



FREE Career Planning and Guidance Services for Local Schools

AN INITIATIVE OF THE NORTHEAST MINNESOTA OFFICE OF JOB TRAINING

Details about each resource listed below are available – Just ask your Career EdVenture counselors Tammy and Alysa.

Services Available to Individual Students	Services Available to Classrooms, Groups, or School-wide	
<p>Career Assessments of interests, abilities & aptitude</p> <p>Resume & application development</p> <p>Practice interviewing</p> <p>Job search assistance</p> <p>College/Post-secondary planning</p> <p>Financial aid/Scholarship guidance</p> <p>Access to community resources</p> <p>Transition from high school planning</p> <p> Students can access individual counseling services by contacting Alysa or Tammy at the Int'l Falls Workforce Center at 218-283-9427.</p>	<p>8th Grade:</p> <ul style="list-style-type: none"> • CEOs in the Classroom <p>9th Grade</p> <ul style="list-style-type: none"> • Career Assessments (interest) • Financial Literacy I and Money Management • *Industry Connections (speakers/tours) • Career Exploration <p>10th Grade</p> <ul style="list-style-type: none"> • Navigating Business Culture (workshop) • Career Assessments (interest, values) • Financial Literacy II and Money Management • * Industry Connections (speakers/tours) <p>11th Grade</p> <ul style="list-style-type: none"> • Navigating Business Culture (workshop) • Career Assessments (interest, values, and personality) • Financial Literacy III and Money Management • Job Searching • Postsecondary Planning • Social Networking • * Industry Connections (speakers/tours) • *Career or Job Fairs • *Interviewing (mock, preparation tips) 	<p>12th Grade</p> <ul style="list-style-type: none"> • Navigating Business Culture (workshop) • Career Assessments (interest, values, personality) • Financial Literacy IV and Money Management • Job Searching • Postsecondary Planning • Social Networking • * Industry Connections (speakers/tours) • *Career and Job Fairs • *Interviewing (mock, preparation tips) <p>*CONNECTING WITH LOCAL BUSINESS & INDUSTRY:</p> <p><i>Because your students are our future workforce, Career EdVenture is able to bring business professionals into your school to help educate them on the needs of today's employers.</i></p> <p><i>*Resources with an asterisk involve engaging local professionals to give your students another perspective on their future and get them to start thinking about life after high school.</i></p>

Northeast Career EdVenture (NECE)
Student Request for Services Individual Career Counseling
School District Summary Meeting Notes

School: Falls High School

Today's Date: 10-08-2015

Attendance: Career EdVenture Counselor, FHS Principal, ISD 361 Superintendent

Purpose: Provide individual youth counseling services to grade 7-12 students in a school setting.

- **NECE-I Falls Career Counselors have created a "Student Request for Services" form.** This form will be available in the FHS Guidance Office and on the ISD 361 website for students to complete. Completed forms will be collected by FHS Guidance Office Secretary who will keep them on file until Career Counselors Tammy Riley or Alysa Hackenmueller physically retrieve the student request forms. Extra copies will be provided by NECE.
- **Promotion of Services:** Students will be aware of how to sign up for individual career counseling services through NECE promotional efforts such as posters throughout the school, school announcements, school website and SkyLert phone messages. All requests of this type will be submitted to FHS Principal, who in turn will review/approve and forward to delegated staff. NECE will present services to students in social studies classrooms and to parents/students during parent-teacher conferences and open house events.
- **Student Request for Individual Career Counseling Services Form:** The form lists career topics and asks the student to check the services they are interested in. The form requires students to give their name, phone #, email address, school name, grade level, and age. Students need to check when they are available to meet. NECE Counselors will meet with students at FHS during the school day unless parents give permission or attend an off-site meeting at the Intl Falls Workforce Center outside of the school day. NECE also requires the student provide a parent name, phone number, and mailing address. Forms will only be considered valid with a student signature and date. NECE Counselors will call parents and obtain verbal permission to meet with their child at a time during the school day that does not interfere with regular classroom studies.

Meeting with Students:

- NECE Counselors will make every effort to meet with students during the school day at a time that does not interfere with regular classroom studies. Verbal parental permission for student meeting day and time will be granted to NECE Counselors prior to the student visit. Parents will be invited to attend the individual career counseling appointment also.
- The day of the individual career counseling session, NECE Counselors will request FHS secretary give the student a reminder note of the meeting time and location. NECE Counselors may use the entire class period to offer services but will not meet with a student longer the amount of time allotted for the class period.
- NECE may request FHS meeting space by contacting ISD 361 employee and Facility Scheduler(insert contact info).
- NECE Counselors will bring their own laptop computer. The ISD 361 guest Wi-Fi password is available at the FHS Office.
- A written summary of the individual career counseling services given during the student appointment will be mailed to the parents.