

# PROGRAM OUTLINE & EXPECTATIONS FOR PARTICIPANTS

## CONTACT INFORMATION

Use this space to provide all relevant contact information (phone numbers and email addresses) of the managing organization for participants. If applicable, provide the address of the managing organization and any other locations participants may be expected to report to (for example – if training or onboarding takes place at a different site than the offices of the managing organization).

If applicable, make clear who participants should contact for any specific items or needs:

- Attendance
- Payroll
- Concerns regarding their host staff or placement
- Personal matters, etc.

## PROGRAM DESCRIPTION

Use this space to provide an overview of the CDE:

- Description of a typical experience for participants
- General expectations of their host staff and site
- Schedule and length of program
- Dates of any required events (ex: site visits)
- Any credit and/or compensation earned

## OBJECTIVES

At the end of the career development experience, participants should have (the following are suggested items, include any objectives specific and relevant to the program of the managing organization):

- Engaged in authentic, hands-on tasks related to their career interest area
- Received one-on-one mentorship and guidance from industry experts
- Discovered the various pathways and requirements to obtain employment in their career interest area
- Determined whether their career interest area is a good fit for them (a successful CDE also includes those that redirects a participant's career pathway!)
- Developed a network of professionals and industry experts that can lead to accessing future opportunities

## PROFESSIONAL SKILLS ASSESSMENT

Use this space to provide information on what participants will be assessed on for their CDE and how/when the assessment(s) will occur.

It is important to mention here the role that their host supervisor will play in evaluating and addressing any competencies to be developed/gained throughout their CDE.

It can be helpful here to provide a detailed calendar timeline of these events – both the submission of the assessment and process for feedback conversations with the host and/or managing organization.

It should be made clear that participants will also submit a self-assessment and personal reflection on their performance that will inform the conversations.

## ESSENTIAL EMPLOYABILITY COMPETENCIES

(Note: If applicable, provide the related Technical Competencies as well)

Teamwork and 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.
Adaptability and Flexibility	Students can use their understanding of workplace change and variety to be open to new ideas and handle ambiguity.
Cultural Competence	Students can use their understanding of diversity and inclusion to communicate and work effectively across a multitude of abilities, cultures, and backgrounds.
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.
Initiative and Self-Drive	Students can use their understanding of goal setting and personal impact to achieve professional goals and understand personal impact.
Reliability and Accountability	Students can use their understanding of commitment, time management, and follow through to ensure that a professional team functions properly and meets collective goals.
Planning and Organizing	Students can use their understanding of time management to plan effectively and accomplish assigned tasks.

## PLACEMENT AT HOST SITES

Use this space to provide information on how participants are matched to host sites and/or their host supervisor.

If you have any policies regarding whether participants can switch host sites or not during the CDE, it is important to describe that here.

## ATTENDANCE POLICIES AND PROCEDURES

Use this space to describe any policies and procedures as they relate to being absent or tardy to their host site or any other CDE related activities.

Note: It is helpful to refer to any policies regarding approved extracurricular activities. For example, if a participant knows ahead of time their schedule for an extracurricular activity that will affect their attendance this should be communicated to the managing organization immediately and worked through with their host to make sure they are able to accommodate the participant's schedule.

## GRADING POLICY

If participants are receiving credit for their CDE, use this space to describe grading and any required assignments of the CDE. For example, does attendance and assessment(s) from their host supervisor affect their grade?

Note: If applicable, provide a detailed syllabus of the related course with due dates and assignments listed.

## PAYROLL POLICIES

If participants are being paid for their CDE, use this space to describe any policies and procedures as it relates to payroll. For example, when/how are timesheets turned in, payroll schedule, paper checks vs. direct deposit, etc.

Note: If participants are being paid and do not currently have a bank account but are eligible for one, the CDE is a valuable opportunity to begin best practices in money management behaviors.

## IMPROVEMENT PLANS

Use this space to provide any information regarding the process for participants who may be put on an improvement plan.

## RESIGNATION AND TERMINATION

Use this space to provide any information regarding the process for participants who may leave or be removed from the CDE program.

## ATTIRE

Use this space to describe any policies regarding attire for the CDE. Provide information on resources for attire through the managing organization or other community partners for participants in need.

## ADDITIONAL MANAGING ORGANIZATION POLICIES AND PROCEDURES

Use this space to refer to any additional information from the managing organization. For example: equal opportunity statements, sexual harassment, and other items that may be included in a code of conduct.

# CAREER DEVELOPMENT EXPERIENCE PROGRAM AGREEMENT

This form must be signed and returned to a [managing organization] staff member.

## PARTICIPANT AGREEMENT

I, \_\_\_\_\_, have received and read the program expectations for the [managing organization] career development experience Program. I am aware of the commitment and expectations of myself as a participant. I understand that any violation of the policies and procedures as outlined may result in interventions and consequences up to termination from the career development experience program.

\_\_\_\_\_  
Participant (Print your full name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant (Sign your full name)

## PARENT/GUARDIAN AGREEMENT

*(Managing organizations: This section is optional, but a helpful resource to ensure that parents/guardians are aware of a participants involvement with a career development experience – especially those that may affect their schedule.)*

Dear Parent/Guardian,

[Managing organization] believes that you should be informed regarding the expectations and commitment that your participant is taking on regarding the career development experience program. Please read the program expectations and sign below to acknowledge your receipt and understanding of the career development experience program.

Please don't hesitate to reach out with any questions or needs (provide any applicable contact information here).

I am the parent or guardian of the above-named participant. I have received and read the program expectations of the [managing organization] career development experience program.

\_\_\_\_\_  
Parent/Guardian (Print your full name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (Sign your full name)

\_\_\_\_\_  
Parent/Guardian Email

\_\_\_\_\_  
Parent/Guardian Phone