



CEO Information 2012

Career Experience Opportunities provide an ideal time for students to observe and learn about a profession by shadowing a host in the local community. This is a chance for students to dive into the working world while considering future educational and vocational choices.

Application Process: The [Intent & Application Form](#) requires parental approval. Students are responsible for the completion of all paperwork; meeting deadlines is one way students show they are capable of fulfilling the requirements of a CEO. After turning in Intent & Application Form, the student is to schedule an interview with the Mr. Spodnik. The interview will allow an applicant to (1) ask questions about career possibilities and interests; (2) answer questions about spiritual, academic, and behavioral preparation for the experience; and (3) outline a plan for contacting possible hosts. Accepted students will be notified by July 1 so they can work during the summer to arrange a hosting situation. Students DO NOT need to have a host prior to application, but realize they will be responsible to contact potential hosts upon acceptance into the CEO program.

Hosts: Accepted students will shadow a "host" professional during J-term. The student (and student's family) is ultimately responsible for finding a Christian host in the desired field. We suggest you contact relatives, friends, and church members to see if they would be able to connect you with a possible host. That host must be approved by CVCA during the fall semester prior to the Career Experience Opportunity. If a host cannot be found, we at CVCA will use our contacts to help students attempt to arrange a host when possible, but with no guarantee.

Timeline: One aspect of being an eligible worker is meeting all deadlines in a professional manner. Please print clearly. Obtain all signatures.

Application due to Mr. Spodnik's Office	Due no later than May 12, 2011
Student attends CVCA interview with Mr. Spodnik	May 16 through May 27, 2011
Student searches for hosting possibilities	June 1 through September 2, 2011
Student submits hosting situation for approval	Due no later than September 2, 2011
Contract due	November 11, 2011
Reflection due	January 31, 2012

Requirements: Career Experience Opportunities are a professional yet flexible approach to careers. Accepted students and their hosts should arrange for the most optimum times for "shadowing"; office hours, meetings, or professional development seminars are just a starting point. Minimum time requirement is 40 hours with the host; travel time and lunch are not included in this. Some hosts might prefer daily attendance of approximately five (5) hours, while others might suggest a more flexible arrangement.

Students are required to keep a [CEO Log](#) which they note their hours and activities; the log requires the host's signature. The CEO office will check this log after J-term, so it should be kept current. In addition, students are required to participate in the CEO Moodle in which they discuss their experiences with other students and with Mr. Spodnik. A Moodle is an online, secure, closed discussion board. Only students enrolled in our CEO program will participate in the short, daily discussions.

The culminating requirement is a two- to three-page (2-3) typed reflection paper about the CEO. Details are included in the "forms" section.

Transportation: Students are responsible for their own transportation to hosting sites.

Cost: There is no cost for Career Experience Opportunities.

Credit: A Career Experience Opportunity is worth one (1) J-term credit; like all J-term activities, it is evaluated on a pass/fail basis.

For more information go to: www.cvcroyals.org



CEO Intent & Application Form

Due to Mr. Spodnik's Office by May 12, 2011

Student Name _____

_____ Rising Junior

_____ Rising Senior

Requested Career to Experience: _____

Visit <http://www.bls.gov/oco/> to research answers to the following:

1. What do people in this career do? In other words, give a brief overview.
2. What education or training does this career require?
3. What are the current employment opportunities? In other words, how easy should it be to find a job in this field? Where are the jobs?

Do you have any contacts with individuals in this career? Has someone already agreed to serve as host? Or do you need CVCA's help in setting up a CEO?

Why are you interested in this career? What steps, if any, have you already taken to help you explore this area (e.g., courses, camps, readings)?

Parent Consent Signature _____ Date _____