

BUSINESS PARTNERSHIP OPPORTUNITIES



Building Our Future
WORKFORCE
TOGETHER.



TRI-RIVERS

CAREER CENTER



Dear Business Leader:

Tri-Rivers strives to provide College Bound and Ready-to-Work students with state-of-the-art career technical programs, hands-on training, team building and leadership skills and college preparatory academics. You as a business leader can enhance their skills by providing career-based learning experiences. Your business acumen is vital.

Your investment in time and expertise will help students gain valuable experience and knowledge on their journey to becoming successful contributing adults. Regardless of the size of your business or the amount of time you are able to devote, your expertise and participation are invaluable.

This publication is committed to providing you with options and suggestions of ways you can provide experiences for students that cannot be replicated in their lab environments.

We hope you will consider joining our effort so we can ALL make a difference in the lives of Tri-Rivers Career-Tech Students and in their future success in the workplace. Thank you for your continuing interest in our programs. Your support of the Career Center helps to positively impact the lives of young people—our future workforce and leaders of tomorrow.



Sincerely,
Charles Speelman
Superintendent

Ways you can provide career-based experiences

- *Advanced Placement*
- *Job Shadowing,*
- *Work-Based Experience*
- *Classroom Speaker*
- *Company Tours*
- *Apprenticeship*
- *Advisory Committees*
- *Honor Alumni*



Length of time commitment:

Advanced Placement will take place during the second semester of a student's senior year (15 hours or more of paid, supervised, on-the-job training per week; the placement must be tied to the student's Career Tech Program).

Objectives

- To assist qualified students in securing full and part-time employment in their fields of career preparation prior to graduation
- To provide experience for qualified students on specialized equipment in the field that cannot be replicated in lab
- To provide the necessary support services which will aid qualified students in making the transition from school to the world of work
- To provide an incentive for all students to complete their education
- To provide for an adequate period of training that will enhance the student's chances of being successful in his/her chosen career

Benefits to the Business

- Offers access to student interns with specific skills at a more flexible rate of pay
- Provides the opportunity to preview or evaluate a potential employee in the workplace
- Enables businesses to establish relationships with schools and educators
- Provides an opportunity for employers to discuss curriculum decisions that would prove advantageous to the business
- Requires no obligation to retain the student employee if his/her performance is unsatisfactory

Expectations

- Performance will be supervised by instructor and cooperating employer
- A student evaluation form will be given to the cooperating employer once per grading period by the instructor
- Student weekly report forms will be completed by the student and returned to the Student Placement Services Coordinator
- Performance will be continually evaluated and monitored



JOB SHADOWING

Length of time commitment:

Job shadowing is a one day opportunity for the Career-Tech Student.

The purpose of the job shadowing program is to provide the opportunity for students in various fields of study to observe and experience, on a first-hand basis, the nature of the occupation for which they are training. This unpaid job shadowing program will provide occupational benefits for both the employer and the student. A report form will be completed by the student and returned to the Career-Tech Instructor once the job shadowing is completed.

Objectives

- To provide an opportunity for current students to gain hands-on service/work experience and career awareness in their career-technical fields of study prior to graduation
- To assist current students in gaining job shadowing experience recognized by colleges/universities
- To provide the necessary support services which will aid all students in making the transition from school to the world of work
- To provide for an adequate period of training that will enhance the student's chances of being successful in his/her chosen career
- Students can shadow one day each quarter beginning with the second quarter of their Level I year

Benefits to the Business

- Enables the business to showcase its products, services or work environment to potential future employees
- Provides an opportunity to build relationships with students, educators and schools
- Provides a "snap shot" of a student as a prospective employee

COOPERATIVE WORK BASED EXPERIENCE

Length of time commitment:

One of the most critical problems facing youth today is securing full-time employment in a field where they wish to make a career. The Cooperative Work Based Experience Program at Tri-Rivers Career Center attempts to provide the services which will aid youth in the transition from school to work.

The purpose of the program is to provide the opportunity for students to observe and experience, on a first-hand basis, the nature of the occupation for which they are being trained. This experience will provide occupational benefits for both the employer and the student.

Objectives

- To provide an opportunity for current students to gain hands-on service/work experience and career awareness in their career-technical fields of study prior to graduation
- To assist current students in gaining job experience
- To provide the necessary support services which will aid all students in making the transition from school to the world of work
- To provide for an adequate period of training that will enhance the student's chances of being successful in his/her chosen career

Benefits to the Business

- Enables the business to showcase its products, services or work environment to potential future employees
- Provides an opportunity to build relationships with students, educators and schools



Length of time commitment:

Business representatives can spend up to one class period, 40 minutes or longer if needed.

Students are able to learn first-hand about local industries, employers, and career paths through direct contact with area employers. Business representatives visit the classroom or school and participate in activities such as career days or classroom presentations and demonstrations.

Types of Presentations/ Assistance

Present career information and opportunities

- Explain/demonstrate employability skills
- Collaborate with teachers/students on projects
- Demonstrate business applications and technology
- Serve as a technical advisor to students or teachers
- Critique student work/projects
- Participate in recruiting activities for industry-specific careers

Objectives

- To improve academic skills
- To promote greater awareness of career and world of work information
- To provide students and educators with new material and information

Benefits to the Business

- Provides educators and students with information about an industry or business
- Helps build community relations with schools and students
- Enables businesses to meet qualified students as potential employees

Expectations

The outcome of utilizing a classroom speaker is to increase the student's and educator's knowledge about a business or industry in an interesting and informative way.

Tips

- Work with the educator to define what the presentation or activity will accomplish
- When possible, plan and coordinate the presentation with recent classroom lessons to reinforce the message and its relevance to the curriculum
- Early in the process, inform the educator of any audio-visual equipment or other aids needed so those arrangements can be made
- Understand that the range of student abilities, levels of maturity, and interest areas can vary widely
- Maintain eye contact and a friendly, approachable demeanor
- Allow time for questions and answers



COMPANY TOURS

Length of time commitment:

Company tours should run between 1-2 hours. Times of the tours will vary.

Most companies are able to offer some type of tour. A group tour is a guided event of a company that gives students an opportunity to learn more about industries, occupations and careers available within the area. Group tours are designed for students to observe the many different jobs within a company.

Students learn that there are many technical skills required to perform jobs, as well as soft skills like teamwork, communication and other characteristics that make successful employees.

Objectives

- To provide an interesting and informative career exploration experience
- To give students an inside look at an industry and a specific company
- To stress the importance of taking appropriate classes for success in different occupations

Benefits to the Company

- Allows the company to showcase its products, services or work environment to potential future employees
- Provides insight to educators and students about the education and work skills needed in an industry
- Involves all company employees in the experience
- Provides an opportunity to build relationships with educators and schools

Expectations

After students have toured a company, they should have a good understanding of the types of jobs the company needs to provide its products and services, as well as an understanding of the requirements necessary for a career path within that industry.

Tips – Before the group tour:

- Work with the educator to assist with classroom preparation prior to the visit
- Decide what areas of the company will be part of the tour
- Include as many employees as possible in the tour to allow them to describe their jobs or explain the work process
- Assign sufficient staff to guide the group, with at least one staff for every 10 students
- Arrange for a question and answer period after the tour
- Provide dress attire requirements in writing to the school educator at least 10 days prior to the tour
- Develop a take-away packet, when possible, so students will have reference material after the tour

Tips – On the day of the group tour:

- Provide an overview of the day's activities
- Review the necessary rules and regulations before the tour starts
- Make sure everyone understands safety precautions
- Use caution in areas with operating machinery or safety regulations
- If possible, take pictures for the company bulletin board and for the school's newspaper or bulletin boards

Tips – Company Representative:

- Introduce yourself
- Help students understand the skills needed to do each job within the company • Demonstrate and explain work methods, including hands-on and visual presentations
- Talk about communication, teamwork and employability skills such as attendance and punctuality



Length of time commitment:

Length of training is determined by the needs of the specific occupation within an industry, typically beginning in June prior to the senior year.

The School-to-Apprenticeship (STA) brings employers, students, parents, and schools together in a new way. The business sponsor can interview students who have been pre-screened.

The STA program provides students who are enrolled in a career-technical program the unique opportunity to acquire skills in a real-work environment. All apprenticeships must be registered with U.S. Department of Labor and Bureau of Apprenticeships and Training. STA is limited to a few selected programs within Tri-Rivers Career Center, currently Masonry and Carpentry.

Objectives

- To provide an effective method of training for selected students
- To provide training and educational experiences leading to apprentice training in apprenticeable trades in order to provide skilled journeypersons
- To assist and promote interest in the establishment of apprenticeship training

Benefits to the Business

- Recruit high school students with excellent track records in grades, attendance, and discipline
- Mold the future of today's youth
- Spend less time selecting and training new employees
- Build the foundation of a long-term professional relationship with student-apprentices
- Provides career-technical students a path to high-skilled, high-paying positions with quality sponsors.

SERVE ON AN ADVISORY COMMITTEE

Length of time commitment:

Each career-technical education program has an active advisory committee which meets twice during the school year.

Advisory committees provide a direct, positive link for closer relationships between the school and community in planning, promoting, and conducting effective programs of career-technical education. Members of the business community serve on advisory committees to advise career-technical education programs about the skills required for success in the workplace.

It is crucial that business and industry become more involved with educating our youth and adults. Advisory committees will bring more knowledge about current and future education and skill needs to educators who will, in turn, impart that knowledge to students. The feedback, suggestions, and assistance have been and continue to be a valuable resource as the district strives to develop and improve career-technical programs to better serve students and the community at large.

Functions of Advisory Committees

- Advise on current and projected job needs
- Identify basic skills in the job market
- Assist in establishing proficiency standards
- Assist in providing related work experience
- Provide advice on facilities and equipment needed
- Assist in placement of students
- Assist in advancing and improving career-technical education
- Coordinate functions with board of education and other citizen groups



ALUMNI OF THE YEAR

Nominate Tri-Rivers Alumni

Businesses can nominate any employee who is a graduate of Tri-Rivers Career Center or Center For Adult Education for consideration of receiving an Alumni of the Year Award. These nominations can be made by anyone familiar with the graduate and his/her accomplishments. Nominees should be working in the career field they studied at Tri-Rivers. Nominees from adult programs should have completed full-time programs to qualify.

Award recipients are recognized at Senior Recognition held at the Palace Theater in the spring or the Adult Education Awards Ceremony in the Summer. Nomination forms are available in the Main Office or online at www.tririvers.com.

AWARD A SCHOLARSHIP

Purpose

Scholarships are established to support and encourage students to pursue post-secondary education and training in a specific career field.

Business Role

- Develop selection criteria
- Review all applications and select scholarship recipient by May 1
- Scholarship winners will be announced at the Senior Recognition held in May

School Role

- Distribute scholarship information to all qualifying students
- Provide assistance and guidelines for establishment of the scholarship
- Provide donation receipt to the business



SUPPORT TRI-RIVERS CAREER CENTER

Count us as a partner in helping to prepare today's students for careers in tomorrow's workplace. My business is interested in supporting Tri-Rivers Career Centers by offering the following opportunities:

Check all that apply.

- Offer a paid Advanced Placement to a senior student
- Offer an unpaid Job Shadowing experience to students
- Offer an Unpaid Work Based Experience to students
- Provide a guest speaker to discuss career information and opportunities
- Offer company tours
- Hire a student for an Apprenticeship position
- Provide a representative to serve on an Advisory Committee
- Nominate a graduate for the Alumni of the Year Award
- Hire qualified Career-Tech & College Tech Prep graduates
- Award a scholarship to a student pursuing postsecondary education

Name: _____

Title: _____

Company Name _____

Company Address _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

E-Mail Address _____

Career program interests: _____

Return this form to:
Tri-Rivers Career Center
2222 Marion-Mt. Gilead Rd.
Marion, OH 43302

740-389-4681, Ext. 409

Building Our Future
WORKFORCE
TOGETHER



Tri-Rivers Career Center Student Services
2222 Marion-Mt. Gilead Rd.
Marion, OH 43302

CAREER PROGRAMS

• **Ag & Industrial Power Technology**

Small engine repair to the operation and overhaul of multi-cylinder diesel and gas engines.

• **Automotive Technology**

Diagnosing automotive and truck problems. Training in troubleshooting and repair skills. Automotive Service Excellence (ASE) certification.

• **Building Maintenance**

Basic building maintenance through realistic lab and jobsite training situations. (For students with an Individual Education Plan (IEP).

• **Construction Technologies**

This blueprint-to-finish home experience prepares students for employment in residential and commercial construction.

• **Collision Repair Technology**

Welding, metal repair, refinishing, removal of glass and body parts, fiberglass and plastic repair, frame repair, cost estimating. Automotive Service Excellence (ASE) certification.

• **Computer Networking Electronics Technologies (CNET)**

Design, install and troubleshoot complex computer network systems. Build, upgrade and repair computers. Work in a professional help desk and network administration environment to meet client needs.

• **Cosmetology**

Hair, skin, and nail care for men and women. Preparation for Ohio State Board of Cosmetology licensing exam.

• **Culinary Arts**

Food prep, budgeting, cost analysis, health and sanitation regulations, nutrition, restaurant management.

• **Digital Media & Entertainment**

Create cutting edge multi-media productions using editing, directing and scriptwriting skills. Use your creativity with PhotoShop, Adobe Illustrator and InDesign. Enhance your artistic skills in illustration, animation, logo design, photography, advertising/marketing and traditional art.

• **Early Childhood Education**

The physical, social, mental, emotional and creative development of small children.

• **Floral Design**

Students gain skills necessary for entry-level employment in floral design, as well as introductory greenhouse production.

• **Health Care Professions**

Explore a wide range of medical careers through practical lab experiences at Tri-Rivers. Emphasis on Patient Care Assisting, Medical Assisting and Emergency Medical Technician.

• **Hospitality & Facility Care**

Students work hand-in-hand with employees at Marion General Hospital to receive in-depth training in job site duties. (For students with an Individual Education Plan (IEP).

• **Job Training Program**

A school-to-work program for young adults—ages 18-21. Teaches students with disabilities to live, work and participate in their community.

• **Landscaping/ Garden Center**

Establish, maintain and design landscapes, as well as propagate nursery stock and operate and maintain a greenhouse

• **Precision Machining Technology**

Background in metal machining, blueprint reading, work on engine and turret lathe, drill press, band saw, milling machine.

• **Public Safety Services**

Students prepare for a career in law enforcement, firefighting or emergency medical services.

• **Welding**

Student learn to estimate, read blueprints, sketch, MIG and TIG weld, CNC Plasma CAM Cutting and more.

SATELLITE PROGRAMS

Programs & lab locations are:

• **Engineering Technology** at Marion Technical College Center for Workforce Development. Robotic and engineering projects in a state-of-the-art Computer Integrated Manufacturing facility.

• **Health Technologies** at Marion Harding High School. Explore careers in Nursing and other medical fields. Apply advanced health care concepts, processes and diagnostic procedures. Develop professional work ethic, medical skills and patient/client care.

• **Teaching Professions Academy**

Students explore careers in education based in elementary, middle school, high school or special education classes in this program. Located at Center on Center, 333 E. Center St., Marion





*As a Business Leader
YOU can make a
difference!!*



*Provide students
with with a career-based
learning experience.*



*To help prepare today's students for tomorrow's workplace
call 740-389-4681, Ext. 421*

2222 Marion-Mt. Gilead Road, Marion, Ohio 43302 • 740-389-4681 • www.tririvers.com

It is the policy of the Tri-Rivers School District that educational programs and activities are provided without regard to race, color, national origin, sex and disability.