



# Bethesda-Chevy Chase High School

Career Partnership Day – December 6, 2018

## Important Dates for Students`

### Apply

<p>Join the CPD Classroom – code: <b>c9ubjk</b>          Take a Career Assessment          Turn in a printed copy of the results and a response to the 4 questions. (p.2) <b>REQUIRED prior to completing the application</b></p>	10/3-10/12	On your own
<p>Review the results of the career interests assessment, and as you fill out the application online, you will get to view the participating businesses. <u>Select your top 3 choices for a job - shadow site.</u></p> <p>You can complete the online application on the <i>Junior Achievement</i> site:  <a href="http://www.myja.org/programs/careerpartnershipday/students/">http://www.myja.org/programs/careerpartnershipday/students/</a></p> <p><b>Note:</b> Registration will be open from Oct. 3 - Oct. 12. <u>Register early for priority placement.</u></p>	10/3-10/12	<p><b>On your own or Media Center afterschool:</b>          10/9, 10/10          or  <b>Rm A-224 during lunch:</b>          10/9 last names A-L          10/10 – last names L-Z          10/11 – open to anyone!</p>
<p><b>Turn in a one copy of the Student and Parent Contract</b></p>	10/15-10/22	<b>Ms. Ricci, C-106</b>

### Prepare

Check your email for placement information.	10/26	
Attend <b>required</b> placement meeting at lunchtime	11/7	<b>Auditorium</b>
Arrange for transportation in conjunction with others visiting the site and turn in transportation Form to Ms. Ricci in C-203.	11/7-11/15	C-106

Research the company/business (by reading their website).	11/7-11/15	On your own
Contact the host via host's preferred method of communication to confirm placement and exchange information. (see sample email on p. 9-10 ). Turn in a hard copy of your sent email to Ms. Ricci in C-106.	11/8-11/15	C-106

### Participate – Thursday, December 6<sup>th</sup>

<b>Dress Appropriately</b> based on your host's guidelines in the placement email. (Also see " <i>Understanding Workplace Dress Codes</i> " on p. 11-12)		On your own
Go to first period to check in then attend the <b>kickoff breakfast</b> <i>unless your host has made other arrangements</i> . Welcome our guests, introduce yourself and make conversation.		7:30 AM Attendance Atrium
Engage fully in the day's events. Ask questions. Complete the <b>capture sheet</b> (p. 14-15 )		At Site
Leave in time to be back at school by 2:30 PM if catching school bus.		At Site
Write the host a <b>handwritten thank you note</b> . Have someone proofread it. <i>Bring note to December 7th debrief meeting in an unsealed, stamped, addressed envelope. (see sample on p. 13)</i>		On your own

### Follow-Up

<b>REQUIRED - Attend the post-event debrief session during lunch. Turn in evaluation (p. 16), capture sheet (p. 14-15), and thank you note (see p. 13 )</b>	<b>12/7</b>	<b>Auditorium</b>
---	-------------	-------------------