Future Ready Career Explorations Overview and Requirements

What are Future Ready Career Explorations?

The Pennsylvania Department of Education affords students the opportunity to participate in Industry-Based Learning Experiences within the College and Career Readiness Benchmark of the Future Ready PA Index.

Future Ready Career Explorations allow Montour High Schools students the opportunity to network via, interviews, career explorations, etc… with professionals that work within career areas that are of post-secondary interest to them.

Why Engage in Future Ready Career Explorations?

As students engage in learning within the classroom they, as well, need to experience the application of that learning outside of the classroom. Career Explorations enable students the opportunity to engage with a professional in industry in order to get a better understanding of not only the bigger picture of that particular career but the daily undertakings, as well. A Career Exploration can last as long as the summer or as little as one day. And sometimes, it may just consist of an interview. A chance to ask someone in a career field of interest questions about their education, career path and current job responsibilities. Career Explorations afford students the opportunity to take additional steps to becoming Future Ready!

What are the Future Ready Career Explorations Requirements?

Grade Nine
Students are required to schedule and participate in a minimum of one (1) interview with a professional in a career of interest. The interview can be done via, phone or in-person. Students will be required to complete the follow-up Career Exploration Interview Reflection Form (Appendix) that is to be uploaded to Naviance, as a Career Readiness Artifact. The interview can be scheduled for the summer months or within the school year and must be completed by the end of Grade Nine.

Grade Ten
Students are required to schedule and complete a minimum of one (1) Career Exploration within any career of interest. The Career Exploration must take place off-campus and is to be at minimum three (3) hours in length. Students must complete and submit the Career Exploration Permission Form (Appendix) to the High School Attendance Secretary prior so that the absence from school can be noted as ‘excused.’ Following the Career Exploration the student will be required to complete the Career Exploration Verification Form (Appendix) and the Career Exploration Reflection Form (Appendix) that are both to be uploaded to Naviance, as a Career Readiness Artifact. A Career Exploration can be scheduled for the summer months or within the school year and must be completed by the end of Grade Ten.
Grade Eleven
Students are required to schedule and complete a minimum of two (2) Career Explorations within any career of interest. The Career Explorations must take place off-campus, are to be at minimum three (3) hours in length and cannot be the same Career Explorations, as those completed in Grade Ten. Note: If appropriate, students may schedule and participate in one (1) six (hour) Career Exploration. Students must complete and submit the Career Exploration Permission Form (Appendix) to the High School Attendance Secretary prior so that the absence from school can be noted as ‘excused.’ Following the Career Exploration the student will be required to complete the Career Exploration Verification Form (Appendix) and the Career Exploration Reflection Form (Appendix) that are both to be uploaded to Naviance, as a Career Readiness Artifact. A Career Exploration can be scheduled for the summer months or within the school year and must be completed by the end of Grade Eleven.

Grade Twelve
Students are required to schedule and complete a minimum of two (2) Career Explorations within a focused career of interest. A ‘focused career of interest’ should align with a student’s intended post-secondary area of study or future career plans. The Career Explorations must take place off-campus, are to be at minimum three (3) hours in length and cannot be the same Career Explorations, as those completed in Grades Ten and Eleven. Note: If appropriate, students may schedule and participate in one (1) six (hour) Career Exploration. Students must complete and submit the Career Exploration Permission Form (Appendix) to the High School Attendance Secretary prior so that the absence from school can be noted as ‘excused.’ Following the Career Exploration the student will be required to complete the Career Exploration Verification Form (Appendix) and the Career Exploration Reflection Form (Appendix) that are both to be uploaded to Naviance, as a Career Readiness Artifact. A Career Exploration can be scheduled for the summer months or within the school year and must be completed by the end of Grade Twelve.

Other Future Ready Career Explorations Opportunities
The following may be used to satisfy a Future Ready Career Exploration, if they meet the minimum number of hours required, as indicated by grade level…

- Career Explorations that are required for specific Montour High School courses.
- Career Explorations that are required for students, who attend Parkway West Career and Technology Center.
- Allegheny Intermediate Unit’s Career Connections Programs.
- Montour High School’s Internship Course Program.
Appendix

Future Ready Career Exploration Permission Form

Prior to attending and participating in a Career Exploration students are required to complete in-full and submit the Future Ready Career Exploration Permission Form to the High School Attendance Secretary so that the absence from school (half day/full day) is noted as ‘excused.’ If the permission form is not submitted in advance of the Career Exploration, the absence will be noted as ‘unexcused.’

_____________________________________________________

Student Name: ______________________________________

Grade: __________

Career Exploration Contact Information (name, location, telephone #, email address):

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_____________________________________________________

Date Attending: ____________________

Half-Day (three (3) hours) or Full Day (six (6) hours) (circle one)

Parent/Guardian Name: ___________________________________

Parent/Guardian Signature: ___________________________________

Date: ____________________
Appendix

Future Ready Career Exploration Verification Form

After attending and participating in a Career Exploration students are required to complete in-full and upload the Future Ready Career Exploration Verification Form to Naviance. If the verification form is not uploaded following the conclusion of the Career Exploration, it will not be counted toward the grade level completion requirement.

Student Name: ___________________________________
Grade: __________
Career Exploration Contact Information (name, location, telephone #, email address):
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
Date Attended: ____________________
Half-Day (three (3) hours) or Full Day (six (6) hours) (circle one)
Career Exploration Contact Name: ___________________________________
Career Exploration Contact Signature: ___________________________________
Date: ____________________
Appendix

Future Ready Career Exploration Interview Reflection Form

After engaging in a Career Exploration Interview students are required complete in-full and upload the Career Exploration Interview Reflection Form to Naviance. If the interview reflection form is not uploaded following the conclusion of the Career Exploration Interview, it will not be counted toward the grade level completion requirement.

________________________

Student Name: ___________________________________

Grade: __________

Career Exploration Interview Contact Information: (name, employer, role):

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Date of Interview: __________________

Instructions: Each of the questions below are to be asked, during the Career Exploration Interview. Ask the individual you are interviewing for permission to take notes on the questions that you will ask them. It is recommended that you take notes on each question and then go back and formalize your responses to each.

What are the roles and responsibilities of your job?

What is typical work day/week like for you?

What do you like about your job?

Is there anything about your job that you would change?

How did you get started with your employer and in this job?

What education and skills are required for your job?
What is the biggest challenge that you have faced at work?

Are there opportunities for advancement and growth within your employer?

Is there anything you wish you would have done to better prepare yourself for your job/career?

What advice would you offer to someone considering this job/career?
Appendix

Future Ready Career Exploration Reflections Form

After attending and participating in a Career Exploration students are required to complete in-full and upload the *Future Ready Career Exploration Reflections Form* to Naviance. If the reflections form is not uploaded following the conclusion of the Career Exploration, it will not be counted toward the grade level completion requirement.

Student Name: _______________________________________

Grade: __________

Career Exploration Contact Information (name, location, telephone #, email address):
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Date Attended: ____________________

Half-Day (three (3) hours) or Full Day (six (6) hours) (circle one)

Instructions: Each of the questions below are to be answered in-full following the Career Exploration. It is recommended that you take notes, during the Career Exploration, which you may refer back to when answering the reflection questions.

Describe your career exploration site.

What type of work did you observe during your career exploration?

Did you have the opportunity to participate in any workplace activities, during your career exploration? If so, what were they?

What type of training or education do you need for this job/career?

What surprised you most about what you observed, heard, did and/or learned?
If you wanted to work for the employer you visited, what might you do to prepare now and after high school?

What did you like best about the career exploration?

What did you like least about the career exploration?

From your perspective (your interests, abilities, goals) identify aspects of the job that were...

Positive:

Negative:

Did the career exploration experience influence your job/career goals? How?