STUDENT SUMMARY

MISSION
Pair Collegiate rising seniors with alumni, parents and community partners to observe problem-solving, critical thinking, communications and collaboration in the workplace and bring direction to students’ career inspirations and aspirations.

DESCRIPTION
A two-week job shadowing program for rising seniors that strives to create meaningful experiences for each participant. Students prioritize industries of interest from the following list: Architecture and Engineering; Hospitality; Marketing and Communications; Art; Finance; Nonprofit/Public Service; Education; Law; Real Estate; Entrepreneurship; Medicine/Health Care; Technology.

STUDENT TIMELINE
- Tuesday, Oct. 1: Trailblaze Student Announcement in Assembly
- Friday, Oct. 11: Online Application Open to Current 11th Graders
- Sunday, Dec. 1: Application Deadline at 1 p.m.
- Monday, Feb. 10-14: Receive Trailblaze Placement and Information Within 7 days of placement and by Fri., March 6: Accept or Decline Offer With Commitment Form
- Friday, January 31: Complete Resume (Will Require at Least One Friday Appointment)
- Friday, April 10: Return All Release, Permission and Policy Forms
- Weeks of May 4 and 11: Meet & Greets with Mentors
- Monday, June 1: Student Orientation on Campus: 1-2:30 p.m. (All Forms Due)
- Weeks of June 8-19: Two-week Trailblaze Program

REQUIRED RESUME EDITING
BY FRIDAY, JAN. 31 – Ms. Trina Clemans is available to assist groups by appointment on Fridays from Dec. 6 through Jan. 31, from 1:15-2:15 p.m.
DUE FRIDAY, JAN. 31
1. Completed resume after attending one Friday resume workshops with Ms. Clemans

INFORMATION SHARED BY MARCH 29 DURING PLACEMENT PROCESS
1. Any corporate confidentiality or NDAs to be signed, as well as medical immunizations requests if hospitals or health care settings are workplaces
2. Where and what time to meet mentor on the first day of the program, June 8
3. Any workplace safety precautions to ensure Trailblaze is a safe experience
4. Organization profile and mentor bio if available
5. Any security access requirements
6. Parking instructions
7. Lunch recommendations
8. Technology policies and Internet access
9. Appropriate and expected dress for your organization

All forms requiring signatures can be downloaded on the Trailblaze website. Sign and return to Ms. Clemans.

DUE ONE WEEK AFTER PLACEMENT AND NOT LATER THAN FRIDAY, MARCH 6
1. Trailblaze Program Commitment Form

DUE FRIDAY, APRIL 10
1. Photography and Social Media Permission Form
2. Emergency Contact Information Form
3. Guidelines and Policies Form
4. Parent Permission and Release Form

CONSIDER OTHER COLLEGIATE SUMMER PROGRAMS

- The French language immersion experience in Antibes, France, is June 6-20 and conflicts with the Trailblaze 2020 program.
- The trip to China is June 10-20, and conflicts with the Trailblaze 2020 program.
- The Spanish immersion trip departs for Spain June 19. Students will be excused the last day of Trailblaze 2020 should they wish to participate in this experience.
- The annual Lebone Leadership Festival at our partner school, Lebone II Royal College of the Bafokeng, located in Rustenburg, South Africa will most likely take place after Trailblaze 2020 and students should not consider this travel experience to be a conflict with Trailblaze 2020.
BEFORE TRAILBLAZE

CREATE A RESUME
Ms. Clemans will work with students in January, February and March to create individual resumes based on application content.

MEET & GREET
Student placements will be made by February and 30-minute time slots selected soon thereafter for an informal student/mentor Meet & Greet the weeks of May 4 and May 11. During this informal Meet & Greet, there will be time to discuss goals, ideas and schedules with your Trailblaze mentor.

Each Trailblaze experience will be tailored to best fit mentor and company schedules, being mindful of a student’s interest based on his or her application. Students have not applied to a specific department or focus area in an organization – the job shadowing goal is to create meaningful experience in the field in which the student has an industry and/or skill set interest. The schedule is full working days Monday through Friday for two weeks.

BEFORE MEET & GREET
Set three goals for your Trailblaze experience.

RESEARCH YOUR ASSIGNED ORGANIZATION
• Review organization website.
• Review current trends in the profession.
• Review LinkedIn profiles of the organization and its employees.
• Explore potential career paths within the organization and the profession.

PREPARE QUESTIONS YOU WOULD LIKE ANSWERED WHEN YOU MEET YOUR MENTOR AND/OR DURING THE TWO-WEEK PROGRAM
• What do you do during a typical work week/day?
• What skills/abilities/attributes are most important in your work?
• How did you enter this field?
• What preparations (college major, training, other work experiences) would you suggest for someone interested in entering this field?
• What are the areas of growth and decline in this career field?
• What are the most significant problems you face in your specific job, department or organization? To address problems, what attributes do you seek in people you hire?
• What is the average beginning salary for a person entering this career field?
• What are the major divisions of your organization and where does your division or role fit into the larger organization?
• How much flexibility is typical re: innovation, self-expression, hours of work, lifestyle, decision-making (authority), and feedback? Do employees regularly work overtime?
• What percentage of time do you spend interacting with people (staff and clients)? Working independently? Working with a team?
• Must someone in your field expect to be moved about often during his/her career (within the company and geographically)?
• Can you name any relevant magazines, journals or publications that you would recommend I review?
• Do you have any advice for me?
MENTORS MAY ENCOURAGE a two-way conversation by asking open-ended questions about student inspirations and aspirations including but not limited to: What are your favorite subjects in school? Why did you want to participate in this program? and What goals did you set for yourself during Trailblaze training at Collegiate?

MENTORS MAY FIND CREATIVE WAYS to provide a memorable, authentic experience including but not limited to:
• Sharing the variety of materials and resources leveraged to understand advancement and changes in their field
• Reviewing how they manage what can be an overwhelming influx of communication, reading materials, texts, phone calls and emails
• Reviewing corporate external and internal communication policies for social media, email, text and other technology used in their field
• Finding ways to place students in scenarios where soft skills are required
• Planning a series of experiences that expose students to the range of work done in their job, from the fun and exciting to the mundane, yet most pertinent, of tasks
• Talking about performance assessment in their company
• Setting up meetings with Human Resources to learn about the company interview process
• Having a colleague role-play an entry-level job offer, providing insight into negotiating, contract terms, good questions and the role of parents in the job-offer process
• Seeking opportunities to connect students to coworkers with different responsibilities and in different phases of their careers

STUDENT SELF-ASSESSMENT
Collegiate asks each student to complete a Student Self-Assessment toward the end of program (by June 18). The exercise is designed to help students identify strengths and opportunities for growth.
THANK-YOU NOTES
All students should write a letter of appreciation and mail it to their mentor. Letters should be spellchecked prior to writing and sending.

GIFTS
The Collegiate Alumni Office sends gifts to each Trailblaze mentor for their support of the program. A handwritten note from the student is all that is necessary.

STUDENT AND FAMILY CONTACT
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