



## Short-Term Career Exploration Request Center for Professional Excellence

Academic Year:  FY  SO  JR  SR

Date:

Name:  Student I.D.:

Home Address:

Phone Numbers: Cell:  Home:  Campus Ext.:

E-mail Address:

Preferred mode of contact:  Cell Phone  Home Phone  Email

Major/Career Interest:

Career(s) I would like to explore:

1.
2.
3.
4.

Term in which I would like to experience career exploration:

Fall  J-Term  Spring  Summer

I am able to provide my own transportation?  Yes  No

Expectations and goals for my career exploration experience:

Referred by:



## Short-Term Career Exploration AGREEMENT

I, \_\_\_\_\_, wish to participate in the Elmhurst College Center for Professional Excellence (CPE) Short-term Career Exploration (STCE) Program. In consideration for being accepted, I agree to do the following:

1. Complete the Short-Term Career Exploration Request, identify careers of interest, and return it to Julie Nearing at the Center for Professional Excellence, Circle Hall.
2. Once I receive notification from the CPE of the professional's name and contact information, I will contact the professional with within 24 hours to schedule a mutually agreeable date and time for the experience to take place.
3. Email Julie Nearing, at [jnearing@elmhurst.edu](mailto:jnearing@elmhurst.edu), the date and time of your scheduled STCE experience.
4. Complete the career exploration experience at the scheduled time, date, and location.
5. If for any reason I am unable to follow through with the scheduled STCE experience, I will notify the professional and Julie Nearing in a timely and professional manner.
6. Observe appropriate dress code, if applicable, for the STCE environment.
7. Complete the Short-term Career Exploration on-line survey evaluation within one week of attending the experience.
8. Send a hand written thank you card/letter to the professional within one week of the experience.
9. Communicate to Julie Nearing at (630-617-3188) in a timely manner, if I should feel uncomfortable or experience any problems during my career exploration process.
10. Complete and submit to Julie Nearing at [jnearing@elmhurst.edu](mailto:jnearing@elmhurst.edu), the Experiential Learning Waiver.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

# Elmhurst College

## ***Experiential Learning Waiver***

(This is a release. Please read carefully.)

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

In consideration for the opportunity to participate in the Center for Professional Excellence off-campus experiential learning, the undersigned acknowledges and certifies the following:

Elmhurst College (the College) itself does not control the way in which this experiential learning opportunity is structured and operated. This experiential learning opportunity is structured by the host site, not Elmhurst College. In coordinating this experience, the College, its officers, trustees, representatives, agents, attorneys, employees, and successors make no assurances, expressed or implied related to the environment which might exist at the site. Each experience may include potential hazards which are beyond the control of the College, its officers, trustees, representatives, agents, attorneys, employees, and successors including, but not limited to, damages or loss of property or injury or death due to any act of negligence of the site, its employees and other persons rendering or participating in the off-campus experiential learning experience.

### INSURANCE COVERAGE

1. I have sufficient health, accident, and hospitalization insurance to cover me during my off-campus experiential learning. I further understand that I am responsible for the costs of such insurance, and I recognize that the College does not have an obligation to provide me with such insurance.
2. I assume full responsibility for any physical or emotional problems that might impair my ability to complete the experience, and I release the College, its officers, trustees, representatives, agents, attorneys, employees, and successors from any liability for injury to myself or damage to or loss of my possessions.
3. I understand that if I use my personal vehicle for transportation to and/or from the off-campus experiential learning site, the College, its officers, trustees, representatives, agents, attorneys, employees, and successors has no liability for injury or property damage which may result from that use. I agree to rely solely on my personal vehicle insurance coverage.

### PERSONAL CONDUCT

I understand that the responsibilities and circumstances of off-campus experiential learning may require a standard of professional decorum that may differ from that of Elmhurst College. Therefore, I indicate my willingness to understand and conform to the professional standards of the off-campus learning site. I further understand that it is important to the success of both present and future off-campus experiences that participants observe standards of conduct that would not compromise Elmhurst College from the perspective of individuals and organizations. I agree, should the program coordinator determine that I must be removed from the program because of conduct that reflects poorly on the program, that decision will be final.

**Experiential Learning Waiver**

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GENERAL RELEASE

I understand and agree that my participation in off-campus experiential learning and use of any facilities in connection with any experiences established related to off-campus experiential learning is undertaken by me at my own sole risk and that Elmhurst College, its officers, trustees, representatives, agents, attorneys, employees, and successors are not liable for any claims, demands, injuries, damages, or actions whatsoever to me or my property arising out of or connected with the experience(s). I do hereby release, acquit, forever discharge and covenant not to sue Elmhurst College, its officers, trustees, representatives, agents, attorneys, employees, and successors from any and all liability whatsoever, including all claims, demands and causes of action of every nature that may arise in connection with my participation in off-campus experiential learning.

This agreement shall be construed, interpreted and controlled by the laws of the State of ILLINOIS.

I, \_\_\_\_\_ certify that I have read and understand all the terms and contents of this **“release and authorization”** and execute it voluntarily and unconditionally.

STUDENT SIGNATURE \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

(If student is under age 18 at the time the experience begins, parent/guardian signature is required.)

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## **CAREER EXPLORATION PROCESS**

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Prior to attending your career exploration experience:

- Register on ECconnect.com
- Look up the professional's job using ECconnect.com "Short-cuts" by selecting...
  - Occupational Outlook Handbook and
  - O\*Net
- Research the company the professional works for
  - Do they have a web-site?
- Things to consider while talking with your professional
  - Roles and responsibilities of the position
  - Personal attributes that compliment the position
  - Education requirements
  - Technology involved
  - Related jobs and careers
  - What types of experiences would help you in securing this type of job
- Setting up the experience
  - Set a time and date that is mutually agreeable with you and the professional
- Things to consider prior to attending the experience:
  - What do you hope to gain from the experience?
  - What expectations do you have?
  - What do you hope to learn?

Meeting with your professional:

- Be prepared
  - Have a list of questions to ask the professional
  - Dress appropriately - if not sure what to wear ask the professional what is appropriate office attire for their place of employment
    - No t-shirts, shorts, jeans, flip-flops, tennis shoes or "typical" college attire
    - Yes to dress shirts, ties, blouses, slacks, modest length skirts/dresses, closed toe shoes, dress shoes
  - Be on time – 10 minutes early is considered on time
  - Ask for business cards from professionals you come into contact with

After meeting with your professional:

- Reflect on the experience
- Complete the on-line Career Exploration Assessment Survey that will be emailed to you
- **Thank your professional**
  - **Send a written thank you note to the professional – NOT AN EMAIL!**

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## **CAREER EXPLORATION TIPS SHEET**

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The following is a list of questions you may ask your career exploration professional.

1.     ***A Little History of Career or Field***  
How has the field evolved--past, present, and looking into the future?
2.     ***Roles and Responsibilities***  
What do you do? Who do you work with? What do you like best about your job?
3.     ***Personal Attributes***  
What kind of personal traits, interests, and styles match this job?
4.     ***Career Ladder***  
What does the career ladder in your field look like from entry jobs to professional levels?
5.     ***Education Requirements and Opportunities***  
What is the basic education and training required for entry to professional levels? What education or training is needed or available to advance and grow in the field?
6.     ***Technology***  
How does technology impact and serve as a tool in your job and in the field in general?
7.     ***Related Jobs and Careers***  
What other jobs and careers could you go into? What other industries or fields could you work in?
8.     ***Learning More About This Career***  
What volunteer/internship or work experience would help me learn more? What studies, classes, degrees, and training programs would you suggest?
9.     ***Professional's Experience***  
What do you value and enjoy about your job or career?  
How does your job or career impact being a parent or family member?  
Has the job or career helped you make a difference in your community?
10.    ***Money Questions***  
It is okay to ask questions about salary range for the position. You may also want some information on how they financed their Masters degree.
11.    ***Personal Questions***  
If you choose to ask the professional personal questions, accept what the professional is comfortable sharing with you.