



*NOTRE DAME – CATHEDRAL LATIN SCHOOL*

*Office of College, Counseling and Support Services*

## **Senior Career Experience Program Site Supervisor Information**

### ***Why does Notre Dame-Cathedral Latin require students to participate in a Senior Career Experience?***

The Senior Career Experience is viewed as an important component to the personal and career development of our students. Through this experience, seniors will have the opportunity to explore and gain valuable insight into their possible career interest areas. By selecting and contacting Career Experience supervisors, seniors will demonstrate the independence and initiative necessary for the work force.

### ***Program Requirements***

The Senior Career Experience must last a minimum of six hours a day for four days, Friday, May 21, Monday, May 24, Tuesday, May 25, and Wednesday, May 26, 2010. This includes a lunch time of thirty minutes. The student's daily activities may include observations, hands-on involvement, or other supervised activities that expose students to the nature of your career.

### ***Supervisor Expectations***

The supervisor and senior should work together to discuss the student's goals for the four-day experience, as well as the logistics (i.e., schedule, parking, etc.). The supervisor will then organize/coordinate daily activities for the senior and complete an online evaluation form at the end of the experience. Supervisors should notify the Senior Career Experience Coordinator, Rachel Siegel, if any questions or concerns arise.

### ***Student Expectations***

The student and supervisor should work together to discuss the student's goals for the four-day experience. Students are expected to report on time, wear professional attire, and demonstrate appropriate behavior at all times. Students must participate in the experience a minimum of six hours a day for each of the four days and are required to complete an online self-evaluation.

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