



## **Academy/Camp/Exploration Programs**

An **Academy, Camp, or Exploration** is a program that offers practical experience for beginners in an occupation or profession. Internships provide students with the opportunity to observe and participate in daily operations, develop direct contact with job personnel, ask questions about particular careers and perform certain job tasks. Internships can be paid or unpaid work experiences.

### **Checklist for Success\***

#### **For Employers**

- \_\_\_\_\_ Develop the Academy/Camp/Exploration Program to provide varied hands-on experiences within the career field.
- \_\_\_\_\_ Identify interested employees who will work closely with the participants.
- \_\_\_\_\_ Determine the basic skill sets required of participants.
- \_\_\_\_\_ Use the Youth Business Connector to inform schools/programs about your program.
- \_\_\_\_\_ Review applications. Interview and select student participants.
- \_\_\_\_\_ Implement a system for managing the participants to ensure time is well spent.
- \_\_\_\_\_ Complete participant evaluations.

#### **For Educators**

- \_\_\_\_\_ Identify interested and qualified students.
- \_\_\_\_\_ Use the Youth Business Connector to assist students in finding the Academy, Camp or Exploration opportunities.
- \_\_\_\_\_ Connect students to work-readiness workshops within the school and/or community.

#### **For Students**

- \_\_\_\_\_ Research and identify career areas of interest.
- \_\_\_\_\_ Ask your Career Development Coordinator to help you locate an Academy, Camp or Exploration opportunities using the Youth Business Connector.
- \_\_\_\_\_ Attend required orientations and meetings.
- \_\_\_\_\_ Write learning objectives and outcomes.

\* This suggested checklist should be used as a guide and is not comprehensive. Each school and partner organization's process may vary.

## Academy/Camp/Exploration, cont.

### Suggested Employer Process

#### Appoint an Academy/Camp/Exploration Coordinator

Choose someone within your company who you believe will have the time and leadership skills to implement the steps described on the following pages. Having an Academy, Camp or Exploration coordinator at your company will make it easier for participants and staff to know who to talk to regarding the participants' time at the company.

#### Appoint the Presenters

Each activity should have presenters that are experts in the activity or specific aspect of the career being addressed. Ideal presenters should have:

- patience,
- interpersonal skills,
- credibility,
- interest in being a role model for the participants and
- interest in helping the participants grow professionally.

Presenters should be able to:

- to develop and identify objectives,
- offer feedback to the participants,
- comment on the participants' performance,
- help the participants to network,
- communicate the participants learning role to all other presenters and encourage interaction among staff and the participants and
- share all relevant aspects of the organization and career field.

#### Develop clear, daily tasks for the participants, as well as back-up tasks.

Always have specific presentations and activities for the participants and have back-ups ready.

This resource developed by  
Kansas City, Kansas Public Schools  
[http://www.newwaystowork.org/qwbl/tools/kcktoolkit/Guides/How\\_To\\_Guide\\_Internships.PDF](http://www.newwaystowork.org/qwbl/tools/kcktoolkit/Guides/How_To_Guide_Internships.PDF)  
This resource developed by Allegheny Conference on Community Development  
<http://beconnected.aiu3.net/PDFs/EmployerActivityGuideInternships.pdf>

#### Additional Resources:

- NC Public Schools: Career and Technical Education  
<http://www.ncpublicschools.org/cte/curriculum/work-based/internship/>
- Central Piedmont Community College (CPCC)  
[http://www.cpcc.edu/nursing\\_human\\_services/substance-abuse/internship](http://www.cpcc.edu/nursing_human_services/substance-abuse/internship)
- UNC Charlotte  
<https://career.uncc.edu/el>