








# Career Experience Definitions



## BUSINESS SITE: SHORT-TERM CAREER EXPERIENCES

EXPERIENCE	DEFINITION	SPECIFICS
<b>Job Shadow</b>	<p>Students work with businesses to visit the workplace, investigate a career field, and experience a typical day on the job.</p> 	<p><b>Number of Students:</b> 1 to 3 students</p> <p><b>Time:</b> Minimum three hours per experience; minimum of three separate experiences. (Same or different businesses)</p>
<b>Mini Job Shadow</b>	<p>A single visit where students work with businesses to visit the workplace, investigate a career field, and experience a typical day on the job.</p> 	<p><b>Number of Students:</b> 1 to 3 students</p> <p><b>Time:</b> A single visit for 1-3 hours</p>
<b>Business Tour</b>	<p>A business representative gives students a tour of the facility to share information and highlight a variety of jobs. Recommended: Short introduction meeting and a follow-up Q&amp;A session at the end.</p> 	<p><b>Number of Students:</b> 1 to 75 students. (Typically, a tour will have between 2-10 students. The maximum number of students will be coordinated between the teacher and the business representative).</p> <p><b>Time:</b> 1 to 4 hours</p>
<b>Mentorship</b>	<p>A one-on-one experience between a business representative and a student, sharing insights and providing encouragement and guidance about the workplace, work ethics, careers, and educational requirements.</p> 	<p><b>Number of Students:</b> 1 to 3 students</p> <p><b>Time:</b> Minimum of 6 total hours. Recommended to meet multiple times throughout the course of a school year.</p>
<b>Service Learning</b>	<p>Meaningful unpaid community service with instruction and reflection teaching civic responsibility and community involvement.</p> 	<p><b>Number of Students:</b> 1 to 50</p> <p><b>Time:</b> 1 hour to 60 hours</p>

# BUSINESS SITE: LONG-TERM CAREER EXPERIENCES



## EXPERIENCE

## DEFINITION

## SPECIFICS

### Internship

- Clearances Required
- Optional Paid Experience

**An internship is an introduction to a career for one or two semesters.**

A structured work-experience program where the student experiences a career of interest. The internship plan is outlined in a training agreement with learning objectives and student evaluation requirements. An internship can be a paid or unpaid short-term work-experience for career exploration.



Each school district will have variations to their requirements. Generally, you can expect that the internship will last one semester for 5-10 hours per week.

Sem 1: End of Aug - Beginning of Jan  
Sem 2: Middle of Jan - Beginning of June

### Co-Op

- Clearances Required
- Paid Experience

**A co-op is a job. The employment may continue after graduation.**

A hands-on work-experience connected to the student's career goal and a program of study. Co-Op includes a signed training agreement and plan, a co-op class with regular instruction, worksite visits, and quarterly supervisor evaluations, and is supervised by a school-certified co-op instructor. A co-op is a job with an employer and employee relationship including all applicable state and federal guidelines.



Each school district will have variations to their requirements. Generally, you can expect that the co-op will last for one or two semesters. The students are expected to work for a minimum of 15 hours per week with some of the hours during the school day.

### Pre-Apprenticeship

- Clearances Required

The United States Department of Labor (USDOL) and the Pennsylvania Department of Labor & Industry (L&I) define pre-apprenticeship programs as having a documented partnership with at least one registered apprenticeship program and preparing individuals to enter and succeed in apprenticeship. Pre-apprenticeships can also help students decide on an occupational track, develop their foundational skills, and improve productivity once individuals gain employment.



**Time:** As defined by 3rd party providers such as ABC Keystone and Manufacture's Associate.

### Apprenticeship

- Clearances Required
- Paid Experience





A career preparation activity designed to prepare an individual for careers in skilled crafts and trades. There are some apprenticeship programs that accept high school students between the ages of 16 and 18 to begin their apprenticeships. Apprenticeship training usually requires one to five years to complete, depending on which occupation is chosen.

State and federal registered apprenticeship programs are work-based education partnerships between industry, labor, education, and government. Apprenticeship is industry-driven and provides an effective balance between paid on-the-job training and required classroom and laboratory instruction. There is a broad span of occupations from low tech to high tech in fields including medical, trades, crafts, and technology.



**Time:** As defined by 3rd party providers such as ABC Keystone and Manufacture's Associate.

# SCHOOL SITE: SHORT-TERM CAREER EXPERIENCES

EXPERIENCE	DEFINITION	SPECIFICS
<h2>Career Interview</h2>	<p>A one-on-one or small group discussion with a business representative sharing information about their career path, education, job duties, skills, and lessons learned in the workplace.</p> 	<p><b>Number of Students:</b> 1-5 students <b>Time:</b> 15 minutes to 1 hour</p>
<h2>Guest Career Speaker</h2>	<p>A prepared presentation to a small group of students, typically one class (between 15-30 students), to share information about career journeys, their current job, education and training requirements, and the skills needed to be successful.</p> 	<p><b>Number of Students:</b> Groups can range from 5 students to 75 students. <b>Time:</b> 20 minutes to 2 hours. (The presentation may be given to more than one class, or several speakers may participate which would extend the length of the presentation).</p>
<h2>Career Day Speaker</h2>	<p>An organized event for a large group, often a whole grade (example: all of 7th and 8th grade) with multiple businesses sharing information about career journeys, their current job, education and training requirements, and the skills needed to be successful.</p> 	<p><b>Number of Students:</b> A class size can range from 10 - 30 students. The presentation may be given several times to a few classes. <b>Time:</b> 2 to 4 hours</p>
<h2>Mock Interview</h2>	<p>A one-on-one practice interview or simulation to allow students to learn how to answer questions, improve their verbal and non-verbal communication, and to help them feel confident in future interviews. Sample questions are typically provided.</p> 	<p><b>Number of Students:</b> One-on-one Interview for 1-50 students. Usually, a teacher will find several business volunteers for a large group of interviews. <b>Time:</b> 15 minutes to 3 hours</p>

# TEACHER CAREER EXPERIENCES



## EXPERIENCE

## DEFINITION

## SPECIFICS

### Industry Tours

Industry Tours combine 8 hours of work-based learning and 6 hours of professional development delivered via webinar for 125 educators every summer. With leadership provided by the Lancaster Chamber, the Industry Tours program couples an industry tour with a tour of a matching higher education program. For educators, this highlights the path their students may take to reach a specific, in-demand STEM job in Lancaster County.



**Number of Educators:**  
1 to 100 educators

**Time Requirement:**  
1 to 6 hours

### Teacher Externship

The Summer STEM Teacher Externship Opportunity offers Lancaster County educators an exciting work-embedded professional learning experience. Each year, the Lancaster County STEM Alliance partners with a local company to provide a three-day learning experience about STEM jobs in Lancaster County. This experience helps educators better prepare and equip their students to enter an ever-changing workforce by providing teachers with hands-on exposure to the expectations and needs of some of the largest employers within the county.



**Number of Educators:**  
25 to 100 educators

**Time Requirement:**  
Three 6 hour days.

### Teachers as Temporary Workers

The purpose of the program is to offer teachers summer employment opportunities with some of Lancaster County's most innovative employers. By building positive relationships with teachers, employers hope not only to benefit from a highly-skilled temporary workforce, but they also hope you will learn more about the knowledge, skills, and traits students will need to be successful in their workplaces.



**Number of Educators:**  
1 to 5 educators

**Time Requirement:**  
6 weeks minimum between June and August.