



## Student Preparation Standards

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### Resume' and cover letter

- Have students develop a resume
- Instruct students to submit their resume and cover letter to business volunteers at least one week prior to any scheduled appointments and to take copies to appointments

A

### Assessment

- Ensure students complete interest assessment
- Have students identify Career Related Learning Experiences (CRLEs) that match their career interests

I

### Inventory of student preparation:

- Assist students with the development of learning objectives – what do they want to learn from this CRLE?
- Direct students to complete and submit permission slips, release forms, nondisclosure forms and fill out checklists from school (Resume, expectations, mapping, etc.)

S

### Study!

- Instruct students to research the CRLE: the industry, business and occupation
- Have students prepare questions for volunteers.  
How does one get the skills it takes to qualify for this job? Etc.,etc.

E

### Expectations are set and understood

- Ensure students are aware of and agree to appropriate behavior while on the CRLE
- Instruct students on appropriate dress (Business Casual: slacks, collared shirt, clean shoes, dress or skirt)
- Make sure students have a transportation plan

T

### Timeliness

- Convey the importance to BE ON TIME (On time = 15 minutes early)
- Make sure students know that if they are delayed they should phone the business volunteer

H

### Have everything they need, tell them to:

- Bring pre-prepared questions
- Bring a copy of their resume, pen, notepad
- Bring the name and phone number of the business volunteer in case they need to reach them

E

### Etiquette – instruct students on how to:

- Make a good first impression: Stand up straight, firm hand shake, appropriate greeting (Hello, not Hey), make eye contact
- Be engaged, ask questions, listen, observe, take notes
- Be respectful of the time and commitment the businesses are making: Remain on site for duration of scheduled time and turn off their cell phone and no ipod!

B

### Be sure to show their appreciation

- Instruct students to thank the volunteer for their time and say a couple things about what they learned
- Have students send a thank you letter within two days of CRLE completion

A

### Add experience to resume

- Instruct students that resumes need constant updating to reflect new experiences
- Make sure students update their resume to include this new experience

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### Reflections

- Have students complete student evaluation of CRLE experience
- Instruct students to complete reflection of experience for credit documentation

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