

Day before the CPET:

- _____ Refer student to STUDENT CHECKLIST form
- _____ Make sure release form is signed and submitted.
- _____ Support students calling the worksite host the day before to confirm they meeting time and place. This has proven to be an essential part of the process, insuring good communication and a successful experience for both student and employer.
- _____ Review proper dress, conduct, and the need to ARRIVE ON TIME!
- _____ Review any forms, assignments, or other expectations.

After CPET has been completed:

- Give students time for debriefing session.
- Write and mail follow-up thank you letter.
- In a café, have students brainstorm what skills are needed in the workplace today and for the future.
- Write report/essay on what the student observed and what interested them most.
 - How does this profession fit into society and the changing economy?
 - What are some recommendations for preparing for a career in this field?
 - What is the relationship between career choice and lifestyle choice (i.e. leisure time, home life, social life, vacation time, dress requirements, hobbies, and community service?)
- Have students write 'Job Descriptions' for the same job in 1950, 2000, 2050 based upon what they learned from their experience.
- Oral presentations-Have students create a powerpoint or a movie using moviemaker about their job shadowing experience. If possible, invite some of the workplace hosts to these presentations.
- Newspaper article-Share the experience to the larger community; contact local newspaper to have them write an article about the successful job shadowing experience (Always be sure to 'thank the workplace host').



STUDENT INFORMATION/AGREEMENT

CPET's offer the student a great opportunity and are a privilege not awarded to all Adult Education students. Many professionals in our community are willing to have an Adult Education student spend time with them so that the student will be able to get a first-hand view of the workplace. This opportunity will:

- Allow you to connect with an adult in a career field of your interest and experience the workplace and workday first hand.
- Demonstrate the connection between academics and careers, encouraging you to learn by making your class work more relevant.
- Build community partnerships that will enhance the educational experience of all students.
- Introduce you to the requirements of professions and industries to help you prepare to join the workforce of the 21st century.
- Encourage an ongoing relationship between Adult Education students and caring adults who are employed in a career.

If you want to participate in this opportunity, please complete the following information and agreement, and return it your Adult Education instructor.

NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____

EMERGENCY CONTACT: (name & number) _____

CAREERS/INDUSTRIES OF INTEREST:

Please give a first and second choice.

1. _____

2. _____

Agreement of Understanding

I understand that in order to participate in a CPET that I am responsible for the following:

- Turning in an interest/agreement form and a resume
- Being responsible for my own transportation to and from the workplace
- Calling the day before beginning the CPET experience to confirm (or cancel if necessary)
- Dressing and conducting myself in an appropriate manner
- Sending a thank you letter within the first week after the work experience has been completed
- Completing any follow up assignments/activities for the Adult Education program at Eastern Wyoming College

Signature: _____

Date: _____

For students under the age of 18, parental/guardian consent must also be given to participate in a CPET.

Signed consent is hereby given:

Signature: _____(parent/guardian)

Date: _____



**Adult Education
CPET Verification Form**

To be completed by student:

Student's Name: _____

Address: _____

Date of CPET: _____

Name of Worksite

Host: _____

Job title of Workplace

Host: _____

Name of Company/

Organization: _____

Address of Company: _____

Comments:

Signature of Workplace Host

Please affix business card if available.



Student Checklist

Before the CPET experience

- ___ complete and sign the student information/agreement form
- ___ complete a resume
- ___ turn both forms in to your Adult Education instructor
- ___ Call the day before the CPET experience to confirm (or cancel if necessary)
- ___ Complete your section on the VERIFICATION FORM

Day of CPET

- ___ Take the following with you:
 - questions to ask
 - verification form
 - something to write with
- ___ Dress appropriately
- ___ Introduce yourself (strong handshake and direct eye contact are important)
- ___ Get the VERIFICATION FORM signed by the workplace host and thank them

After the CPET

- ___ Write a thank you letter to the workplace host and mail it within one week of the experience
- ___ complete all other required Adult Education assignments



Adult Education CPET Student Evaluation Form

Name: _____

Address: _____

Thank you for participating in the CPET program as part of your Adult Education learning experience. Please complete this brief evaluation of your experience so that we can continue to improve this experience for others. Rate the following on a scale from 1 to 6.

	1= strongly disagree		6= strongly agree			
I learned how much education is needed for this profession.	1	2	3	4	5	6
I learned what skills are required to do this job.	1	2	3	4	5	6
I enjoyed my workplace experience.	1	2	3	4	5	6
I would recommend that other students participate in a CPET experience.	1	2	3	4	5	6

1. What did you enjoy about this experience?
2. What problems did you encounter?
3. What would have made this a better experience for you?
4. What was the most interesting thing you learned?
5. Any additional comments?



Adult Education Photo Release Form

I understand that my participation in EWC's CPET program may attract attention from the media and is also used to promote partnerships between the College and employers, so there is a possibility that students may be photographed during this experience. I grant permission to photograph my experience.

Signed: _____ Date: _____

For students under the age of 18, parental consent must also be given to allow photos to be used for the purposes specified above.

Signed: _____ (parent/guardian)

(Date)



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Signed: _____ (parent/guardian)

(Date)



Job Shadowing, Internships, Apprenticeships For Career Pathways Explorations and Trainings (CPET)

Employer Information

Purpose of a CPET:

- Allow students to connect with an adult in a career field of their interest and experience the workplace and workday first hand.
- Demonstrate the connection between academics and careers, encouraging students to learn by making their class work more relevant.
- Build community partnerships between educational programs and businesses that enhance the educational experience of all students.
- Introduce students to the requirements of specific careers to help them prepare to join the workforce of the 21st century.
- Encourage an ongoing relationship between Adult Education students and caring adults who are employed in a career.

I would like to support a CPET program by:

_____ Endorsing and promoting a job shadow/internship/apprenticeship (please circle preference) on behalf of my.....

Business: _____

Address: _____

My company will support this CPET experience by allowing _____ Adult Education student from Eastern Wyoming College to participate in

___ 1. A job shadow where the student will shadow _____.

(name and title)

___ 2. An internship where the student will perform tasks in _____.

(department)

Assigned tasks to include:

_____ unpaid internship for _____ hours/weeks/months/

(please specify duration)

_____ paid internship for _____ hours/weeks/months/

(please specify duration)

___ 3. An apprenticeship as _____.

(career)

Signed:

(Name & Title)

Phone:

Email:



Employer Guidelines for a CPET

Name Company

Thank you for allowing _____ from Eastern Wyoming College's Adult Education program to 'shadow'/intern/apprentice with you on the

following dates:_____.

S/he will be calling you the day before to confirm (or cancel if necessary). If you should have questions or last minute changes, please contact:

Name Phone

Please find attached:

- The student's resume
- A list of questions the student has created

Guidelines and Suggestions:

- Plan for the time that you will spend with the student to best fit your schedule.
- Please allow some time for the following:
 - showing the student around the workplace
 - answering some of the questions the student has
 - an opportunity for the student to 'shadow' you while you work/learn how to successfully complete tasks associated with a specific career
 - hands-on experience (if appropriate)
- Many of the students will be nervous at first, and it is important that you set the tone and explain the schedule for the time you will be spending with them. Since you will have the student's resume ahead of time, you will have a sense of his/her interests and can use these as topics for 'icebreaker' questions (if necessary)



Adult Education Employer Evaluation of a CPET

Name & Title: _____

Name of Business: _____

Name of Student: _____

Thank you for participating in our CPET student experience. Please complete this brief evaluation of the student's participation and of your overall experience with this program.

Rate the following on a scale from 1 to 5.

1=poor 2=fair 3=average 4=above average 5=excellent

The student....

- | | | | | | | |
|-----|--|---|---|---|---|---|
| 1. | arrived to work on time. | 1 | 2 | 3 | 4 | 5 |
| 2. | dressed appropriately. | 1 | 2 | 3 | 4 | 5 |
| 3. | behaved in a professional manner. | 1 | 2 | 3 | 4 | 5 |
| 4. | communicated thoughts, comments, and other verbal requests in an appropriate manner. | 1 | 2 | 3 | 4 | 5 |
| 5. | actively participated in his/her CPET experience. | 1 | 2 | 3 | 4 | 5 |
| 6. | showed interest in learning about this career. | 1 | 2 | 3 | 4 | 5 |
| 7. | was prepared & willing to handle daily tasks as assigned (if appropriate) | 1 | 2 | 3 | 4 | 5 |
| 8. | showed aptitude in using computer skills as appropriate for this career. | 1 | 2 | 3 | 4 | 5 |
| 9. | did not use his/her personal cell phone inappropriately during work hours. | 1 | 2 | 3 | 4 | 5 |
| 10. | demonstrated academic ability to perform tasks associated with this profession. | 1 | 2 | 3 | 4 | 5 |

What made this experience positive/negative for you/your company?

What obstacles did you/your company encounter?

What would have made this a better experience for you/your company?

Would you consider hosting another student? Yes No

Any additional comments?

Liability Issues

All participants in a CPET should be aware of basic issues surrounding liability. While no individual, firm, or community based service organization is completely protected from the threat of legal action, there are certain definitions and practices of which participants should be cognizant. The following is not intended to serve as legal advice, but as useful information to address basic liability questions a school or employer might raise.

General Liability:

There are complex laws that address the full spectrum of personal injury and personal liability. All EWC Adult Education students who participate in a CPET program are required to sign the College's release form (found on the following page) as well as any other release forms associated with partnering programs in the CPET.

It is the responsibility of the sponsoring employer to provide any necessary safety instruction and/or equipment as well as enforce the use of such safety equipment to the CPET student as it would to any other visitor or vendor visiting the workplace.

All CPET students will be instructed by the Adult Education program about their personal responsibility and conduct and safety in the workplace. Any specific safety concerns should be provided to the Adult Education program in advance.

Sponsor/Employer/Workplace Host Conduct Standards:

The following standards are presented to help employers understand the practices expected of them as sponsors of a CPET experience. While these standards seem to be self-evident, it is important to list them.

Sponsors should instruct their employees or volunteers to not:

- have any inappropriate contact with any student met through the job shadowing, internship, apprenticeship program, including those students 18 years of age or older.
- Engage in any job shadowing, internship, apprenticeship experience with any student without the consent/approval of the Adult Education program director at Eastern Wyoming College.

Some examples of inappropriate conduct include, but are not limited to:

- Violations of state laws regarding child abuse, and/or providing alcohol or controlled substances to minors.
- Use of profanity or inappropriate language in the classroom or workplace.
- Physical contact which is inappropriate to a mentor-pupil professional relationship considering the age and gender of the student.