EDUCATORS--IN--INDUSTRY
STUDENT PACKET

CONTENTS

COURSE SYLLABUS (Check Homepage for this part of the packet)

LIST of MATERIALS IN THE PACKET

a. Assignment Summary Sheets
b. Application of Site Visit Form  (Print or copy eight of this one–needed each visit)
c. Site Evaluation Form (8) (Counts as record of attendance)
d. Shadowing Explanation
e. Shadowing Evaluation Form (2)
f. Term Project Guidelines
g. Outline for Notes Summary
h. Student Information sheet-- to be completed the first night of class
<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Date</th>
<th>Points Possible</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Project, Written Report</td>
<td>Final Projects due</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Term Project, Presentation</td>
<td>Begin</td>
<td>100</td>
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<tr>
<td>Application of information gained from visit #1 of Previous Week</td>
<td></td>
<td>25</td>
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<tr>
<td>Application of information gained from visit #2 of Previous Week</td>
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<td>Application of information gained from visit #3 of Previous Week</td>
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<td>Application of information gained from visit #4 of Previous Week</td>
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<td>Application of information gained from visit #5 of Previous Week</td>
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<td>Application of information gained from visit #6 of Previous Week</td>
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<td>Application of information gained from visit #7 of Previous Week</td>
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<tr>
<td>Application of information gained from visit #8 of Previous Week</td>
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<tr>
<td>Shadowing Experience</td>
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<tr>
<td>Notes</td>
<td>TBA</td>
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<td></td>
</tr>
<tr>
<td>Participation in the Banquet</td>
<td></td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Total Points</td>
<td></td>
<td>600</td>
<td></td>
</tr>
</tbody>
</table>

Note: Dates will be on the copy in the Syllabus.
NAME:

DATE:

SITE VISITED:

1. Describe an application of the information you gained from the site visit to your classroom or present employment setting. (i.e. Lesson Plan, Project, Activity)

2. Describe the audience, participants, cooperating staff, or other groups of individuals who might assist with the implementation of your application of information, and what is their function?

3. Describe the outcomes, benefits, and impact of your proposed project or activity. Use the back if needed.
Name

Organization _______________________________. Date __________________________

1. The information provided was sufficient to be useful in my present employment.
   Yes ______  No ________
   (Please suggest changes desired).

2. The area I found most interesting/helpful was:

3. What comments or recommendations would you offer the sponsoring company concerning
   a. handouts
   b. timing
   c. tours
   d. agenda
   e. personnel
   f. hospitality
   g. other
EDUCATORS--IN--INDUSTRY
SHADOWING EXPLANATION

OBJECTIVE: To gain in-depth knowledge and allow you to explore the diversity of knowledge and skills needed for a specific position and similar positions.

POINTS: 100

DUE: check the course outline

PROCEDURE:
1. Select a site from the list provided.
2. Call the contact person about a date and time to visit.
3. Be there at the appointed time, for 3-4 hours. Takes notes.
4. Write a brief report.
5. Prepare to give your oral presentation
6. Turn in the report and make oral report at the appropriate time.
7. Use the appropriate form and attach with the written report.

Description of Shadowing:

Shadowing is an integral part of Educators-In-Industry. It is an ideal way for educators to gain personal insight about the kinds of skills needed in a job, learn about work habits and employee attitude, and experience firsthand different working conditions.

Each educator will select a work site and an employee to "shadow." You may even fill in for an employee for three to four hours. Please advise the EI.I. coordinator of the position(s) you have chosen to shadow in advance of the shadowing experience.
EDUCATORS--IN--INDUSTRY
Job Shadowing Summary

Name_________________________ Date of visit

Company

Name/title of person shadowed

Job description of person shadowed

JOB REQUIREMENTS:
1. Education/special training
2. Helpful high school courses
3. Personality/temperament
4. Legal (age, licenses, etc.)
5. Other

WORKING CONDITIONS:
1. Inside/outside
2. Physical/sedentary
3. Regular/irregular hours
4. Repetitive/varied activities
5. Independent/with others
6. Health hazards
7. Other

OVER ........................................
ECONOMIC RETURN:

1. Salary/wage range
2. Fringe benefits
3. Advancement track
4. Outlook for future
5. Other

PROVIDE AN OVERALL EVALUATION OF YOUR EXPERIENCE ON REVERSE SIDE OF THIS SHEET.
EDUCATORS--IN--INDUSTRY
Term Project Guidelines

OBJECTIVE: To make a difference in the lives of students by applying your knowledge of the work setting to a project or activity in which students will benefit and be more likely to gain useful employment skills.

POINTS: 200 (100 points for written report and 100 points for presentation of report)

DUE: TBA -- See course Syllabus

The following guidelines should be followed in developing the term project:

PROJECT DESIGN

1. A plan should be developed in outline form and presented to the instructor for approval prior to mid-term test week as indicated on the semester schedule.
2. Projects may be completed as a team (3) effort with several students contributing to the project as long as each student’s responsibilities and contributions to the project are identified.
3. The project should include an introduction which presents the rationale for the project, the participants, the group served by the project, a description of the strategy involved in the planning and implementation process, and any other information which provides a foundation for the project content and design,
4. The project should be initiated early enough in the semester to ensure that the implementation is completed prior to the end of the course.
5. The objectives for the project should be clearly stated and designed to support the objectives of the Educators-in-Industry program.
6. The outcomes of the project should be clearly evident and evaluated in terms which will indicate the degree to which the established objectives were addressed and achieved.
7. The project should include some type of reference to each of the sites visited during the course to reflect the degree to which the information received was integrated into the activity or used to support the rationale or objectives for the project.
8. Examples of materials developed or utilized in the project may be included, such as class assignments, lesson plans, inservice training tools, resource directories, bulletin board displays, video tapes, maps, modules, worksheets, etc.

EVALUATION CRITERIA

1. Writing style and construction reflecting graduate-level competencies.
2. Demonstrated linkage with Educators-in-Industry experience.
3. Overall theme and not just a lot of disjointed activities described.
4. Creativity, originality, and innovative approach in developing the concept and implementing.
5. Realistic nature of the project and practicality in replicating.
6. Career education concepts, principles, or practices utilized in the development of the project with relevant application based on age group, discipline, interest level, etc. of participants involved or served by the project.
Outline for Notes Summary Activity

1. Start with the title as the site we visited

2. Give date

3. Class members present

4. List the industry personnel hosting us and giving info and tour

5. While on site record your notes the significant info that you feel would best be preserved for the class to remember.

6. Type and have copies ready for next week.

7. Length is up to you. My expectations is not less than a page not more than three pages. The host will provide handouts with some of the information. We are not trying to capture every word just the main points. This is kind of like taking minutes.

8. Be sure to place your name on the bottom of the notes......
Course:  _______EDUCATORS-IN-INDUSTRY______  Semester: ____________

Your Name:  ____________________________________________________________

Preferred Mailing Address: ____________________________________________
___________________________________________________

Title or Position: _________________________________________________________

Are you enrolled in a degree program?  ______ Yes  _____ No

If Yes what degree program? _____________________________________________

Is this a graduate level degree?  ______ Yes  _____ No

What is the area of your undergraduate degree? ____________________________

Current Advisor (if any): ________________________________________________

Work or School Address: ________________________________________________
___________________________________________________

Subject you teach, if currently teaching. ________________________________

Work Phone:  _______ - _______ - _______

Home Phone: _______ - _______ - _______

What do you most want to learn or gain from participating in this course?