

# Iowa Valley Intermediary



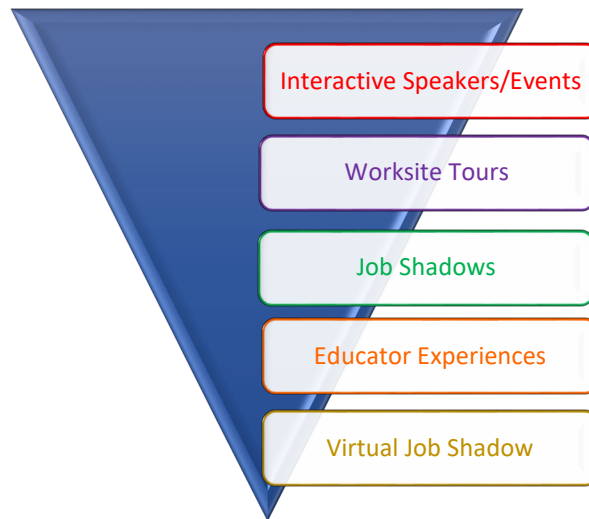
## SCHOOL RESOURCE GUIDE

Learn more:

[www.IVIntermediary.com](http://www.IVIntermediary.com)

[www.IOWAIN.org](http://www.IOWAIN.org)

# Work-Based Learning Opportunities



## Services We Offer

- **Interactive Speakers/Events**
  - Events to open students' minds to opportunities they may never have considered, as well as inform them about educational and experiential requirements for a particular career field. Speakers and events must be engaging and provide a chance for students to interact with the professional or an element of the career presented.
- **Worksite Tour**
  - Businesses provide opportunities to lead students on a tour of their facilities to show students the various careers available across all aspects of the industry.
- **Job Shadow**
  - Students observe professionals in careers that they may be interested in to gain an overview of what that career entails. Job shadows typically range from two to four hours on one day. Job Shadows are available for second semester sophomores, juniors, and seniors, unless prior approval from a school counselor. Job shadows occur during the school year and are primarily during school hours.
  - Job shadows provide an opportunity to see the work environment, learn more about the day-to-day responsibilities, education needed for career, and the ability for students to ask questions. Shadow hosts are encouraged to stress the importance of employability skills such as attendance, attire, punctuality and workplace etiquette.
- **Educator Experiences**
  - Opportunities for educators to dig deeper into local business and industry. This can include professional development, worksite tours, and summer externship/teacher license renewal courses. Please contact your Iowa Valley Intermediary for more information.
- **Virtual Job Shadow (VJS)**
  - Virtual job shadow is a wonderful tool for students to research desired or interested careers. This program is licensed through the Iowa Valley Intermediary Program and is a state approved Career Information System. To register your students, please contact your Iowa Valley Intermediary for more details

# Scheduling an Interactive Classroom Speaker and Worksite Tours

## Where to start:

- Fill out the School Event Request form on our new website [www.IVintermediary.com](http://www.IVintermediary.com) or click here to complete a request <https://ce.iavalley.edu/intermediary-event-request-form/>
- Your Iowa Valley Intermediary Coordinator will follow-up on your request to discuss additional details.

## What you can expect from the Iowa Valley Intermediary Coordinator:

- Regular communication regarding the on-going progress of your event.
- Final confirmation at least a week before the event, including contact information
- Interactive speakers are designed to last approximately 15-30 minutes (can be longer if requested) where students learn about what it takes to succeed in the workplace, a specific career field, or other career development topics from an area professional.
- Worksite tours are able to accommodate up to 10-25 students where they are able to learn first-hand the variety of careers available at a community industry.

## What we need from you:

### Classroom Speakers

- Prepare students for listening and learning. We will provide general information about the company and/ or a bio about the speaker. We have a presentation designed to discuss worksite expectations. Please notify us if you would like us to present to your class.
- Make sure students have questions prepared for the speaker/business. (See Appendix A for question list)
- The business/speaker will receive an itinerary of the day. Please provide your Iowa Valley Intermediary Coordinator with any special requests for the speaker to best accommodate your class.
- Make sure your school is prepared for the event - rooms available with needed AV or other equipment as well as all school personnel aware and welcoming of guests in the building that day. It is our goal to be present at as many events as possible.

### Worksite Tours

- You will need to organize and provide transportation for site tours.
- Appropriate chaperones are required for site tours. One chaperone is required for every ten students unless otherwise noted by the tour site. An Iowa Valley Intermediary Coordinator can serve as one of the chaperones as requested.
- Complete an evaluation with your students after the event. This helps us keep track of program quality and will be emailed to you after the event.
- Send a thank you letter/email to the business host/guest speaker after the event from you and your students.
- Share the worksite tour expectation page (A) with your class to better prepare them for their tour.

# Job Shadows

Job shadows are an engaging experience for students to gain information about a particular career and interact with a professional in that field. Job shadows are available through the Iowa Valley Intermediary Program for second semester sophomores, juniors, and seniors. Students apply for job shadows using our hard copy application on our website [www.IVIntermediary.com](http://www.IVIntermediary.com).

## Student Role:

- Students should complete the paper copy and return it to either their Intermediary contact or school counselor/teacher. No student will be placed in a job shadow or business contacted until we receive parent and school approval through paper application.
- Students must be in good attendance and academic standing to receive a job shadow experience.
- Students must provide their own transportation to and from their job shadow.
- Students will receive a checklist of helpful information in their confirmation email for their job shadow including site info, dress codes, logistic information, and tips for interacting with professionals at their shadow.
- Students are responsible for notifying teachers/school administrators with the date and time of their job shadow. Students are responsible for any work missed.
- If the student is unable to attend their scheduled shadow for any reason (other than weather), it is the student's responsibility to contact both the business site and their Iowa Valley Intermediary Program Coordinator. If the student does not contact the site and their coordinator, they may not be able to participate in future job-shadowing experiences.
- If school is canceled due to inclement weather, the student's shadow will be canceled. The student is expected to follow-up with their job shadow host and their Iowa Valley Intermediary Program Coordinator to let them know and/or reschedule. It is important that the student follow through.
- Upon completion of the shadow, a student will be expected to send a thank-you note or email to the business and complete an evaluation of their experience (link will be sent to the student in a follow up email from the Iowa Valley Intermediary).

## Iowa Valley Intermediary Coordinator Role:

- An Iowa Valley Intermediary Program Coordinator will come to the school to meet with classes and/or individual students about the job shadow application and process during the school year.
- Students will be placed in a job shadow by the Iowa Valley Intermediary once approvals and other documents have been received. The Iowa Valley Intermediary will communicate via email with the student to coordinate the date, time and business for the job shadow experience. If the student does not respond to emails (communications) after two attempts, the student application for a job shadow will be marked cancelled. The student may reapply for an experience at any time.

- School Counselors/teacher contact will be cc'd on all communication.
- The student, school contact/attendance and business contact will all receive a final confirmation of the experience in addition to tips for a successful shadow.

### **School/Counselor/Educator Role:**

- Schools will promote the Iowa Valley Intermediary Job Shadow program.
- A designated teacher or counselor will fill out school release form on the paper application for student job shadow.
- If a job shadow experience is for class/credit, you may require any additional components for the shadow beyond the thank-you note and evaluation required by the Iowa Valley Intermediary Program.
- Teacher/Counselor should follow-up with student to ensure completion of thank-you note and evaluation.

















# Questions for Students to Ask Job Shadow/Tours/Guest Speakers

Here is a list of questions to help guide students at work-based learning events. Reviewing these questions before a speaker, tour, or job shadow can help prepare students to interact with business professionals.

- How did you learn about this job?
- Why did you choose this career?
- On average, how many hours do you work a week?
- What is the primary product or service provided by this business?
- What is a typical day like for you?
- What do you like the best/least about your job?
- When your company is hiring a new employee, what qualifications, skills, and/or experiences are you looking for?
- What is the interview process like for this particular job?
- What educational qualifications or specialized training is required?
- What skills are important to be successful in your career area?
- What classes did you take in high school that helped prepare you for this career?
- What types of technology or math do you use in this particular career?
- What does the future look like for this type of job?
- Do you travel often for your job?
- What is your best advice for students planning for their futures in your career area?



## The 16 Career Clusters

	<p>The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.</p>
	<p>Careers in designing, planning, managing, building and maintaining the built environment.</p>
	<p>Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.</p>
	<p>Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.</p>
	<p>Planning, managing and providing education and training services, and related learning support services.</p>
	<p>Planning, services for financial and investment planning, banking, insurance, and business financial management.</p>
	<p>Executing governmental functions to include Governance; National Security; Foreign Service; Planning; Revenue and Taxation; Regulation; and Management and Administration at the local, state, and federal levels.</p>
	<p>Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.</p>
	<p>Hospitality &amp; Tourism encompasses the management, marketing and operations of restaurants and other foodservices, lodging, attractions, recreation events and travel related services.</p>
	<p>Preparing individuals for employment in career pathways that relate to families and human needs.</p>
	<p>Building Linkages in IT Occupations Framework: For Entry Level, Technical, and Professional Careers Related to the Design, Development, Support and Management of Hardware, Software, Multimedia, and Systems Integration Services.</p>
	<p>Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.</p>
	<p>Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.</p>
	<p>Planning, managing, and performing marketing activities to reach organizational objectives.</p>
	<p>Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.</p>
	<p>Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.</p>