

STUDENT JOURNAL

Kirkwood
COMMUNITY COLLEGE

**Workplace
Learning
Connection**



Name: _____

Phone: _____

Site: _____

Learning Goal

Employability Goal

STUDENT SAFETY IS EVERYONE'S PRIORITY

Basic steps in risk awareness:

- Discuss workplace safety with parent
- Discuss workplace safety with school leaders
- Participate in an orientation at your worksite
- Understand job responsibilities
- Identify potential risks
- Inform host and WLC supervisor of any concern

In the event of an incident:

- Document date, time, persons involved and the situation
- Inform host or WLC supervisor immediately

Examples of safety risks:

- Harassment, such as sexual or racial
- Identity protection such as social security number if hired
- Physical hazards such as weather, asbestos, machinery, etc.
- Biological hazards such as bio-hazardous waste
- Chemical hazards such as in a laboratory setting

Additional Information:

- www.youthrules.gov
- <http://publications.iowa.gov/18470/1/iowateens.pdf>
(page 8 has a list of jobs too dangerous for under age 18)

Journal Guidelines

Your guided journal experience will challenge you to explore these categories as they pertain to your host site. These weekly focus questions were designed to aid you in conversations with your host and help you achieve a greater understanding of the “big picture.” The program requires you to address the internship questions with your hosts in an interview format each week. You are required to share two journal entries per week on the pages labeled “Tasks & Duties/Reflections on the Workplace.” Enjoy your career exploration journey... Just a reminder that this is your journal to keep. The information you share is confidential and is reviewed at the meetings.

BRING THIS JOURNAL TO ALL MEETINGS

Credits:

Iowa Department of Education, <https://iowacore.gov>

Career Development Network, PO Box 611930 San Jose, CA 95161-1930 Published by Training Systems Inc.,
Camdenton, MO 2006

Instructional Materials Laboratory, 2316 Industrial Drive, Columbia, MO 65202. 1-800-669-2465.
www.iml.coe.missouri.edu

Foster, Chad (1999) Teenagers; *Preparing for the Real World*. Southeastern Educational Publishing.

Kevin Gaw - Courtesy of the National Association of Colleges and Employers. 10/23/14

Two important Congressional acts of the 1990s, the Perkins Vocational and Applied Technology Education Act and the School-to-Work (STW) Opportunities Act, both emphasize providing you, the student, with a “strong experience in and understanding of all aspects of the industry you are preparing to enter.” The acts identify eight associated concepts and skill areas that you should gain some experience and understanding of while engaged in your successful internship experience.

Technical and Production Skills

Specific production techniques - alternative methods.



Underlying Principles of Technology

Integrated study across the curriculum of the mathematical, scientific, social and economic principles that underlie the technology.



Finance

Management of financial operations including accounting and financial decision making.



Health, Safety and Environmental Issues

In relation to both the workers and the larger community.



**ALL ASPECTS
OF THE INDUSTRY
CATEGORIES**

Workplace Learning Connection believes in a vibrant community with a workforce ready for a changing world, and we support the next generation as they navigate and connect to our shared future. We connect today's students to tomorrow's careers through high quality, age appropriate work-based learning opportunities.

**TS
STRY
ES**



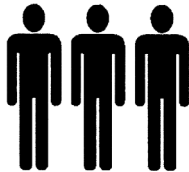
Management

Methods typically used to manage enterprises over time within the industry - methods for expanding and diversifying workers' tasks and broadening worker involvement in decisions.



Planning

Examined both at the industry level and at the firm level. Various forms of ownership, including cooperatives and worker ownership, and the relationship of the industry to economic, political and social context.



Labor Issues

Worker rights, responsibilities and roles.



Community Issues

The impact of the enterprise and the industry on the community, and the community's impact on and involvement with the enterprise.



Interview Question of the Week: **Management**

1. What is the organizational structure of the workplace?
 - What are the basic management responsibilities?
 - Mission statement?

2. Is this a publicly - or privately-held company/organization?

3. How would you describe the “culture of the workplace?”
 - Cultural diversity? Work styles? Flexible scheduling?

Goals should be clear! Visualize the goal - if you can't visualize your goal, you won't get there! Be able to “smell,” “taste” and “touch” the goal! - Dick Knowdell, Career Development Network

Entry 1 **Date:** _____

Tasks and Duties	Observations/Reflections/Thoughts

Entry 2 **Date:** _____

Tasks and Duties	Observations/Reflections/Thoughts

Consider This... Successful people are good listeners. You learn nothing when you hear yourself speak. Practice listening today. Ask a friend or sibling to tell you about a personal dream or goal he or she has. Just listen... Don't judge, alter his/her meaning or offer comment unless he/she asks ask for it.



Interview Question of the Week: **Planning**

1. What are the business/industry project goals?
 - What is the time frame?

2. How will the inevitable changes in technology and the global marketplace impact this plan?

Whether you continue your formal education or start a job after high school, all careers will require continual upgrading of skills. You should expect to be learning throughout your career.

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Consider This... Review your goals. Are your goals SMART? Have you met your goals? if not, do you need to revise? If so, it's time to write a new goal!



Interview Question of the Week: **Labor Issues**

1. What is the wage range of employment opportunities?

- Are employees compensated on an hourly basis or salaried?
- What benefits are provided to employees?

2. What are the hours of work?

- Is there a flexible work schedule available?
- Are staff able to work remotely?

3. What is the benefit of having defined and written policies and job descriptions?

4. How are employees evaluated and promoted?

5. What are workers' rights and responsibilities? Management?

- What labor organizations are involved, if any?

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Consider This... Do you have a dream career in mind? Do you know the projected demand for that career and what you can potentially earn? Check out O*NET online for more information at www.onetonline.org.



Interview Question of the Week: **Community Issues**

1. Who are your customers/clients?

- Who is your “target market”?
- How is customer/client satisfaction measured?

2. What is the public perception of organization?

- Who defines that perception?
- How is that perception shared?

3. How does the business impact and interact with the community?

- Environmentally (noise, odor, waste)?
- Traffic issues/public safety?
- In what key ways does the company help the community?
- How does the community help the company/organization?

National Association of Colleges and Employers polls thousands of businesses each year regarding top-rated skill sets. The top two skills sets in 2014 were the ability to work in a team structure and the ability make decisions and solve problems.

Source: Job Outlook 2014, NACE.

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Tasks and Duties	Observations/Reflections/Thoughts

Consider This... What have you done lately to make this a better world? It's a big world out there and it needs you! Perform a small service for your school, a family member, a friend, a stranger or your community today! Service is an important factor on your high school resume. Service work is a great way to network and meet influential community leaders.



Interview Question of the Week: **Health, Safety and Environment**

1. What are the health and safety concerns within your organization?

2. What are the regulatory agencies involved with this work site?

- Federal?
- State?
- County?

3. What impact does the business have on the natural world (environment, recycling regulations, waste disposal)? Is this a “green” workplace (efficient processes in regard to energy use and the ability to reuse all waste)?

Are you aware of your site’s environmental safety policies? If not, find out today.

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Tasks and Duties	Observations/Reflections/Thoughts

Consider This... Have you written down the names, phone numbers and email addresses of the people you have worked with in your internship? If not, do it today! Successful people have hundreds of contacts for virtually everything under the sun. Make a note on your personal calendar to recontact and connect with these people you have met. Send an email or simply a quick phone call to check in...They will really appreciate it and keep YOU in mind for opportunities that may come their way! **Please check your network contacts on page 30!**



Interview Question of the Week: Finance

1. What are the sources of operational funding (public, private, non-profit)?

2. How does this organization manage financial operations?

- Payroll?
- Income?
- Expenditure?

3. What are the costs of production and service delivery?

- Are these costs fixed or variable?
- How has technology affected cost of operations?

Develop short- and long-term financial goals.

- Understand the concept of setting short-term (next six months) and long-term (beyond six months) goals.
- Evaluate the role short- and long-term goals play in financial success. Assess the impact of goal setting on personal financial success.
- Discuss your postsecondary financial plan with your parents/guardians.

Source: Iowa Core, Iowa Dept. of Education, 2014

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Consider This... Check out resources to help you develop a budget and plan for your post secondary education! Great resources can be found at www.icansucceed.org. Sign up for alerts and reminders that will keep you motivated and informed during your high school years!



Interview Question of the Week: **Underlying Principles of Technology**

1. What academic background or technical training is needed to perform the tech/production skills?

2. What technology is needed in this business/industry/project?

3. How might the needed technology change over the next 5 to 10 years?

Ninety-one percent of Millennials (born between 1977-1997) expect to stay in a job for less than three years, according to the Future Workplace “Multiple Generations @ Work” survey of 1,189 employees and 150 managers. That means they would have 15 – 20 jobs over the course of their working lives! Get prepared for lifelong learning opportunities - today’s workers will need to be constantly updating their skill sets!

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Consider This... Have you told your internship host thank you? Two of the sweetest words a person can hear are the sincerely spoken words “thank you.” It’s important to let your host know you appreciate his/her time and their shared knowledge.



Interview Question of the Week: **Technical and Production Skills**

1. What **basic skills** are needed to get this job done (math, reading, writing and problem solving)?
 - What are the certification requirements for this job, if any?
 - Is there skills testing on the job?

2. What are the **technical skills** needed to get this job done (operating machinery, using tools)?
 - How is training offered to employees?
 - Is cross-training available?
 - Is the work environment deadline oriented?
 - What are the advancement opportunities or career paths available?

3. How are these **essential skills** demonstrated in the workplace?
 - Teamwork
 - Communication
 - Goal setting skills
 - Punctuality/reliability
 - Attitude and appearance
 - Problem-solving skills

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Consider This... What does it mean to deliver quality job performance on time?

- Recognize and understand required standards needed for successful completion
- Set goals and establish timelines to reach required standards
- Establish assessment checkpoints throughout work processes
- Identify quality control issues and make needed adjustments to correct problems
- Take initiative to see job completed without compromising quality
- Reassess process on a regular basis to identify any opportunities for improvement
- Demonstrate ethical behavior and work responsibly, reliably and collaboratively with others

Source: Iowa Core, Iowa Dept. of Education, 2014

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Consider This... Are there transferable skills you are learning now in your job that will benefit your future? Networking connections open the door, knowledge is your degree or certificate, but it is the skills you have that help you get and keep a job!

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Consider This... ATTITUDE IS EVERYTHING! You will have challenges today that may seem insurmountable. Step 1: **BREATHE**. Step 2: **REAFFIRM** your personal abilities...**YOU CAN DO THIS!** Step 3: **You are never alone**. People can help you. Not only can they help you, they want to. Don't ever forget that the combination of a positive attitude, personal confidence and the help of others has always been the basic formula for success.

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Consider This... Career confidence is not self-confidence, nor is it self-assurance of one's capabilities that they can "do the job." Rather, career confidence involves passion, purpose and a realistic career plan. - Kevin Gaw

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Consider This...Passion and Purpose This phrase is tossed around a lot. Is it important? Does it really mean anything? Indeed! Without passion and purpose in what you do, there is no meaning. And without meaning, what's the point of a career plan?

- You do want to enjoy your work, yes?
 - You do want to gain satisfaction from your effort, yes?
 - You do want to feel like you are contributing and making a difference, yes?
- Kevin Gaw

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Consider This...“What is Passion?” Consider the following ultra-brief descriptors. It is:

- An intense, deep and emotionally compelling feeling or desire
- A devotion that permeates everything
- A boundless enthusiasm that consumes you

- Kevin Gaw

Entry 1 **Date:** _____

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Consider This...”What is Purpose?”

- It answers the “Why is this important to me?” question
- It is the meaningful goal to which you aspire, the goal that is awakened when you experience passion

The crazy part of purpose is that it is elusive to many of us because it is hidden by external messages about what success might mean. - Kevin Gaw

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Consider This...Passion + Purpose + Career Plan = Career Confidence
By exploring and combining passion, purpose and your career plan, you have created a powerful combination of career planning that make up “career confidence.” - Kevin Gaw

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Consider This...The Career Plan

The career plan is a dynamic tool, designed to fit your passions and purpose. It does not lock you into a specific path but instead helps you map out possible career paths and options. - Kevin Gaw

Network Contacts

Name/Title	Phone
	E-mail
	Address
Name/Title	Phone
	E-mail
	Address
Name/Title	Phone
	E-mail
	Address
Name/Title	Phone
	E-mail
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	E-mail
	Address

Record of Hours Worked

Week	Date	Hours Worked	Intern's Initials	Host's Initials	Total Hours* to Date
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____
10	_____	_____	_____	_____	_____
11	_____	_____	_____	_____	_____
12	_____	_____	_____	_____	_____
13	_____	_____	_____	_____	_____
14	_____	_____	_____	_____	_____
15	_____	_____	_____	_____	_____
16	_____	_____	_____	_____	_____
17	_____	_____	_____	_____	_____
18	_____	_____	_____	_____	_____
19	_____	_____	_____	_____	_____
20	_____	_____	_____	_____	_____

* Enter your cumulative hours to date.
Example: Week 1 hours = 10, Week 2 hours = 12, running total = 22.



www.workplace-learning.org

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The Workplace Learning Connection is a Not-for-Profit Partnership founded by Grant Wood Area Education Agency and Kirkwood Community College.

Call 319-398-1040 to purchase additional copies of this publication.