



Student Career Experience Policy

Policy Statement

Career Experiences are an important aspect of The Able Trust High School High Tech program (HSHT). Providing HSHT students with the opportunity to gain work-based experience and exposure while still in high school provides a number of tangible benefits: gaining insight into various careers, professions, and educational pathways; gaining an understanding of different work environments; expanding professional networks and contacts; and providing an opportunity to reflect on personal career interests and skills.

It is the intent of the HSHT program that every enrolled student has the opportunity to participate in one or more meaningful Career Experience(s) during their HSHT tenure. **It is expected that annually, local HSHT sites provide 50% of enrolled students opportunities that meet the HSHT Career Experience Guidelines.**

Career Experience Guidelines

- A Career Experience is considered one or more of the following experiences which totals a minimum of 30 hours during a 12-month period:
 - Job Shadowing (exclusive of HSHT group industry tours)
 - Volunteer Experience
 - School-Based Enterprise Career Experience
 - Career-Based Exploration Program (i.e. Teen Court, Sheriff's Explorers Club)
 - Summer or Seasonal Camp Employment or Volunteer Experience
 - Career Certifications
 - Paid Internship
 - Paid Employment
- Each Career Experience must include the following:
 - Student Interview of Career Experience Host
 - Student Reflection of Career Experience
 - Thank You Note to Host (applies to all experiences except for regular, paid employment)
- Students may have **only one Career Experience at the HSHT host organization** during their HSHT tenure.

Deadlines and Reporting Requirements

- The annual goal for Career Experiences is 50% of total student enrollment. It is the minimum expectation that a site will provide seven (7) career experiences based on the minimum student enrollment of fifteen (15) students.
- All students participating in a career experience must complete:
 - HSHT Career Experience Interview form (Attachment 1);
 - HSHT Career Experience Reflection form (Attachment 2); and
 - Thank You Note (Attachment 3).

Copies of these documents should be kept on file at the HSHT host organization for review during the annual HSHT Site Visit.

- Sites will complete the HSHT Career Experience Report (Attachment 4) and submit it to The Able Trust with each quarterly report (October 10th, January 10th, April 10th, and July 10th). Photos depicting each student and Career Experience should be included with the report.



HSHT Career Experience Interview – Attachment 1

Students should take this form to the work site for the career experience. Students and workplace hosts work together to address each question.

Student's Name _____ Workplace Host's Name _____

Company Name _____ Date(s) of Career Experience _____

Primary Industry of Company (i.e. finance, manufacturing, healthcare, etc.) _____

1. What is your title or position?

2. What are your job responsibilities?

3. What are the minimum education and experience required for your job? Are there specific Industry certifications required?

4. What is the work environment for this job? (i.e. high intensity, even-paced, work in teams, work independently)

5. What is the most challenging part of your job?

6. What do you like most about your job?

7. What do you think makes you successful at your job?

8. Are there opportunities for professional development?

9. What are the opportunities for advancement?

10. What suggestions do you have for someone who wants a similar job?

11. What changes do you see in your job in the next five-ten years?

12. Is there anything else that you think is important to know about pursuing a career in your field?



HSHT Career Experience Reflection – Attachment 2

Based on your Career Experience, take some time to think about your future career plans using the following questions:

1. Describe the company/business you visited.

2. What work activities did you observe during your job shadowing experience?

3. What did you like best/least about your experience?

4. What surprised you most about what you observed, heard, did and/or learned?

5. How has this experience changed the way you view the career?

6. If you are interested in this or a similar career field, what are the next steps you should take to prepare you for this career? Be specific.



Career Experience Thank You Note Instructions – Attachment 3

Writing a thank you note to your host is very important to show your appreciation. Some tips:

1. Be timely. Mail your note within 1-3 days of the experience.
2. Address the note to the person you worked directly with during the career experience. If you worked with more than one person, write individual/personalized notes.
3. Check your spelling and grammar. No abbreviations.
4. Be neat. Handwritten notes are best, but typewritten are acceptable.
5. Include your first/ last name and contact information.
6. Begin your letter with a sentence that specifically thanks the employer or company for allowing you to visit. For example, “Thank you for taking time out of your busy schedule to meet with me during my job-shadowing experience yesterday.”
7. State something specific that you learned or enjoyed. For example, “I learned a great deal about how an engineer uses computers, and I really enjoyed taking a tour of the facility.”
8. If you are interested in an internship/future career, express your interest.

A sample thank you letter is included on the following page.

Sample Letter

May 15, 2017

Ms. Mary Jones, Personnel Manager
Jones Public Accounting
123 Central Avenue
Anytown, FL 33333

Dear Ms. Jones:

Thank you for allowing me to visit you yesterday. I realize that this took time away from your regular responsibilities, and I am grateful for all the information that you were able to provide regarding your job at Jones Public Accounting.

Last night, I talked to my family about my experience. I became more convinced that I want to become an accountant, and I am glad you gave me ideas about which classes I should take while in school. I plan to take more math and computer classes next year as you suggested.

Thank you again for giving me this valuable learning experience.

Sincerely,

Jane Smith
Leon High School High Tech
jane@email.com



FY 2025 Career Experience Report – Attachment 4

HSHT Site
(County): _____

Career Experiences – **If a student has more than one Career Experience during the year, list each experience separately.**

Student First Name & Last Initial	Type of Experience*	Primary Industry of Career Experience	Business Name and City	Hourly Wage or Stipend	Indicate if Paid by: HSHT, VR, Employer, CareerSource Florida, Other	Total Hours of Experience	From DEAM Relationship (Y/N)

*Types of Career Experiences: Internship (paid or unpaid), Job Shadow, Volunteer, School-Based Enterprise, Career-Based Exploration, Summer/Seasonal Camp Employment, Career Certification, Paid Employment