

## **What are the expectations of an institute partner?**

Commit to work together for at least one school year with an option to renew annually

Businesses should identify a partnership coordinator to serve as the chief contact for the school

Participate in goal planning sessions with the school's Institute school leadership and/or Institute Advisory Board to determine how best to work together with the school and with other business partners

Support the goals of the Institute/s for a minimum of two opportunities within a one-year period

Provide expertise and available resources from business in support of the student/teacher experience within the Institutes, including industry specific problems of practice.

Track and report the time the business organization spends on the partnership through district designee

Provide available experiential learning opportunities related to industry for institute participants (job shadowing, externships, field trips, etc.)

On-going communication with the school and district for areas of opportunity and improvement

## **What can a partner expect while working with a school institute?**

Partners and school institute activities will vary with the institute career focus as well as resources of the partner. While working with a school, partners can expect that schools may reach out for support with one or more of the following interactions:

**Guest Speakers** - Bring real-world application to the classroom on a one-time or recurring basis.

**Career Mentors** – Meet regularly over the course of the year with a group of students, helping them explore and learn about career fields

**Curriculum Advice** - Recommend Industry Certifications and help edit curriculum to meet industry standards.

**Field Trips** - Promote career fields and allow students to see industry up close in ½ day or full day tours.

**Teacher Externship** – Help teachers stay current and learn practical applications for what they teach. Host a team of institute teachers for 2-3 days in your business.

**Loaned Classroom Instructor** —Teach an industry or technical course for high school students.

**Job Shadowing** – Allow students to complete a job shadowing day in your business. Your employees possess a wealth of knowledge to share with future employees.

**Student Internship** – Select students will participate in a summer internship within a related business or industry. Internships may be paid or unpaid.

**Institute Advisory Board** - Meet a minimum of two times a year with other institute partners to provide industry guidance to the program.

### **Other Examples for Business Engagement Opportunities**

- Academic fair or career club judging or sponsorship
- Career exploration fair
- Club/competition judging or sponsorship
- College planning assistance
- Donate classroom and learning materials
- Donate industry specific equipment
- Email mentoring

- Employability skills training
- Event participation
- Job search skills (resume writing, cover letters, interviewing)
- Provide equipment or supplies/materials
- Provide exit exam and ACT exam tutoring
- Provide Industry Certification training/tutoring
- Teach exploratory/enrichment class
- Incentives for student performance
- Life skills training
- Marketing assistance
- Mock interviews
- Part-time jobs for students
- Provide professional services to school
- Purchase books for library or classroom
- Scholarships
- Serve on school committees
- Share your facility for meetings, training sessions
- Student project facilitation
- Technical training

### **Overall HCDE Goals for Business and Institute Partnerships**

- Provide resources and expertise towards real-world, hands-on academic and industry alignment
- Improve student knowledge, exposure, access and planning for careers and college matriculation in a specific and/ or multiple career fields.
- Provide soft skills and professional learning opportunities

- Promote opportunities for students to transition into pathways for high-wage and high-demand careers
- Support school-level institute goals to improve graduation rates, boost attendance, decrease discipline and improve academic achievement
- Provide opportunities for students to acquire portable Industry Recognized Credentials and Early Post-Secondary Opportunities (EPSO's) through mentorships and training
- Build relationships between students and positive adult role models
- Support positive outcomes for post-secondary success, including further education