

## Career Explore

### What it is:

Career Explore is a program designed from the [Colorado's Work-Based Learning Continuum](#) to provide options for students to become re-engaged learners:

- An opportunity for students to identify and explore career pathways of interest, obtain industry specific training, certificates, and [baseline certifications](#).
- Offers the opportunity for students to demonstrate core content knowledge through core course alignment of [standards](#) and [competencies](#) to earn credits toward graduation.
- Offers students “essential skills” through instruction, observation, and student demonstration of skills through multiple activities (classwork, trainings, volunteer work, and internships).
- An opportunity for students to earn work-based learning experience in a career pathway (through volunteer work and internships) to help support their postsecondary opportunities.

### Target Population:

Career Explore is historically aimed at disenfranchised and disengaged junior and seniors.

The typical student has followed a common path:

- School is not relevant
- Has disengaged from learning/school
- Loses hope in graduation and future

However, Career Explore can be implemented for all students interested in investigating career opportunities.

### Career Explore Model:



### **Core Classes:**

- Students must be enrolled in core classes and one content teacher for each core must be assigned.
- Assignments must be aligned to address [2020 Standards](#) and [Jeffco Generation Skills](#)
- Instruction can take place through Blended Learning, Project/Problem Based Learning, traditional setting, or a combination of each (which ever combination you choose, you must identify how academic minutes are being met).
- Students must be enrolled in a minimum of five courses and meet the requirements for Jeffco Public Schools graduation requirements.

### **Essential Learning Skills/Career Exploration Course:**

- Students must participate in an Essential Skills development program prior to internship completion and trainings
- Students must be enrolled in a Career Exploration course
- Students must be exposed to multiple career pathways and industries prior to making a decision in which path they would like to investigate further
- Students must have instruction in employment application skills, resume writing skills, cover letter skills, interviewing skills and financial literacy
- Students should have opportunities to complete mock interviews and panel interviews prior to applying for internships

### **Training/Certifications/Volunteer Work:**

- Students must have a training phase in their area of investigation prior to attending the internship. The training program must provide the necessary skills or certificates for an entry point to an entry level position within a company
- By the end of the program, students will need to have earned certifications within their industry. These certifications must be industry approved and should be aligned to the State of Colorado and Jeffco Public School graduation requirements
- It is recommended that students complete a phase of volunteer work (or job shadowing) prior to entering into their internship. Although this is not required, it is highly encouraged so that the students can experience the industry, participate in industry specific activities, and make an educated decision on if this is the correct career path for the student

### **Paid/Unpaid Internships/Employment:**




- In order to be placed into an internship, students must complete an Essential Skills course
- Students should apply and interview for an internship position
- Jeffco Public Schools, Career Links, will work with industry partners on adequate internship development
- All essential paperwork must be signed and completed by all parties prior to the student starting their internship
- After the internship phase is successfully completed, students are eligible for employment

**Career Explore Schedule:**

|                 |   |
|-----------------|---|
| First Semester  | <ul style="list-style-type: none"> <li>•Core Content Classes (Blended Learning)</li> <li>•Credit Recovery Opportunities (optional)</li> <li>•Career Exploration (All Students/All Pathways)- Field Experiences, Job Shadows, Guest Speakers, Experiential Learning</li> <li>•Jeffco Generation Skills (Essential Learning Instruction)               <ul style="list-style-type: none"> <li>•Volunteer Work</li> <li>•Training</li> </ul> </li> </ul> |
| Second Semester | <ul style="list-style-type: none"> <li>•Core Content Classes (Blended Learning)</li> <li>•Credit Recovery Opportunities (optional)               <ul style="list-style-type: none"> <li>•Training/Certifications</li> <li>•Internships</li> </ul> </li> <li>•Employee Development</li> </ul>  |

This schedule is designed to accommodate seat-time requirements and is aligned with the [Colorado Work-Based Learning Continuum](#) and Readiness Assessment.

**Career Explore Timeline:**

| Prior to the Start of the Year<br>  | August-December<br>  | January-May<br>   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Identification of Students</li> <li>• Parent/Student Information Meeting</li> <li>• Adjust Student Schedules</li> <li>• Set community partner meeting</li> <li>• Decisions made on aligning standards and competencies to course work, Blended Learning, and Project Based Learning</li> <li>• Decide on credit recovery opportunities and options</li> <li>• Schedule: Field Experiences, Job Shadows, Guest Speakers, Experiential Learning</li> </ul> | <ul style="list-style-type: none"> <li>• Students participate in a variety of exploration activities</li> <li>• Students receive instruction in core content areas</li> <li>• Students receive instruction in Jeffco Generation/Essential Skills</li> <li>• Students start narrowing a career path focus</li> <li>• If working with Jeffco Workforce or SWAP-begin paperwork process for services (<b>Aug-Sep</b>)</li> <li>• If students are being paid through the school for their internships, students need to complete 1099 form with</li> <li>• Students participate in volunteer work or training opportunities</li> </ul> | <ul style="list-style-type: none"> <li>• Students receive continued instruction in core content areas</li> <li>• Students demonstrate Jeffco Generation/Essential Skills in a variety of contexts</li> <li>• Student chose which pathway they would like to explore in-depth</li> <li>• Students attend training, volunteer work, and certification training <b>PRIOR</b> to internships</li> <li>• Students work on capstone project, research, and presentation</li> <li>• Students who qualify meet with Workforce and SWAP for compliance and complete new hire paperwork</li> <li>• Students participate in internships</li> </ul> |



### **Funding:**

Career Explore is a voluntary program and supported by community partnerships, school based budgeting, and private donations. Jeffco Public Schools is investigating funding options to help support students enrolled in the Career Explore program. Please be advised that **not** all schools or programs will be eligible for certain funding opportunities.

When considering adding or continuing a Career Explore program, it is important to understand the financial impact this program can have on SBB dollars. As a district, we are working on funding opportunities. This is a [sample budget](#) for a Career Explore program. Please be advised that this budget does not include cost that may be absorbed by partnerships, outside funding opportunities, and private donations.

### **Potential Community Funding Partnerships:**

#### **School to Work Alliance Program (SWAP)/Division of Vocational Rehabilitation (DVR):**

In order for students to qualify for services from SWAP and/or DVR, they must meet [certain qualifications](#) per State of Colorado guidelines and the Career Explore program. Students who are deemed eligible will have their training and internship costs covered by this entity. If you are interested in exploring this funding option, please contact Christina Ruffatti, SWAP Program Coordinator, at [Christina.Ruffatti@jeffco.k12.co.us](mailto:Christina.Ruffatti@jeffco.k12.co.us).

- The Career Explore Coordinator and school administration must meet with their SWAP representative prior to implementing the program to set up a partnership.
- Students must be enrolled in the Career Explore program and all aspects of the program must be in place (core classes, exploration phase, essential skills instruction, training, and internship)
- Student must have a documented disability (IEP, 504, or medical diagnosis)
- All [paperwork](#) needs to be filled out and submitted for approval no later than **September 30** to ensure that funding is secured for trainings and internships. This paperwork must be filled out with the SWAP coordinator in partnership with the Career Explore Coordinator.

#### **Jeffco Business and WorkForce Center (JBWC):**

In order for students to qualify for services from JBWC, the school must be identified as a partnering school and students must meet strict guidelines for WIOA (Workforce Innovation and Opportunity Act) funding. Students who are deemed eligible will have their training and internship costs covered by this entity. If you are interested in exploring this funding option, please contact Amanda Hoffa, Program Supervisor Youth and Adult WIOA Programs, [anhoffa@co.jefferson.co.us](mailto:anhoffa@co.jefferson.co.us).

- The Career Explore Coordinator and administration must meet with the Jeffco Business and WorkForce Center representative **prior** to implementing the program to set up a partnership.
- Students must be enrolled in the Career Explore program and all aspects of the program must be in place (core classes, exploration phase, essential skills instruction, training, and internship)
- Students must meet with a JBWC staff member to be screened for WIOA eligibility and funding options.

- All eligibility **paperwork (Waiting on documents)** needs to be filled out and submitted for approval no later than **September 30** to ensure that funding is secured for trainings and internships. This paperwork must be filled out with the JWBC representative and the Career Explore Coordinator.

### **Internships:**

A component of the Career Explore program is to provide students with authentic learning options related to industry. In the final phase of the Career Explore program, students complete the internship component. Schools will have the option to have paid or unpaid internships for their students, however this needs to be equitable and consistent for within the individual school's program.

If students are receiving services from SWAP/DVR or JBWC, their internships will be paid through those programs. New hire paperwork and internship agreements must be completed before the student starts their internship.

If students will be receiving payment from the school's Career Explore account, students will need to become vendors with Jeffco Public Schools. The students need to fill out the [1099 form](#) and [Services Contract](#) with the school's financial secretary and Career Explore Coordinator. These forms will need to be notarized and the students will need the required documentation for employment.

Students who are undocumented or ineligible to work in the United States are unable to secure services from SWAP/DVR, JBWC, and may not become vendors with Jeffco Public Schools. Please research and discuss options regarding internships funding for these students with your school principal and district Career Explore Specialist.

## Starting a Career Explore Program:

### Identifying the “Why”:

- Why is this type of programming important for our students?
- Why is this type of programming important for our building?
- Why is this type of programming important for our community?

### Identifying the “Who”:

- Who in our building will benefit from this program?
- Who is our target group to pilot the program?
- Who will be the champion(s) in our building to be responsible for this work?
- Who are our community partners, agencies, district representatives that we can partner with to begin and sustain this work?

### Identifying the “What”:

- What is the impact on student success that we are hoping to see from implementing this program?
- What is our commitment to this program and what impact will it have on the building in general (i.e. scheduling)?
- What funding streams are currently available, potentially available, and what do we need to plan for?
- What industry pathways are we planning on investigating and utilizing in our program?
- What certifications can we infuse into the program that will align with the [State of Colorado and Jeffco Public Schools certifications graduation requirements](#)? If we have additional certifications not aligned, what is our justification for these certifications?

### Identifying the “How”:

- How will we identify the students who will participate in the program?
- How will we schedule students and staff into this program?
- How will we create opportunities for students to demonstrate competencies and core credits?
- How will we build staff capacity to sustain this program?
- How will we create partnerships with local businesses and funding partners?
- How will we set measurable goals to demonstrate success of the program?
- How will we communicate to the building and community the importance and “why” of the program?
- How will we communicate to parents about the program?
- How will our building support this program if no outside funding opportunities are available?

## Monitoring and Adjusting a Current Program:

### Remembering the “Why”:

- Why did we start this program?
- Why is this programming still important to our building?
- Why is this programming still important to our community?

### Remembering the “Who”:

- Who in our building continues to benefit from this program?
- Who continues to be a part of our target population?
- Who continues to be the champion in the building? Is it time to add more champions?
- Who continues to be an effective community partner? Who do we want to build new partnerships with in our community? Who do we need to change in our partnerships?

### Remember the “What”:

- What were the initial goals and outcomes we set for the program? What data do we have to support these goals and outcomes?
- What is our continued commitment to the program? What impact has it had on our building’s needs (i.e. scheduling)?
- What are our current funding streams for the program? What changes are necessary for funding to increase sustainability?
- What are our industry pathways? What future pathways would we like to include? What pathways need improving or removing?
- What certifications do we currently offer? Do these [certifications align with the State of Colorado](#) for potential reimbursement? If not, what rationale do we have for these certifications?

### Remembering the “How”:

- How do we identify potential students for the program? Is this still a valid way of identification?
- How is our schedule working for our students, staff, and community partners? What adjustments need to be made?
- How are we ensuring that our students are meeting the requirements for Jeffco Public Schools graduation requirements and [2020 Standards](#)?
- How are we sustaining staff capacity to continue to program?
- How will we continue to support our current partners and funding support systems? How will we build new partnerships?
- How do we use past data to create new goals and adjust programming to support students?
- How will we continue to support this program across our building and align PD time to support the need?
- How is our communication with parents, students, and community members? What do we need to do to make this a better process?
- How is our building funding this program? Is our funding process sustainable? What supports do we need for sustainability?



### Internship Agreement

|                             |                    |
|-----------------------------|--------------------|
| <b>Student Name:</b>        | <b>School:</b>     |
| <b>Internship Location:</b> | <b>Supervisor:</b> |
| <b>Address:</b>             | <b>Phone:</b>      |

|                          |
|--------------------------|
| <b>STUDENT AGREEMENT</b> |
|--------------------------|

**As the Student:**

1. I recognize that the Career Explore coordinator is the final authority for any adjustments or changes at my internship location. I will be the first person contacted regarding any major concerns of my performance while at my internship.
2. I understand that my internship is an educational experience and that class credit will be awarded (100 hours= .5 Elective Credit).
3. I understand that there is a balance between school and my internship and I will be held accountable for classwork and assignments that I miss during my internship hours.
4. I will furnish my own transportation to and from the internship site (unless transportation is provided for me by the school). If transporting myself, I agree to observe all of the traffic regulations, as defined by Colorado law, and carry proof of auto insurance.
5. I will be ON TIME to my internship. I understand that I am to report to my internship as scheduled, even when school is not in session (weekends, breaks, etc).
6. I will notify my supervisor and teacher when I am not able to report to my internship due to illness.
7. I agree that if I am terminated from my internship, I will inform my Career Explore coordinator immediately.
8. I agree that if I would like to terminate my internship, I will provide a written letter of resignation and provide a minimum of two weeks' notice.
9. I understand that if I get terminated or resign from my internship, I will potentially lose the elective credit for the internship.
10. I understand that I will be evaluated on my internship performance according to the company's employee guidelines. If I violate any of the guidelines, my internship can be terminated.
11. I understand that the internship is an extension of the Career Explore program; therefore, I will abide by the Code of Conduct for Jefferson County Public Schools and any violation in the Code of Conduct can result in disciplinary action including suspension or expulsion from school in addition to termination of my internship.

X

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Student Signature





**Internship Agreement:**

|                             |                    |
|-----------------------------|--------------------|
| <b>Employer:</b>            |                    |
| <b>Internship Location:</b> | <b>Supervisor:</b> |
| <b>Address:</b>             | <b>Phone:</b>      |

**INTERNSHIP PARTNER AGREEMENT**

**As the Employer:**

1. I understand that this internship through Career Explore is a learning opportunity to connect classroom instruction to a career pathway through authentic career experiences.
2. I agree to support the terms of this agreement and provide a variety of learning opportunities which will contribute to the student’s career development.
3. I will notify the Career Explore coordinator immediately if the student violates the terms of this agreement and is in danger of termination for any reason.
4. I understand that the internship may be terminated at any time if the student does not meet the expectations of this agreement or the student leaves the program.
5. I will help support the student by providing an industry performance evaluation and standard training opportunities or industry certifications for the duties that the students will be assigned during their internship.

**Workers Compensation Acknowledgement:**

Jeffco Public Schools will provide the student’s workers compensation insurance when the student **is not** being paid by the internship partner. A certificate of coverage will be provided to the employer by the Career Explore coordinator at the time of the internship agreement.

If the internship partner **is paying** the intern and benefiting from the student’s work, the internship partner understands that they will cover the students’ workers compensation and general liability.

**X**

\_\_\_\_\_  
Internship Supervisor



**Internship Agreement:**

|                         |               |
|-------------------------|---------------|
| <b>Parent/Guardian:</b> |               |
| <b>Email:</b>           |               |
| <b>Address:</b>         | <b>Phone:</b> |

**PARENT AGREEMENT**

**As the Parent/Guardian:**

1. I understand that my student is participating in the Career Explore program and this requires that my student will be off campus during school hours for their internship and activities.
2. I understand that my student is expected to be in school on the days that they are not assigned to be at their internship.
3. I understand that my student needs to work on assignments outside of the classroom. All teachers will assign work and provide weekly due dates.
4. I understand that if my student is frequently absent or failing classes, they will be removed from their internship and will return to full time classes at the school.
5. I understand that during the training phase of the internship, my student will gain experience and has the potential to earn industry specific certifications to help with their employability skills.
6. I acknowledge that internships are paid through **one of four** agencies. My student will be paid through \_\_\_\_\_.
7. I understand that my student may receive up to 160 hours of paid internship experience at \$11.20 per/hr.
8. I understand that my student might be required to transport themselves to and from their internships. Some students may have transportation provided by their school or public transportation.
9. I understand that if my student is going to drive, I will need to fill out the required paperwork to allow my student to transport themselves.


**X**

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Parent/Guardian Signature

**Internship Agreement:**

**Internship Goals and Expectations  
Completed by Internship Partner and Student**

| <b>Employee Goals/Expectations</b><br><i>Jeffco Public School Generation Skills</i><br>  | <b>0=Student did not perform to expectations</b><br><b>4= Student performed beyond expectations</b> |   |   |   |   |
|---|---|---|---|---|---|
|   | 0   | 1 | 2 | 3 | 4 |
| <b>Communication:</b> The students will explore and articulate their own points of view, while respectfully understanding the perspectives of others during their internship.                                       |   |   |   |   |   |
| <b>Critical Thinking:</b> Students use imagination, innovation, and ingenuity to solve problems during their internship experience.   |   |   |   |   |   |
| <b>Collaboration:</b> Students work together with others in industry, to connect the importance of collaboration to get tasks accomplished in the internship environment.   |   |   |   |   |   |
| <b>Adaptability:</b> Students learn to change in response to situations, environments, and complex problems during their internship experience.   |   |   |   |   |   |
| <b>Self-Direction and Personal Responsibility:</b> Students will be dedicated to their own successes by demonstrating perseverance, integrity, accountability and self-advocacy during their internship experience. |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

*\*If possible complete during the middle and end of the internship with the student present.*

**X**

Internship Supervisor

**X**

Student

### Internship Agreement:

#### Performance Evaluation/Development Plan

Student Name \_\_\_\_\_ Internship Location \_\_\_\_\_

Your evaluation of this student enables us to provide better instruction and defines actions the student can take to enhance their development of Jeffco Public Schools Generation Skills and postsecondary options. Please keep in mind that you are evaluating this employee as a student worker. Comments are welcome in all areas; however, if "needs remediation or fails to demonstrate or fails to meet expectation" are indicted please make a specific comment.

#### Reporting

|             |   |   |   |   |
|-------------|---|---|---|---|
| Punctuality | 3 | 2 | 1 | 0 |
| Attendance  | 3 | 2 | 1 | 0 |

#### Work Ethic

|   |   |   |   |   |
|---|---|---|---|---|
| Sets priorities and manages time          | 3 | 2 | 1 | 0 |
| Takes initiative, and follows through     | 3 | 2 | 1 | 0 |
| Learns from instruction and criticism     | 3 | 2 | 1 | 0 |
| Takes responsibility for actions and work | 3 | 2 | 1 | 0 |

#### Personal & Civic Responsibility

|   |   |   |   |   |
|---|---|---|---|---|
| Behaves honestly and ethically                    | 3 | 2 | 1 | 0 |
| Is a self-advocate                                | 3 | 2 | 1 | 0 |
| Acts proactively                                  | 3 | 2 | 1 | 0 |
| Possess financial literacy                        | 3 | 2 | 1 | 0 |
| Demonstrates civic responsibility and citizenship | 3 | 2 | 1 | 0 |

#### Communication

|                                |   |   |   |   |
|--------------------------------|---|---|---|---|
| Reads and writes effectively   | 3 | 2 | 1 | 0 |
| Listens effectively            | 3 | 2 | 1 | 0 |
| Speaks clearly and effectively | 3 | 2 | 1 | 0 |

#### Collaboration

|  |   |   |   |   |
|--|---|---|---|---|
| Is a team player                           | 3 | 2 | 1 | 0 |
| Acknowledges authority and takes direction | 3 | 2 | 1 | 0 |
| Cooperates for a common purpose            | 3 | 2 | 1 | 0 |
| Works effectively with others              | 3 | 2 | 1 | 0 |

#### Critical Thinking and Problem-Solving

|   |   |   |   |   |
|---|---|---|---|---|
| Applies logical reasoning and analytical skills | 3 | 2 | 1 | 0 |
| Asks questions to clarify instructions          | 3 | 2 | 1 | 0 |
| Solves problem(s) independently                 | 3 | 2 | 1 | 0 |
| Shares solutions to problems                    | 3 | 2 | 1 | 0 |
| Plans and prioritizes goals                     | 3 | 2 | 1 | 0 |

#### Productivity

|   |   |   |   |   |
|---|---|---|---|---|
| Use of Time                               | 3 | 2 | 1 | 0 |
| Amount of work performed                  | 3 | 2 | 1 | 0 |
| Completes work on schedule                | 3 | 2 | 1 | 0 |
| Demonstrates flexibility and adaptability | 3 | 2 | 1 | 0 |

#### Comments (Strengths/Areas for Improvement):

X

Internship Supervisor

X

Student

DRAFT