

## P-TECH and Your Company: Participation Options

### What is P-TECH?

NYS P-TECH is both an education and economic development initiative. The P-TECH 9-14 model prepares students to be the highly skilled, critical thinkers and problem-solvers that our 21<sup>st</sup> century workforce requires. Each of New York State's innovative P-TECH schools brings together three essential partners: K-12 education, higher education and employers. The model offers an integrated six-year program, combining high school, college and career training for disadvantaged students who are provided the opportunity to graduate with a high school diploma, an Associates-level degree (at no cost) and the opportunity to be first in line for a job with participating businesses. The school design—drawn from research-based effective practices—offers a rigorous academic curriculum, targeted technical training, comprehensive workplace learning and individualized support services. While focusing on each student's pathway to success, the model also creates a robust talent pipeline to support local economic development and growth.

### What are the benefits of my company's participation?

P-TECH offers an effective and appropriate vehicle for employers to help build and retain their future workforce. The P-TECH model is a direct response to the ongoing skills gap that can exert a drag on the local economy. By opening their place of business to students and providing them with high-value Workplace Learning opportunities, employers are able to expose students to their business and industry and benefit from productive student work. Employers can observe potential future employees in a “long-term interview” context and participate in shaping their future workforce by connecting with teachers and participating in the classroom. Students also provide access to a customer resource and a fresh point of view. An employer benefits from a more productive and engaged workforce and by offering leadership and supervisory skills development opportunities to its current workers. P-TECH is first and foremost an opportunity for companies to support and develop highly skilled and productive employees. Participation in P-TECH also helps build awareness of the employer's role in the community and offers a public relations benefit.

### Why is P-TECH important for students, schools and my community?

- **P-TECH fast tracks students to their personal career goals.** Students pursue a career pathway focused on their long-term goals through the P-TECH course of study, which provides an incentive to persist and complete their education. They graduate with a high school diploma and a cost-free AA/AAS degree, direct workplace experience with partner employers and a firm foundation for entry into the workforce or future educational and training opportunities.
- **P-TECH promotes better outcomes for schools and increases high school graduation and college completion rates.** P-TECH helps schools deliver a 21<sup>st</sup> century education. The school structure provides multiple pathways for students, incentives for project-based and applied learning, and opportunities for cross-disciplinary integration in the classroom. It offers students the chance to explore a career path while preparing them to become contributing members of their community. Participation in P-TECH expands the school's awareness of the economy and increases educator knowledge of area businesses and jobs as well as an understanding of the challenges industry faces.
- **P-TECH strengthens communities.** It helps align education, workforce and service systems to promote a strong economic future and build an engaged citizenry. P-TECH provides a robust local talent pipeline and helps the local economy grow and retain a workforce.

### How can my company participate?

There are many ways in which employers partner with P-TECH. While employer involvement in each of the following activities is critical to our success, employer partners are not expected to participate in all activities. P-TECH representatives will work with you to help select the activities that make the most sense for your business. Here are some options to consider:

- ✓ Serve on a P-TECH Advisory Board or Steering Committee.
- ✓ Help us map the skills needed for success in high-demand occupations in your industry.
- ✓ Provide work-based learning experiences for P-TECH students.
- ✓ **Guest Speaker** – a career awareness activity where an employer partner visits a classroom and provides a presentation on their company, industry and occupation. Guest speakers also address the application of academics in a real-world context.
- ✓ **Workplace Tour** – a career awareness activity in which small groups of students visit a workplace, learn about the business, meet employees, ask questions and observe work in progress. Teachers also benefit from exposure to the workplace.
- ✓ **Informational Interview** – a career exploration activity where a student interviews an employee of a P-TECH partner business about his/her career and industry.
- ✓ **Job Shadowing** – a career exploration activity where a student is paired with an employee of a P-TECH partner business and follows that employee during much of a regular workday, experiences the workplace, explores a particular occupation, learns about the business, connects with a working adult and observes work in progress.
- ✓ **Work Experience** – a career preparation activity where a student develops and demonstrates professional and occupational skills by working for pay with a P-TECH employer. The primary relationship for the student is as an employee. In some cases, schools can offer credit for the experience, through a number of programs.
- ✓ **Internship** – a career preparation activity where a student has the opportunity to learn by doing real work and being productively engaged in the workplace. Students may work in teams, rotate through a number of departments and job functions, or work on a project of interest to the student and productive value to the employer partner. The primary relationship is student to learning with the job being the conduit to the learning.
- ✓ **Workplace Challenge** – a career preparation activity where small groups of students (4-6 per team) are engaged in solving a problem or a challenge issued by a P-TECH employer in consultation with a P-TECH classroom teacher.
- ✓ **Career Mentoring** – a career exploration activity in which a student is matched one-on-one or in small groups with an adult professional in a chosen field of interest to explore potential careers and related educational issues.

**P-TECH delivers authentic workplace experiences for its students in partnership with employers.** We offer strategies and support to limit the burden on employers and increase the educational value of these experiences for students. All workplace experiences are highly structured and supported by P-TECH staff. While the full range of authentic workplace learning experiences is provided to every student, P-TECH employer partners provide those opportunities that are a good fit with their business.

## Employer Tip Sheet

### Workplace Tour: Success Factors

*A tip sheet for NYS P-TECH employer partners*

When designing and implementing a Workplace Tour at your company, keep the following success factors in mind.

#### Before the Workplace Tour

- Work with your P-TECH coordinator to design a tour of your workplace.
- Let the coordinator know who the main contact is, and provide emergency phone numbers at the workplace.
- Address logistics, including where to park and enter the building.
- Determine if safety gear is necessary and, if so, arrange for it to be available.
- Identify who at the workplace will be participating in the tour, and give them an overview of your partnership with the sponsoring school, what to expect during the tour, their role and why their involvement is important.

#### During the Workplace Tour

- Work with the P-TECH coordinator to make sure the tour showcases the full spectrum of your company's work.
- Provide a safety orientation to the group.
- Arrange for students to participate in small groups.
- Have students hear from and speak to employees with different levels of responsibility and roles in your company.
- Make sure students are exposed to a range of career options in your industry, and understand what it will take for them to be hired when they complete their education and training.

#### After the Workplace Tour

- Debrief with your team.
- Provide feedback to the P-TECH coordinator to improve future tours.
- Consider how you might use the tour to promote your company's visibility in the community.

#### Go Deeper

- Explore ways that you might further interest students and grow the pool of potential future employees.
- Talk to the P-TECH coordinator about being a classroom speaker or guest trainer, helping with curriculum, or hosting students for Job Shadows, Jobs or Internships.

## Workplace Tour

A Workplace Tour is a highly structured Career Awareness activity in which students visit a workplace, learn about the business, meet employees, ask questions and observe work in progress. More than a simple field trip or site visit, a Workplace Tour is designed and structured to meet specific learning outcomes, be educationally rich, and build awareness of the business, its industry sector, its role in the economy and the career options it provides. A Workplace Tour is conducted at a workplace for small groups of students and involves preparation and follow-up in the classroom, including research and reflection by students.

**Program Level:** Starts early in the P-TECH experience. Ongoing.

**Employer/Student Ratio:** Varies. 1 or 2 to 20

**Duration:** Usually 1.5 to 2 Hours

**Frequency:** One time

**Location:** Workplace

**Costs:** Staff time

**Special Considerations:** Safety, company policies, transportation

### Why are Workplace Tours important for students?

- Provides exposure to potential careers and jobs, and helps identify potential interests as well as those occupations *not* of interest.
- Helps build occupational knowledge.
- Helps make the connection between academic theory and practical application.
- Builds knowledge about the education and training needed for entry into the industry.
- Creates awareness of the business's role in the community, as well as its functions, processes and products
- Fosters an understanding of the business's workforce and its contributions to the community

### What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company.
- Exposes students to the skill needs, educational requirements and career opportunities in your industry.
- Promotes an understanding of the role and contributions of your business.
- Introduces P-TECH students to your employees and co-workers.
- Helps your employees understand how to communicate with the next generation of workers.
- Provides a way to introduce and engage multiple employees with your commitment to students and connect your company with the community.

### What do I need to do next?

- Contact your NYS P-TECH coordinator.
- Arrange for a presentation to your employees who will be hosting the tour.
- Consider any impacts on company policy.

### Resources

- Distribute the *Employer Tip Sheet: Workplace Tours* to interested employees.
- Review the *P-TECH Professional Skills*.
- Review *Employer Fact Sheet: Participation Options* to learn more about how to get the most out of your partnership with NYS P-TECH.

## Employer Tip Sheet

### Guest Speaker: Success Factors

*A tip sheet for NYS P-TECH employer partners*

When getting ready to be a guest speaker in the classroom, keep the following success factors in mind.

#### Before the Presentation

- Provide the teacher some website links about your industry, your company or your profession to help students prepare for your presentation.
- Get information from the coordinator on all logistics, including where to park and enter the building.
- Prepare an interactive presentation that will engage the students.
- Work with the teacher or coordinator who will provide you with information about the students you'll be talking to. Find out what they're currently focused on in the classroom so you can create an engaging and connected presentation.
- Gather together any props you think may be helpful when talking about your company, or that address the concepts or topics decided on with the teacher.
- If you require a projector, video player or internet access, let the coordinator and/or teacher know in advance.
- If you are "visiting" the classroom electronically, via Skype or some other form of video conferencing, arrange for a test run prior to the presentation to work out any kinks.

#### During the Presentation

- Describe a typical day at your company and help students understand as much as they can about the culture of the workplace and the nature of the world of work.
- Talk about what your company does, and what the range of careers are within it, and the kind of education one needs to be successful.
- When sharing information on your own position in the organization, you might want to describe what you really do vs. what your title implies.
- If possible, share mistakes you've made and how you have addressed problems.
- What was your experience like in school? Did you struggle at all? If so, share that story!
- Ask questions of the students, don't just talk to them.
- Keep it fun. Make it interactive with role playing, mock projects, hands-on activities, etc.
- Explain how the academic content students are learning is applied in the workplace, and provide real-world examples.
- Talk to students about the range of career options in your industry. Let them know what it will take for them to be hired when they complete their education and training.
- Leave time during and/or after the presentation for questions.

**After the Presentation**

- Provide feedback to the coordinator or teacher to improve future Guest Speaker presentations.
- Consider how you might use photos of the presentation to promote your company's visibility in the community.

**Go Deeper**

- Consider giving students a challenge they can work on after your presentation.
- Talk to your NYS P-TECH coordinator about helping with curriculum, or hosting students for Job Shadows, Workplace Tours, Temporary Jobs or Internships.
- Provide industry information to the teachers that you find valuable, preferably in digital form or on a website.

## Guest Speaker

Using Guest Speakers to support learning is a structured Career Awareness activity in which students listen to a presentation to learn about the speaker's organization, careers and industry and ask questions to help them consider whether they might like to pursue an opportunity in the industry. Guest Speakers can also address core academic concepts, or support an activity currently underway in the classroom. Guest Speaker presentations are conducted at the school and involve preparation and follow-up, including research and reflection by students. In some cases, Guest Speakers may "visit" a classroom electronically via Skype or some other technology.

**Program Level:** All  
**Employer/Student Ratio:** 1 to 20+  
**Duration:** 60 to 90 minutes  
**Frequency:** One time  
**Location:** At the school  
**Costs:** Staff release time  
**Special Considerations:** Employee selection. Company volunteer policies and practices.

### Why is hearing from a Guest Speaker important for students?

- Provides a context for learning and fosters an understanding of how academic concepts are applied in a real-world setting.
- Provides exposure to an adult professional who can inspire pursuit of a particular career (especially if it's "someone like me").
- Promotes awareness of careers and builds occupational knowledge.
- Builds awareness of the education and training needed for particular jobs and entry into the industry.
- Creates awareness of the business's role in the community, as well as its functions, processes and products.

### What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company.
- Exposes students to the skill needs, educational requirements and the full range of career opportunities in your industry.
- Promotes an understanding of the role and contributions of your business.
- Introduces students to your employees and vice versa.
- Helps your employees understand and practice how to communicate with the next generation of workers.
- Provides a way to introduce and engage multiple employees with your commitment to students and connect your company with the community.

### What do I need to do next?

- Contact your NYS P-TECH coordinator to learn more.
- Arrange for a presentation to those of your employees who might be interested in guest speaking and seem to be a good fit for the job.
- Consider any impacts on company policy.

### Resources

- Distribute the *Employer Tip Sheet: Guest Speaker* to interested employees.
- Review the *P-TECH Professional Skills*.
- Review *Employer Fact Sheet: Participation Options* to learn more about how to get the most out of your partnership with NYS P-TECH.



## Employer Tip Sheet

### Informational Interview: Success Factors

*A tip sheet for NYS P-TECH employer partners*

When designing and implementing an Informational Interview at your company, keep the following success factors in mind.

#### Before the Informational Interview

- Confirm logistics with the WBL coordinator or teacher.
  - ✓ Let them know if you would like the young person to contact you directly to arrange the interview.
  - ✓ Provide phone numbers at the workplace.
  - ✓ Determine if safety gear is necessary and, if so, arrange for it to be available.
  - ✓ Though it's best if the interview takes place at your company, if it's happening at the school, ask where to park and enter the building.
  - ✓ Ask the teacher about the student you'll be talking to and find out what he or she is currently focused on in the classroom so you can explain how the academic content being learned is applied in the workplace. Provide real-world examples.

#### During the Informational Interview

- Describe a typical day at your workplace to help the student understand what you really do vs. what your title says.
- Be real. If possible, share mistakes you've made and how you have addressed problems. What was your experience like in school? Did you struggle at all? If so, share that story! How did you get to the job you're in today?
- Talk to the student about the range of career options in your industry. Indicate what it will take to be hired when education and training is completed.

#### After the Informational Interview

- Provide feedback to the P-TECH coordinator or teacher to improve future Informational Interviews.
- Consider how you might use the interview to promote your company's visibility in the community.

#### Go Deeper

- Consider giving the student an assignment or task they can work on after the interview.
- Explore ways that you might further interest students and grow the pool of potential future employees.
- Talk to your P-TECH coordinator about being a guest speaker, or hosting students for Job Shadows, Workplace Tours, Temporary Jobs or Internships.

## Informational Interview

An Informational Interview is a structured Career Awareness activity in which a student formally interviews an employer partner about his or her industry, educational and career path and chosen profession. The interview includes discussion of the person's chosen career, the path taken to get there, the level of education required and the responsibilities and daily activities of the job. The interview includes questions about the range of career opportunities within the industry, opportunities for growth and the salary ranges for different occupations. Informational Interviews are especially effective if conducted at the workplace.

**Program Level:** 9<sup>th</sup> grade or higher

**Employer/Student Ratio:** 1:1

**Duration:** 30–60 Minutes

**Frequency:** One time

**Location:** Most effective if at the workplace. Could be at the school.

**Costs:** Staff time

**Special Considerations:** Company and workplace policies regarding visitors

### Why is an Informational Interview important for students?

- Promotes the exploration of a field of interest.
- Provides exposure to careers and jobs.
- Builds awareness of the academic, technical and personal skills required in particular jobs.
- Provides the opportunity to practice and demonstrate key professional skills, including communication, critical thinking, workplace appearance and timeliness.

### What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company.
- Exposes students to the skill needs, educational requirements and career opportunities in your industry.
- Marks the beginning of the “long-interview” process for this student with your company, and may lead to deeper connections over time
- Promotes an understanding of the role and contributions of your business.
- Introduces students to your employees and co-workers.
- Helps your employees understand how to communicate with the next generation of workers.
- Provides a way to introduce and engage multiple employees with your commitment to students and connect your company with the community.

### What do I need to do next?

- Contact your NYS P-TECH coordinator.
- Arrange for a presentation to your employees.
- Consider any impacts on company policy.

### Resources

- Distribute the *Employer Tip Sheet: Informational Interview* to interested employees.
- Review the *P-TECH Professional Skills*.
- Review *Employer Fact Sheet: Participation Options* to learn more about how to get the most out of your partnership with NYS P-TECH.

## Employer Tip Sheet

### Job Shadowing: Success Factors

*A tip sheet for NYS P-TECH employer partners*

#### What is Job Shadowing?

Job Shadowing is a Career Exploration activity in which a student is paired with an employee, observes the workday of that employee, interacts with clients or customers and attends meetings and other appointments with the person they are shadowing. Job Shadows are designed to help students explore a field of interest while building their understanding of workplace practices and culture. A Job Shadow typically occurs over most of the workday, is conducted at the workplace and provides the opportunity for the student to ask questions.

#### Consider the following tips to ensure a successful Job Shadowing experience

- Students learn by doing. Be sure the young person shadowing you is engaged in a range of activities throughout the day.
- Follow school and company rules. Check in with the teacher or coordinator and your internal team on any legal or safety restrictions you need to pay attention to or forms you need to complete when hosting a student.
- Choose activities that highlight the skills needed to do your job and show your career in a positive light.
- Be sure that the Job Shadow cannot inadvertently disrupt or damage your work.
- Be ready to adjust the level of difficulty of any shared tasks depending on the student's abilities.

#### What's my commitment?

- You can expect to have a student shadowing you for most of a workday, between four and eight hours.
- Allow the student shadowing you to observe or participate in all activities during the workday and ask questions as needed.
- Follow all school rules regarding Job Shadowing (your coordinator can help you with this).
- Complete an evaluation of the experience and provide recommendations to improve future Job Shadows.

#### How can I make it a good experience for the Job Shadowing student?

- Help the student focus on learning and practicing professional skills.
- Answer the student's questions and check for understanding.
- Ask the young person questions about his or her interests and career aspirations.

#### Why is this important for the student participating in the Job Shadow?

- Job Shadowing provides an important opportunity for a student to interact with a professional adult.
- Job Shadowing helps students explore their interest in your industry, and observe first hand what it takes to work at your company.
- Job Shadowing can help young people see the connection between what they learn in the classroom and what they will encounter in the real world.

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- Job Shadowing can help students practice communication skills and learn how to relate to adults in a professional manner.

**What will I get out of it?**

- Participation in Job Shadowing can be a personally satisfying experience.
- You will have the opportunity to share your experiences, enlighten students about your personal education and career path, inspire young minds and help prepare them for meaningful job opportunities in your industry.
- You will learn how to interact with the next generation—some of whom you may be working with and/or supervising soon.
- Many P-TECH students are or will be the first in their families to attend college, and normally would not have the opportunity for this type of experience. Your participation can help inspire them and contribute to improving your community.
- You will contribute to the development of tomorrow’s workforce.
- You will raise your organization’s profile as an engaged civic leader.
- It’s fun!

**What if I have a question, concern or need some help?**

Your NYS P-TECH coordinator is available to help you with any questions or concerns, no matter how great or small. Please bring them to your coordinator’s attention immediately.

**Job Shadowing** is a Career Exploration activity in which a student is paired with an employee, observes the workday of that employee, interacts with clients or customers and attends meetings and other appointments with the person she/he is shadowing. Job Shadows are designed to help students explore a field of interest while developing research skills and building occupational knowledge. A Job Shadow generally occurs over most of the workday, is conducted at the workplace and provides the opportunity for the student to ask questions of the person being shadowed. While most Job Shadows are conducted over a single workday, variations exist, including allowing a student to rotate through a number of different departments over a number of days.

**Program Level:** Early in the program experience.  
**Employer/Student Ratio:** 1 to 1  
**Duration:** Most of a single workday  
**Frequency:** One time  
**Location:** At the workplace  
**Costs:** Staff time  
**Special Considerations:** Comply with any organizational policies

### Why is Job Shadowing important for students?

- Job Shadowing provides an important opportunity for a student to interact with a professional adult.
- Job Shadowing helps students explore their interest in a career in your industry, and observe first hand what it takes to work in your company.
- Job Shadowing can help a young person see the connection between what they learn in the classroom and the real world.
- Job Shadowing can help students practice communication skills and learn how to relate to adults on a professional level.

### What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company.
- Exposes students to the skill needs, educational requirements and career opportunities in your industry.
- Promotes an understanding of the role and contributions of your business.
- Introduces students to your employees and co-workers.
- Helps your employees understand how to communicate with the next generation of workers.
- Provides a way to introduce and engage multiple employees with your commitment to students and connect your company with the community.

### What do I need to do next?

- Contact your NYS P-TECH coordinator.
- Arrange for a presentation to your employees.
- Consider any impacts on company policy.

### Resources

- Distribute the *Employer Tip Sheet: Job Shadowing* to interested employees.
- Review *Employer Fact Sheet: Participation Options* to learn more about how to get the most out of your partnership with NYS P-TECH.
- Review the *P-TECH Professional Skills*.



## Employer Tip Sheet

### Work Experience: Success Factors

*A tip sheet for NYS P-TECH employer partners.*

When hosting a student or launching a Work Experience program at your company, keep the following success factors in mind.

#### Before the Work Experience

- Contact the P-TECH coordinator to indicate your company's interest in hiring young people through the Work Experience program. They can help you identify what young people can do in the context of your business needs.
- Work with the agency coordinator or case manager to develop a job description
- Address logistics.
  - ✓ Work with the P-TECH coordinator to develop and define the Work Experience.
  - ✓ Determine will supervise and guide the student.
  - ✓ Inform other staff that a student will be at the workplace.

#### During the Work Experience

- Lay the groundwork.
  - ✓ Provide a workplace orientation for the student. Review the informational packet provided to you by the P-TECH coordinator.
  - ✓ Review the P-TECH Professional Skills provided by the P-TECH coordinator.
  - ✓ Consider opportunities for the student to develop work-readiness professional skills and be exposed to a range of career opportunities in your industry.
- Facilitate learning.
  - ✓ Work with the student to create skill-development outcomes that are specific to the Work Experience.
  - ✓ Identify opportunities that will support the student's academic and workplace skill development, as well as an awareness of potential future careers.
  - ✓ Assist the student in working toward learning objectives. When an objective is mastered or completed, help them to craft another.
- Open avenues of communication.
  - ✓ If possible, meet with the P-TECH Coordinator and student to finalize learning plans and agree on an ongoing communication strategy.
- Complete an interim evaluation.
  - ✓ Evaluate the student's performance.
  - ✓ Discuss performance with the student and the coordinator manager.

#### After the Work Experience

- Help document the Work Experience.
  - ✓ Complete a final assessment of the student.
  - ✓ Discuss the assessment with him or her and the coordinator.
- Assess impact and debrief the Work Experience.

- ✓ Hold a debriefing session internally at the company, review the effectiveness of the Work Experience program and make suggestions for improvement.
- ✓ Share suggestions with the coordinator and complete a program evaluation.

### Go Deeper

There are a number of suggested activities to deepen the impact of Work Experience. Consider the following activities:

- Explore ways that you might further interest students and grow the pool of potential future employees.
- Talk to the P-TECH coordinator about being a classroom speaker or guest trainer, helping with curriculum, or hosting students for Tours, Job Shadows, Temporary Jobs or Internships.

## Work Experience

Work Experience is a Career Preparation activity in which a student is at a worksite doing real work for pay. The student is held to the same expectations as all employees and is evaluated by the workplace supervisor based on workplace expectations and performance. Work Experiences range from regular, paid employment in summer and/or year-round jobs to subsidized employment and learning-rich work experiences. There are also a range of Work Experience programs offered at the local, state and federal levels.

**Program Level:** Age 16 and up  
**Employer/Student Ratio:** 1:1  
**Duration:** Ongoing  
**Frequency:** Full or part-time schedule  
**Location:** Workplace  
**Costs:** Wages and statutory benefits  
**Special Considerations:** For minors, state and federal child labor laws. Potential labor issues.

### Why is a Work Experience important for students?

Every young person needs a first job, and a part-time, after school or summer job can provide that opportunity. They can also:

- Be exposed to careers and job opportunities in your industry.
- Practice and demonstrate the P-TECH Professional Skills.
- Help build occupational knowledge and technical skills through the job.
- Provide training and awareness about potential workplace hazards and how to report them and protect oneself.

### What are the benefits to my company?

Part-time and summer student workers can provide a productive benefit to your company. Student workers can also:

- Be exposed to job opportunities and careers with your company.
- Understand the skill needs, educational requirements and career opportunities in your industry.
- Better understand the role and contributions of your business in the community.
- Introduce students to your employees and co-workers.
- Provide first-time supervisory opportunities for your existing workforce.
- Help your employees understand how to communicate with the next generation of workers.
- Provide for a more productive workforce.

### What do I need to do next?

- Contact your NYS P-TECH coordinator to post a job or explore what students might be able to accomplish.
- Consider any legal implications and/or impacts on company policy.

### Resources

- Distribute the *Employer Tip Sheet: Work Experience* to interested employees.
- Review the *P-TECH Professional Skills*.
- Review *Employer Fact Sheet: Participation Options* to learn more about how to get the most out of your partnership with NYS P-TECH.



## Employer Tip Sheet

### Internship: Success Factors

*A tip sheet for NYS P-TECH employer partners*

When hosting an intern or launching an Internship program at your company, keep the following success factors in mind.

#### Before the Internship

- Contact your P-TECH coordinator to discuss hosting an intern.
- Interview and select or hire student intern.
- Address logistics.
  - ✓ Work with the coordinator to develop and define the Internship.
  - ✓ Determine who supervises and guides the intern.
  - ✓ Inform other staff that an intern will be at the workplace.
  - ✓ Meet with the coordinator and intern to finalize learning plans and agree on an ongoing communication strategy.

#### During the Internship

- Lay the groundwork.
  - ✓ Provide a workplace orientation for the intern. Review the informational packet provided to you by the teacher/coordinator.
  - ✓ Consider opportunities for the student to develop the NYS P-TECH Professional Skills and be exposed to a range of career opportunities in your industry. (Contact your coordinator to receive a list of professional skills.)
- Facilitate learning
  - ✓ Work with the intern to develop skill-based outcomes
  - ✓ Identify opportunities that will support the intern's academic and professional skill development as well as an awareness of potential future careers.
  - ✓ Assist the intern in working toward learning objectives.
  - ✓ Communicate successes and opportunities to the coordinator that can be used to enhance the value of classroom connections.
- Complete an interim evaluation.
  - ✓ Evaluate the intern's performance.
  - ✓ Discuss performance with the intern and the coordinator.

#### After the Internship

- Help document the Internship.
  - ✓ Complete a final assessment of the intern.
  - ✓ Discuss the assessment with the intern and the coordinator.
- Assess impact and debrief the Internship.
  - ✓ Hold a debriefing session internally at the company, review the effectiveness of the Internship program and make suggestions for improvement.
- Share suggestions with your NYS P-TECH coordinator and complete the program evaluation.
- Debrief with your NYS P-TECH coordinator to support continuous improvement efforts.

## Internship

An NYS P-TECH Internship is a highly structured Career Preparation activity in which students are placed at a workplace for a defined period of time to participate in and observe work first hand within a given industry. Internships provide students the opportunity to learn by doing real work and being productively engaged in the workplace. They may provide the opportunity to work in teams, rotate through a number of departments and job functions, or to work on a project of interest to the student (or group of students) and of productive value to the employer partner.

**Program Level:** 11<sup>th</sup> grade or higher  
**Employer/Student Ratio:** Generally 1:1  
**Duration:** 4-8 weeks  
**Location:** Workplace  
**Costs:** Wages as appropriate  
**Special Considerations:** Internships may be paid or unpaid, depending on whether the student is performing productive work for the employer.

### Why is an Internship important for students?

- Every young person needs a first job, and for many, the Internship provides that opportunity.
- Promotes the exploration of and experience in a field of interest.
- Provides exposure to a wide range of careers and jobs within the industry.
- Offers opportunities to develop, practice and demonstrate new skills.
- Helps develop occupational knowledge.
- Builds awareness of the skills and education needed to be successful in the industry.
- Allows the development of adult and team relationships.
- Demonstrates the ability to perform successfully in the workplace.

### What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company.
- Exposes students to the skill needs, educational requirements and career opportunities in your industry.
- Promotes an understanding of the role and contributions of your business.
- Introduces students to your employees and co-workers.
- Helps your employees understand how to communicate with the next generation of workers.
- Provides a way to introduce and engage multiple employees with your commitment to students and connect your company with the community.

### What do I need to do next?

- Contact your NYS P-TECH coordinator.
- Arrange for a presentation to your employees.
- Consider any impacts on company policy.
- Work with your NYS P-TECH coordinator to design the Internship.
- Determine if pay is required.

### Resources

- Distribute the *Employer Tip Sheet: Internship* to interested employees.
- Review the *P-TECH Professional Skills*.
- Review *Employer Fact Sheet: Participation Options* to learn more about how to get the most out of your partnership with NYS P-TECH.

### **What is a Workplace Challenge?**

A Workplace Challenge is a Career Preparation activity where small groups of students (four to six per team) are engaged in solving a problem or a challenge issued by an NYS P-TECH employer in consultation with a P-TECH classroom teacher.

### **How is it structured?**

As a Workplace Challenge host, the employer partner presents an authentic problem or issue faced by the sponsoring company or industry. Response to the challenge is based upon effective project-based learning approaches, enhanced by a focus on the targeted Career Pathway and the real-world problem presented. The students are engaged in career-focused learning and work as a team over time to identify possible solutions. They then create and deliver a presentation on their solution to the employer.

### **What's my commitment?**

As a Workplace Challenge host, you (and any team members working on the challenge with you) will be asked to:

- Identify a few issues or problems your company or industry is facing that might be a good focus for a team of students to work on together. Keep in mind that authentic issues work much better than hypotheticals.
- Work with a P-TECH teacher who will help you select and develop a challenge that is a good fit with the current focus in the classroom, student interests and available resources.
- Present the challenge to the P-TECH students. Workplace Challenges work best when the challenge is issued at the workplace, where students can actually “see” the problem.
- Touch base with the P-TECH coordinator during the challenge period of six to eight weeks to answer any questions or offer clarification. You may also want to set up a time to visit the schools and observe and engage with the students during the process.
- Arrange for you and others at your company to view the solution presentation provided by the students and provide feedback. Again, this works best if conducted at the workplace.
- Participate in an evaluation and assessment of the students’ performance and the Workplace Challenge itself.

### **How can I make it a good experience for the students?**

- Make sure you are asking the students to address a real issue or problem.
- Consider providing a Workplace Tour prior to the challenge to acquaint students and teachers with your company. (Your P-TECH coordinator can help set this up.)
- Make the presentation of the challenge engaging. Use multiple forms of media. Use props. Engage the students in a dialogue to discover the issue and its impacts. Let them know why developing a viable solution is important to you, your company and your industry.
- Check in with your P-TECH contact regularly to respond to requests for information or to clarify something. Consider scheduling a time to visit the classroom during the challenge.
- Make the presentation of the solution a formal event. Whether structured as a pitch in the boardroom or a visit to the “Shark Tank,” it’s important that you and others you have gathered to hear the solution take the presentation seriously.
- Provide honest and productive feedback on the solution to the students.

### **Why is this important for the students?**

- Research shows effective project-based learning activities like those conducted in a Workplace Challenge help students learn new concepts more easily and engage more deeply.
- A Workplace Challenge offers the opportunity to develop, practice and demonstrate many of the academic, technical and professional skills needed for success in the workplace.
- It allows students to experience what it might be like to work and practice in a field of interest.
- It enhances the relevance of academic instruction through the application of applied knowledge to a real-world problem or issue.

### **What will I get out of it?**

- Your company may offer incentives for volunteering to be a Workplace Challenge host.
- You will learn how to interact with the next generation, some of whom you may be working with and/or supervising soon.
- You and your team members at work will gain a fresh perspective on an issue or problem.
- You may even uncover a viable solution.

### **What if I have a question, a concern or need some help?**

- Your P-TECH coordinator is there to help you with any question or concern, no matter how great or small.
- For a list of Workplace Challenge topics and ideas, please visit [www.ptech.org](http://www.ptech.org).

### **Go Deeper**

- Actually put the solution, or elements of the solution, into practice.
- Have one or more of the students shadow you at work for a day.
- Arrange an Internship at your company for one of the students on the solution team. Check in regularly around their progress.

A **Workplace Challenge** is a Career Preparation activity where small groups of students (four to six per team) are engaged in solving a problem or a challenge issued by an NYS P-TECH employer in consultation with a P-TECH classroom teacher.

The structure of the challenge is based upon effective project-based learning approaches, enhanced by a focus on the targeted Career Pathway and an authentic problem or issue faced by an employer partner. The students are engaged in career-focused, project-based learning and work as a team over time to identify possible solutions. They then create and deliver a presentation on their solution to the employer.

### Why are Workplace Challenges important for students?

- Research shows effective project-based learning activities like those conducted in a Workplace Challenge help students learn new concepts more easily and engage more deeply.
- Offers the opportunity to develop, practice and demonstrate many of the academic, technical and professional skills needed for success in the workplace.
- Allows students to experience what it might be like to work and practice in a field of interest.
- Enhances the relevance of academic instruction through the application of applied knowledge to a real-world problem or issue.

### What are the benefits to my company?

- Exposes potential future workers to what it might feel like to work in your industry.
- Promotes an understanding of the role and contributions of your business in the local economy, and some of the issues or problems you are facing.
- Introduces P-TECH and its students to your employees and co-workers.
- Helps your employees understand how to communicate with the next generation of workers.
- Provides a fresh perspective (and perhaps viable solution) to a problem or issue your company is facing.
- Provides the opportunity for good public relations and boosts the morale of your existing workforce.

### What do I need to do next?

- Contact your P-TECH coordinator.
- Arrange for a presentation to those of your employees who might be interested in being a challenge host.
- Consider any impacts on company policy.

### Resources

- Visit [www.ptech.org](http://www.ptech.org) for materials that support successful Workplace Challenges.
- Distribute the *Employer Tip Sheet: Workplace Challenge* to employees who might be interested in representing your company as a challenge host.
- Review *Employer Options: P-TECH and Your Company* to learn more about how to get the most community involvement out of your partnership with P-TECH.

**Grade Levels:** All

**Employer/Student Ratio:** 1-2 employer partners to 4-6 students

**Duration:** 6-8 weeks

**Frequency:** Face-to-face sessions at the beginning and end of the challenge, with periodic check-ins.

**Location:** Ideally in the workplace at both the beginning and end of the activity, with student teams working on the challenge conducted at the school.

**Costs:** Staff time

**Special Considerations:** Comply with school policies. Address any safety issues at the workplace.



## Employer Tip Sheet

### Career Mentoring: Success Factors

*A tip sheet for NYS P-TECH employer partners*

#### What is Career Mentoring?

Career Mentoring is an activity in which the student is matched one on one or in small groups with an adult professional to explore potential careers and related educational issues. The mentor serves as a resource for the student by sharing insights and providing guidance about the workplace, careers and education through formal and informal meetings organized at the school, in the workplace or online.

#### How is it structured?

Each P-TECH 9-14 school has designed a mentoring program customized for its employer partners. Mentors may be matched with students one on one or work with small groups of students. While there are some differences across the P-TECH schools, all Career Mentoring programs share some common features. Each begins with a defined matching process, both formal and informal activities are conducted at the school, in the workplace or online (never alone), a set schedule is provided, and mentors and students are supported by the P-TECH team.

#### What's my commitment?

- Meet or communicate regularly with your mentee. Some activities will be organized by your P-TECH mentor coordinator and some contact will be generated by your mentee or yourself via email or telephone.
- Follow all school and company rules regarding Career Mentoring. This includes complying with policies related to volunteers, boundary and equity issues, and ensuring that there is no face-to-face connection outside of supervised and approved activities. (Your P-TECH mentor coordinator can help you with this.)
- Mentors are asked to make a commitment to stay engaged for a minimum of one year and hopefully will continue through to the mentee's completion of their training program.

#### How can I make it a good experience for my mentee?

- Make it real. It's all about the relationship you are able to develop with your mentee.
- Pay attention to what your mentee is communicating.
- Help your mentee learn and practice professional skills.
- Review the information provided by your mentee's teacher on what your mentee is studying, and ask questions about what they are learning. Provide feedback on their work.
- Participate in activities and group projects arranged by the school.

#### Why is this important for the student I'll be mentoring?

- Research shows that career mentors help students stay in school, stay focused and pursue their goals.
- A mentor shows a young person that someone cares, that they matter and can have a bright future.
- A career mentor can help a young person see the connection between the real world and what they learn in the classroom.

- A career mentor can help their mentee better communicate with and relate to adults.

#### **What will I get out of it?**

- The personal satisfaction that comes from helping a young person grow.
- Any incentives offered by your company for volunteering.
- You will learn how to interact with the next generation, some of whom you may be working with and/or supervising soon.
- You will meet other mentors and leaders in your community, which will enhance your personal and professional networks.

#### **What if I have a question, a concern or need some help?**

Your P-TECH coordinator is there to help you with any question, no matter how great or small. If you have any concerns about your mentee, bring them to the coordinator's attention immediately. Let them know about any positive developments as well.

#### **What if I can no longer be involved?**

- Provide as much notice as possible to your P-TECH coordinator and the student.
- Recruit someone else to step into your mentoring role, if possible.
- Make sure your mentee knows why you need to stop (a new position, new responsibilities, relocation, or some other reason) and assure your mentee that the reason you need to stop has nothing to do with him/her.

#### **Go Deeper**

- Consider having your mentee shadow you at work for a day.
- Arrange an Internship at your company for your mentee. Check in regularly and follow their progress.

**Career Mentoring** is a Career Exploration activity in which a student is matched one-on-one or in small groups with an adult professional to explore potential careers and related educational issues.

Career mentors serve as a resource for NYS P-TECH students by sharing insights and providing guidance about the workplace, careers and education through formal and informal meetings organized at the school, in the workplace or online.

**Grade Level:** Begins in the 9<sup>th</sup> grade and continues to graduation  
**Employer/Student Ratio:** Typically 1 to 1. May vary by school.  
**Duration:** Minimum one-year commitment  
**Frequency:** Initially monthly (varies over time)  
**Location:** Primarily at the school  
**Costs:** Staff time  
**Special Considerations:** Comply with school policies

### Why is Career Mentoring important for students?

- Research shows that career mentors help students stay in school, stay focused and pursue their goals.
- A career mentor lets a young person know that someone cares, that they matter and can have a bright future.
- A career mentor can help a young person see the connection between what they learn in the classroom and the real world.
- A career mentor can help a mentee better communicate with and relate to adults.

### What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company.
- Exposes students to the skill needs, educational requirements and career opportunities in your industry.
- Promotes an understanding of the role and contributions of your business in the local economy.
- Introduces P-TECH and its students to your employees and co-workers.
- Helps your employees understand how to communicate with the next generation of workers.
- Provides a way to introduce and engage multiple employees with your commitment to P-TECH and connect your company with the community.

### What do I need to do next?

- Contact your P-TECH coordinator.
- Arrange for a presentation to your employees.
- Consider any impacts on company policy.

### Resources

- Visit [www.ptech.org](http://www.ptech.org) for materials that support successful Career Mentoring initiatives.
- Distribute the *Employer Tip Sheet: Career Mentoring* to interested employees.
- Review *Employer Options: P-TECH and Your Company* to learn more about how to get the most out of your partnership with P-TECH in your community.

