



CAREER EXPLORATION

A STUDENT’S GUIDE TO JOB SHADOWING, INTERNSHIPS, & VOLUNTEERING IN THE SCV

WHAT IS CAREER EXPLORATION?

Career Exploration is a work-based learning activity that gives students a first-hand look at the world of work. It is designed to expose students to career options and work environments. Career Exploration provides students with the opportunity to get an up-close look at how the skills they are learning in school are used everyday in the business world and provides an answer to the question, “Why do I have to learn this?”

There are many different ways students can engage in on-the-job career exploration such as: job shadowing, internships, volunteer work, and even part-time employment. However, before students participate in any form of career exploration, it is important that they, as well as their parents, understand the basic definition of each.

The SCV School & Business Alliance has partnered with the William S. Hart Union High School District and the City of Santa Clarita in developing this helpful career exploration resource guide.

Our goal is to:

- help students understand the differences between job shadowing, internships, and volunteer work experience;
- provide awareness regarding liability issues, transportation, and work permits;
- guide students on how to properly approach local businesses.

DEFINITIONS

**Job Shadowing, Internships, and Volunteer Work are integrated into the academic curriculum of the students enrolled; and include structured time for students to reflect on the career exploration activity.*

Job Shadowing

A job shadow is a non-paid career exploration opportunity where students observe a professional at a work site. The professional prepares activities to conduct with the student, demonstrates what their job is like on a daily basis, and introduces the student to different career opportunities within their field.

Example of a Job Shadow: William schedules an 8-hour visit to Ultra Violet Devices Inc. where he shadows CEO Dan Goetz to learn more about careers in manufacturing.

*Job Shadowing is encouraged for students in grades 7 and up.

U.S. Department of Labor - Trainee & Volunteer Definitions: <http://www.cde.ca.gov/ci/ct/we/wpfaq.asp#28>

Kimberly B. Born, Education Programs Consultant, 916-319-0498, kborn@cde.ca.gov

Internship

An internship is a paid or non-paid career exploration activity in which the student takes on meaningful responsibilities within an organization and contributes to the success of that organization. Employers are asked to treat interns as new, entry-level staff members in training. All internships, paid or non-paid, must be tied to an academic course of study.

Example of an Internship: As part of her a senior class assignment, Willimina secures an internship at the Valencia Tournament Players Club. Willimina spends 4 hours a week, after school, at her internship site.

*Internships are encouraged for students in grades 11 and up.

Volunteer/Service Learning

Volunteering is a non-paid career exploration opportunity in which students learn and develop through organized service that is conducted in and meets the needs of a community. Students may only volunteer at events for non-profit organizations.

Example of Service Learning: William participates annually in Make a Difference Day where he helps deliver meals to the elderly.

*Volunteer/Service Learning is encouraged for students ages 14 and up. Students ages 14 and under must be accompanied by an adult in order to participate in volunteer service.

U.S. Department of Labor - Trainee & Volunteer Definitions: <http://www.cde.ca.gov/ci/ct/we/wpfaq.asp#28>

Questions: Kimberly B. Born, Education Programs Consultant, 916-319-0498, kborn@cde.ca.gov

LEGAL ISSUES TO CONSIDER

U.S. Department of Labor Youth & Labor Information: <http://www.dol.gov/dol/topic/youthlabor/index.htm>

California Department of Industrial relations: <http://www.dir.ca.gov/dlse/dlse-cl.htm>

Works Permits

Minors who have not graduated from high school and are under the age of 18 must have a work permit when employed. A permit to employ and work in industries other than entertainment is usually issued by an authorized person at the minor's school. Students participating in job shadowing, non-paid internships and Volunteer/Service Learning do not need a work permit.

Liability

Students receiving school credit for job shadow, and non-paid internships are covered by the William S. Hart Union High School District's Workers Compensation insurance while at the place of business. However, the business site is expected to provide a safe working environment for the student. All state and federal rules and regulations regarding the employment of minors must be followed.

Any special insurance requirements with respect to the use of the employer's facilities must be requested in writing, within two weeks of the event, to: Business Office, William S. Hart Union High School

District, c/o SCV School & Business Alliance, 21515 Centre Pointe Parkway, Santa Clarita, CA 91350.
The written request should include the name of the event, date(s) and time(s).

Transportation

- Students are responsible for providing their own transportation to and from the shadow or internship site.
- Students must notify their school site and obtain all necessary documentation, clearance, and permission slips.
- Teens may not drive other teens.
- Students who secure job shadows outside of the City of Santa Clarita must receive permission from their school site to travel outside of city limits.
- Parents driving a group of students must receive permission from school site and complete all necessary documentation, clearance, and permission slips.

WHERE TO FIND CAREER EXPLORATION OPPORTUNITIES

SCV School & Business Alliance – Career Awareness, Exploration & Placement for students living in SCV

- Log onto www.scvcareercentral.com to view Shadowing, Internship, and Part-Time Job Opportunities

Helping Hands Santa Clarita - Provides volunteer opportunities in the SCV

- Visit onto www.volunteerinscv.org

School Career Centers – connect with your school’s Career Advisor, Career Path Teacher, School-to-Career Coordinator, Counselors, etc.

California Employment Development Department

- http://www.edd.ca.gov/Jobs_and_Training/Services_for_Youth.htm

SECURING YOUR CAREER EXPLORATION SITE

- Telephone the business and ask to speak with appropriate contact person.
- Introduce yourself as follows:
(Hello, my name is _____, and I am a (junior, senior) at (name of high school)).
- Describe if the career exploration activity is tied to a class assignment and if there is a specific number of hours that you will need to shadow, intern, or volunteer (contact only non-profit organizations for volunteer activities).
- Confirm your expected time of arrival and departure, and the address.
- Ask for driving directions if needed and if there are any special parking or other instructions.
- You will also want to discuss the expected dress code (*Note: the dress code may vary depending on the type of business*)

PLAN TO DRESS FOR SUCCESS

Business attire for ladies:

Clothing must be clean, pressed, and worn neatly (tucked in, buttoned down). May include dress worn to the knees, pantsuit, dress pants (no jeans unless employer says it’s okay) with blouse or sweater (no bare midriff), and hair styled out of the face. Simple jewelry is acceptable. Visible body piercing should be removed/kept at home.

Business attire for men:

Clothing must be clean, pressed and worn neatly (tucked in, buttoned down). May include suit, pants (no jeans unless employer says it's okay) with shirt tucked in, or sweater, optional tie, and belt. No hats, caps, or hoods; should be clean shaven, with hair combed out of face. Visible body piercing should be removed/kept at home.

CONTACT US

If you have further questions, please call or email the SCV School & Business Alliance. The SCV School & Business Alliance is a 501(c)3 organization that provides and promotes early career exploration activities for students of the Santa Clarita Valley.



21515 Centre Pointe Parkway
Santa Clarita, CA 91350
(661) 753-5740 ext. 776 or 230
www.scvcareercentral.com