Career Development Experience Template­­

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| **PROJECT OVERVIEW** | |
| **Career Development Experience Title** |  |
| **Course #  & Title *(if applicable)*** |  |
| **Industry Partner(s)** |  |
| **Endorsement Area** |  |
| **Description of CDE** | *(include the total # hours a Participant will complete)* |
| [**Essential Employability/ Technical Competencies**](http://pwract.org/wp-content/uploads/2020/05/PWR-Report-April2020-Final.pdf) | *(include any competencies that will be developed and assessed as a part of the Career Development Experience)* |
| **Credit and/or Compensation Provided to Participants** |  |
| **Delivery Model & Location/ Platform** | *(in-person, hybrid, virtual – including information on where located if in-person/hybrid, and what online platform used if hybrid/virtual)* |

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| **PROGRAM TIMELINE** | | | |
| **Stage/Week:** | **Topics/Events:** | **Hours:** | **Deliverables:** |
| Onboarding/ Orientation | [Orientation at Host Site](https://niuits-my.sharepoint.com/:w:/g/personal/a1879641_mail_niu_edu/ESbqpD0d8C1OughgRycTXSwBBIklGeX5YR1w9XSTVWG08Q?e=1BT296) |  | Participant is aware of daily/weekly tasks and expectations of the Host site |
| First Days | [Host & Participant Check-in](https://niuits-my.sharepoint.com/:w:/g/personal/a1879641_mail_niu_edu/Ed8DT3wB9PtHsgYTquV-DPQBdq7QMY08nXXeALaohp7oGw?e=eQlxLK) |  | [Participant Reflection](https://niuits-my.sharepoint.com/:w:/g/personal/a1879641_mail_niu_edu/EW747pYVYPtJiMSTu2t4vqoBgbl0GQeiNXlbikvkEklDfQ?e=B3qEb9) (Beginning) |
| Mid-Point Check-In | Mid-point Assessment and/or Site Visit  [Host & Participant Check-in](https://niuits-my.sharepoint.com/:w:/g/personal/a1879641_mail_niu_edu/Ed8DT3wB9PtHsgYTquV-DPQBdq7QMY08nXXeALaohp7oGw?e=eQlxLK) |  | [Site Visit Observation Form](https://niuits-my.sharepoint.com/:w:/g/personal/a1879641_mail_niu_edu/EdM7ef1xz1pNqBLucfsYpmMBl57O0eQn39Flpmbglnv6Fg?e=WGveaZ) |
| Wrapping Up | [Host & Participant Check-in](https://niuits-my.sharepoint.com/:w:/g/personal/a1879641_mail_niu_edu/Ed8DT3wB9PtHsgYTquV-DPQBdq7QMY08nXXeALaohp7oGw?e=eQlxLK) |  | [Participant Reflection](https://niuits-my.sharepoint.com/:w:/g/personal/a1879641_mail_niu_edu/EW747pYVYPtJiMSTu2t4vqoBgbl0GQeiNXlbikvkEklDfQ?e=B3qEb9) (During) |
| Conclusion | [Site Visit](https://niuits-my.sharepoint.com/:w:/g/personal/a1879641_mail_niu_edu/EdM7ef1xz1pNqBLucfsYpmMBl57O0eQn39Flpmbglnv6Fg?e=WGveaZ)  [Participant Exit Interview with Host](https://niuits-my.sharepoint.com/:w:/g/personal/a1879641_mail_niu_edu/EVxLRAjvBUVFnnPNH2Z9fGQBgXKBHDjMvT-J61MSXQvQjA?e=y7RDK5)  Feedback conversations with Host & Participant by the Managing Organization |  | Professional Skills Assessment  [Participant Reflection](https://niuits-my.sharepoint.com/:w:/g/personal/a1879641_mail_niu_edu/EW747pYVYPtJiMSTu2t4vqoBgbl0GQeiNXlbikvkEklDfQ?e=B3qEb9) (After) and [Evaluation of Host](https://niuits-my.sharepoint.com/:w:/g/personal/a1879641_mail_niu_edu/EbuGEwqqMR5FnOcCDufu6rIBzftilzfRFj2aYCp0JeHfOw?e=iFy599)  [Host Evaluation of Participant and Managing Organization](https://niuits-my.sharepoint.com/:w:/g/personal/a1879641_mail_niu_edu/EV1sw5wSDxNFhEuQClv_Uk4BxxuCX9TLMjNXXzUgbxLOBg?e=jOOjuk) |

This resource was created by [Education Systems Center at Northern Illinois University](https://edsystemsniu.org/).

The Illinois Work-Based Learning Innovation Network (I-WIN) is designed to help employers, educators, and students leverage innovative models for scaling high-quality work-based learning opportunities in school districts and community colleges across the State. This network explores ways to create equitable opportunities for students through both in-person and virtual learning. For more information on I-WIN and additional work-based learning resources, visit [edsystemsniu.org/i-win/](https://edsystemsniu.org/i-win/).

Hyperlinks included throughout this template are from the [Career Development Experience Toolkit](https://edsystemsniu.org/resources/career-development-experience-toolkit/).