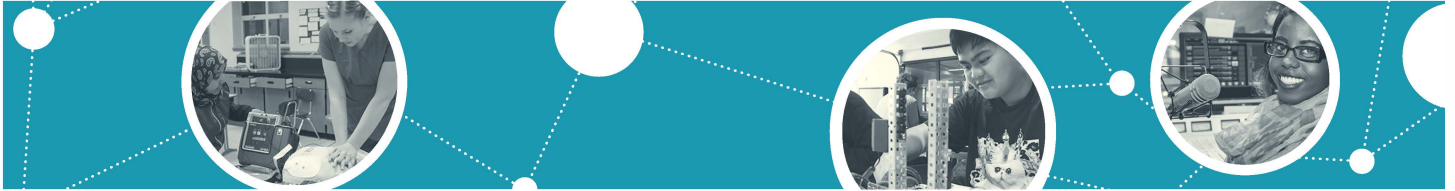




Extended Learning Opportunities



These activities provide students with opportunities to gain actual work experience that support the development of key job skills. Examples of career preparation activities include internships, apprenticeships, and paid summer employment

Extended Learning Opportunities (ELO's) involve formal training agreements between PPS and a business that outline the skills the student is expected to learn and demonstrate at the workplace. These can be paid or unpaid part-time positions which Student Participation receive academic credit. The hours to be worked, classroom goals and worksite goals and objectives are determined by the teacher, worksite supervisor, and student.

WHAT ARE EXTENDED LEARNING OPPORTUNITIES?

- Extended Learning Opportunities allow for the primary acquisition of knowledge and skills through instruction or study to occur outside of the traditional classroom.
- ELO's can validate the learning that takes place outside of school and focuses both on the acquisition of skills and knowledge and on college and career development.

STUDENT PARTICIPATION

- Meet performance and attendance criteria set by the school.
- Complete assignments and participate in career awareness studies/activities.
- Contact the employer confirming work experience times, location, etc.
- Obtain parental/teacher permission to participate
- Arrange transportation to and from the experience
- Arrive and depart as scheduled.
- Notify employer of absences in advance
- Dress appropriately for the worksite.
- Display polite and courteous behavior.
- Complete a PPS CTE CRLE evaluation and required documentation.

EMPLOYER PARTICIPATION

- Serve as the host and identify participating worksite supervisor.
- Conduct an interview with the student to confirm work experience agreement.
- Discuss education and training needed to perform within this occupational area.
- Discuss financial benefits within this career.
- Discuss career path possibilities.
- Answer student questions.
- Call the Career Coordinator or supervising teacher if problems arise with the work experience situation.
- Prepare student evaluations as requested.

LIABILITY EXPOSURE

Liability Exposure at the work site and while the student is in transit is the responsibility of Portland Public Schools if the student is in an unpaid experience. If the student is involved in a paid work experience, the business is responsible for any insurance coverage, including workmen's compensation.





EMPLOYER BENEFITS

- Employers spark student interest in careers in their industry while showcasing their commitment to furthering the education and development of young people.
- Employers demonstrate to students the importance of developing and honing key skills in CTE and other areas.
- Employers identify possible future workers for their business and their industry.
- Employers strengthen their relationships with students, families, schools, and the local community.

STUDENT BENEFITS

- Students gain experience in a real-world workplace and develop an in-depth understanding of what it's like to work in the employer's industry.
- Students see the value of developing and honing CTE skills so they can succeed in today's rapidly evolving work environments.
- Students have opportunities develop and strengthen soft skills in areas from communications to working in teams.
- Students learn about the rhythms and requirements of the workplace in areas from punctuality and dress to norms and behavior.
- Students learn more about jobs and careers in fields they may be interested in pursuing.
- Students gain valuable experience for college and work resumes, while connecting with possible references and future employers.

TIPS FOR CAREER PREPARATION: MAKING IT EFFECTIVE AND EDUCATIONAL

Employers should work closely with school Career Coordinators to identify students whose academic interests and college/career goals are a good match for the employer's business and industry. Develop a detailed description of proposed ELO, listing the potential learning goals, including knowledge and skill development. If alignment with industry certifications are an option those should be explicitly called out and highlighted.

- Be very detailed when developing the training agreement and review this agreement regularly throughout the ELO to verify that all parties are meeting expectations.
- Arrange for student workspace if appropriate.
- Gather company brochures, policy and safety manuals, and review them with the student.
- Confirm parking, dress, and meal arrangements (if appropriate) with Career Coordinator/teacher.
- Notify appropriate co-workers and departments so they are aware of the student and their assigned responsibilities.

POSSIBLE QUESTIONS YOU MIGHT ASK THE STUDENT WHEN DETERMINING WHETHER TO ACCEPT THEM FOR AN ELO.

- What school activities do you participate in? Why? Which do you enjoy the most?
- Tell me about some accomplishments you feel good about?
- How would you describe your personality?
- Tell me something unique about you?
- What are your favorite/least favorite classes?
- What jobs have you held?
- What are your post-high school plans?
- How do you think this experience might help you with those plans?
- What do you hope to gain from this experience?