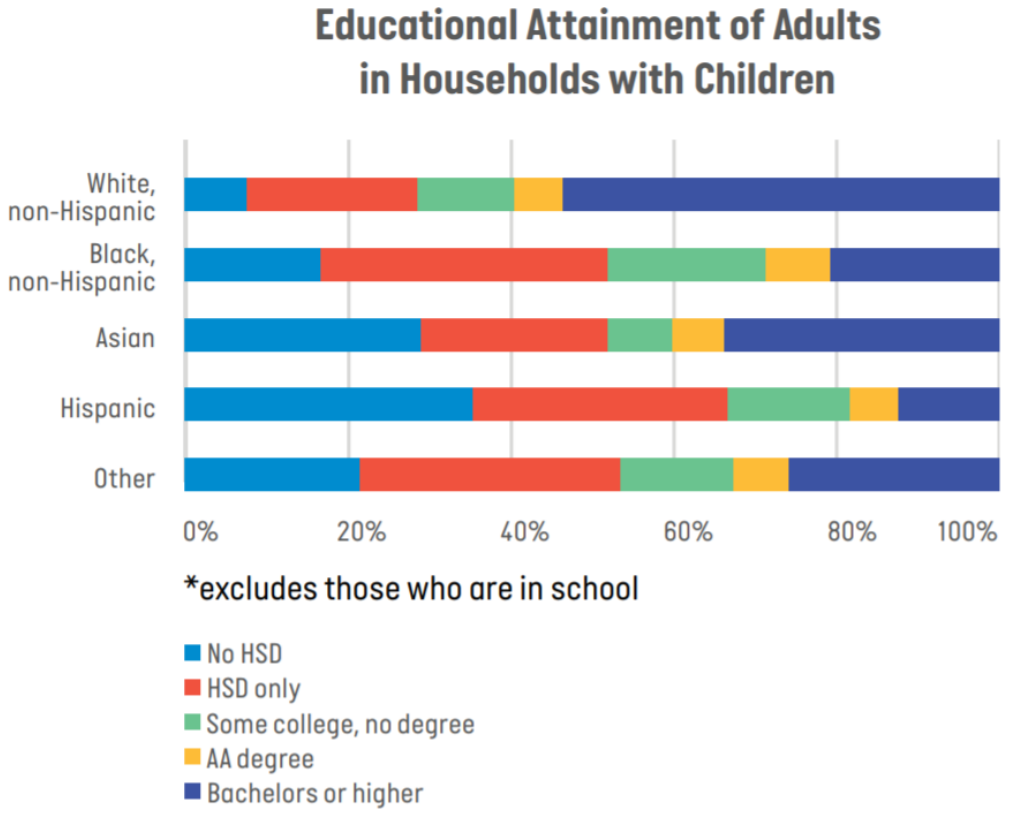
- Exposure to a new environment and expectations to support growth of Essential Employability & Technical competencies
- Authentic, quality engagement with industry professionals to build social capital and connection to college and career pathways
- Valued as a resource of talent with background knowledge and lived experience that are recognized as a benefit to the CDE Host

High School Interns at BJC Healthcare

Social Networks & Access to Information

Research from Murillo et al., (2017)

- Internships are providers of capital and opportunity to help students acquire the skills and knowledge needed to navigate the work and educational environment typically inaccessible to marginalized student populations
- Even when low-income students of color have the academic qualifications to attend college, a large number do not apply to college because they lack information, guidance, and access to resources



Source: HERE to HERE Policy Brief

Relationships – Participants & Hosts

- Expectations are explicit and reviewed before the first day of the CDE
- Clear points of contact for Participants and Hosts to address questions and resolve issues
- Engage Participants and Hosts in feedback on their experiences
- Consistent check-ins between Participants and Hosts
- Participants and Hosts are celebrated for their achievement and support

Stages of Implementation

Getting Started	Outreach	Onboarding	During	Wrapping Up
Clearly define roles and responsibilities of team to be able to communicate to Hosts & Participants Provide any relevant PD for staff Determine industry area(s) and general CDE model	Determine how CDE opportunities will be communicated so that all eligible Participants are provided the same information Recruit and assess potential Hosts to determine readiness for a CDE	Meet 1-1 with Participants to address transportation and support needs Are there any specific HR requirements from the Host for Participants to complete?	First days, mid-point check-ins to monitor progress and address needs to proactively navigate challenges Site visits for longer term CDEs and new Hosts Begin discussions on the Professional Skills Assessment	Provide an opportunity for both Participants and Hosts to evaluate one another and reflect on their experience Gather testimonials Support Participants to update resumes, portfolios, etc.

What additional resources, models, or best practices are you aware of to share with the group?

What questions do you have before we move into breakout groups to design and brainstorm?

Designing in Breakout Rooms - Options

Breakout rooms by:

- Industry area most interested in designing for
- Determine a stage of implementation from the CDE Toolkit to engage in
  - Review content and resources – what can you incorporate in your space?

If you're ready to design, use the Career Development Experience Template
(Word document to download and complete)