

The Pathways Program

Career Exploration Placement



**Tamiscal High School
305 Doherty Drive
Larkspur, CA 94939
(415) 945-3773**

www.pathwaysprogram.weebly.com

Pathways Career Exploration Coordinator: Tim Morgan

Introduction to Pathways Career Exploration

Thank you for participating in the Pathways career exploration placement program. Pathways partners with students, parents, businesses, and civic leaders in the community to provide students with enriched learning experiences. This career exploration experience is a crucial part of what Pathways offers our students.

Pathways Program Explained

The Pathways Program is a one-year academic program within the Tamalpais Unified High School District. It is limited to 50 seniors who apply from the five high schools in the Tam district, and is located at Tamiscal High School in Larkspur. Pathways provides opportunities for students to explore their career passions while taking college courses and completing their remaining high school graduation requirements, all through individualized and flexible scheduling. For more program information, please visit our website: pathwaysprogram.weebly.com

Pathways Career Exploration Details

During the 15 weeks of each fall semester, students must complete at least 78 hours at their career exploration placement to earn 5 credits and a grade. In the 17 weeks of the spring semester, students must complete a minimum of 85 hours. This equates to a minimum of 6 hours a week, but students often work more than the minimum required hours. The career exploration experience is structured so that Pathways students learn entry level skills but also perform an actual job or project, with the ultimate goal of exploring a career field they may want to pursue. In situations where lack of experience or workplace danger is present, students understand that they will mostly shadow a professional. Students benefit most when they have a full range of experiences at a placement, exposing them to the career as fully as possible. Students may not work for free at jobs that they could currently land as high school seniors with limited experience. They also cannot work with close family.

Career Exploration Assignments

Pathways students are also required to complete bi-weekly, written academic assignments for school credit and a course grade, which ensures that they reflect on their overall learning and experiences, and look deeply at the business and career they are considering. These career exploration placements and reflective exercises give students the opportunity to interact with role models and to observe real applications of job-related skills.

First Placement Visit/Coordinator Visit

Before the student's first full placement shift, the student and internship provider will discuss mutual responsibilities, discuss job responsibilities and create a schedule. At some point during the semester a date and time will be selected for the Pathways Coordinator to make a one-hour visit. Please feel free to provide the student feedback throughout the course of the semester - you do not need to wait for formal opportunities from Pathways to do so. Any constructive feedback for the student is not only helpful, but greatly appreciated!

Contacting Pathways Career Exploration Coordinator:

If at any time you would like to discuss the internship and/or the student, please don't hesitate to reach out to the Pathways Internship Coordinator, Tim Morgan: tmorgan@tamdistrict.org Phone: 415-945-3743.



Mutual Responsibilities: School, Student, and Placement Supervisor

School Staff/TUHSD agrees to:

- Provide [assignments](#) that promote reflective learning on a student's workplace experience.
- Ensure that the student meets requirements for workplace experience.
- Make one or more site visits to the placement location.
- Provide [district insurance](#) while the student works at the placement (provided student is not paid).

Student agrees to:

- Assess interests and strengths to narrow career field search (law, medicine, graphic design, etc.).
- Do necessary research to find local placement possibilities (Google, Craigslist, Monster, etc.)
- Email, make phone calls, and visit businesses to secure placement (cc Tim on all emails).
- Complete the [Internship Agreement and Schedule](#) contract *prior* to the start of the semester.
- Make necessary transportation arrangements (car, bus, bike, train, etc.)
- Dress in attire consistent with practices of the business.
- Report punctually each week as scheduled.
- Call the site supervisor *and* the school if unable to attend (alert supervisor about vacation weeks).
- Conform to all internal policies of the business.
- Complete all Pathways academic course assignments.
- Keep the [attendance log](#) up-to-date with weekly supervisor's signatures (check-in each grading period).
- Complete all work at the job site to the supervisor's satisfaction.

Employer agrees to:

- Complete the **Internship Agreement and Schedule** with the student prior to the start of the semester.
- Establish a site supervisor who agrees to:
 - Be present each day of the internship or provide a substitute supervisor.
 - Sign the student's **attendance log** each shift.
 - Report any absences or emergencies to the Pathways Program Coordinator 415.945.3743 or cell phone: 415.342.6262.
 - Help student complete **business profile** and supervisor **biography/interview assignments**.
 - Complete a **student performance evaluation** at the end of each semester.
- Establish a schedule where the student works a minimum of 6 hours per week (each student will be given a target based on their schedule).
- Inform the student of expectations and of policies and regulations of your business.
- Provide a job description and specific training as necessary.



Pathways Career Exploration Internship Agreement

The agreement is established to ensure that the student intern, school staff, and business site supervisor meet the goals and expectations of Pathways internship as an academic requirement of the career exploration course.

Contact Information

(as detailed as possible, filled out mostly by the student)

Name of Student	
Company/Organization Name	
Department/Career Field	
Placement Address	
Site Supervisor's Name	
Supervisor's Phone Number	
Supervisor's Email	
Organization Website	

Internship Weekly Schedule

The internship is set up for a minimum of 85 hours over the course of the fall semester, spread over 15 weeks, starting the second week of school. Weekly shifts and hours are to be scheduled at the discretion of both the student and the internship provider, and agreed upon before the placement begins.

Weekly Schedule (List specific days of the week, and how many hours per shift)	
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Job Duties and Tasks Description

Briefly describe the specific responsibilities and work that the student will perform at the business site.

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Both the student and internship provider agree to the terms set above. The student has also provided an attachment listing mutual responsibilities, explanations and agrees to the terms listed therein. The mutual responsibilities should be reviewed by the student and supervisor.

Student Signature: _____

Placement Supervisor's Signature: _____

Tim's Signature: _____