**Student Process Diagram**



(See each step’s details below diagram) Date: 10/25/13

# NCTA LOGO 10-13

Detailed Explanation

1. The student must get instructors approval to begin the job shadow or internship process.
2. A student may submit their informational worksheet by via either:
   1. The EWP Website ([www.experienceworkproject.com](http://www.experienceworkproject.com)) by emailing the downloadable sheet from the “important documents” section to the EWP Coordinator which will be forwarded to the Academy for their records.
   2. Directly filling out a sheet and submitting in person to the administrator or EWP Coordinator if there is desire to use our full service program with permitting hours.
3. Using the informational sheet previously turned in, an EWP Coordinator or Academy personnel will contact the student to ask more specific questions regarding the student’s schedule, interests, coursework, background, and potential opportunities.
4. Using a database and an existing network of partners, the EWP Coordinator or Academy personnel uses the information about the student to make a match with a willing employer. The EWP coordinator also notifies the employers of the expectations associated with hosting a given type of opportunity.
5. The EWP coordinator/Academy personnel sends an e-mail confirmation to the student with the employer contact information and location/date/time of job shadow date & time or first scheduled internship shift and a link to the website to print the required documents. An informational letter/email is also sent to the employer with the students contact information, date & time of job shadow or internship shift, and what to expect in the process.
6. EWP coordinator/Academy personnel reminds the student to download and print the proper documents for job shadow and/or internship from the website:

|  |  |
| --- | --- |
| Job Shadow Documents | Internship Documents |
| JS Guidelines | Internship Agreement Form |
| JS Informational Interview | Internship Checklist |
| JS Student Feedback  JS Student Exit Interview | Internship Employer Evaluation  Internship Soft Skills Evaluation form |
|  | Internship Student Feedback |
|  | Internship Student Reflection |
|  | Self-Evaluation |
|  | Student Information Worksheet |
|  | SVC Learning Contract |
|  | Workbased Learning Site Responsibilities |
|  | Worksite Time Record |

1. With information from EWP coordinator, the student makes contact with the employer to introduce themselves, thank them for the opportunity, confirm scheduled meeting time, and proper dress attire. Student is professional, polite, and appreciative.
2. Student executes opportunity while making sure to ask questions, be helpful, and come prepared. They are instructed on professionalism and appearance.
3. In some cases, a job shadow opportunity may lead to an internship opportunity, internship opportunities can transition into future job opportunities.
4. The students turn in their completed job shadow or internship packets to receive credit for participation.
5. When they turn in their packets, they hand write a thank you letter that is addressed to the host of the job shadow or internship (there is an example letter on the student guidelines document they can reference) which is mailed out generally from the Academy/College/School.

# NCTA LOGO 10-13

\*\*\*Generally the work experience begins with a 4 hour job shadow. This is the opportunity for the student and the employer to determine if the establishment is a good fit. I explain to the employer and the student that the job shadow would be compared to an informative interview. This is a time for the student to learn about the position and ask questions to gain knowledge.

Our goal is to create a positive experience for all parties; with follow up from the EWP Coordinator/Academy personnel with the employer and the student, we can come to a conclusion if this is an ideal opportunity to transition to a 30-40 hour internship (8-10 hrs per week for 4 weeks).

Ultimately, we provide the students with a real-work experience to gain knowledge about their career selection so they can establish connections with business leaders for future employment potential. This process helps to prepare the students to transition from the learning environment to the workforce.

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Experience Work Project

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