

Participation in the Majors is open to *all* TOHS students, however, those who wish to earn special recognition at graduation\* will complete the following:



Ongoing		<b>Active participation a minimum of two years (including senior year)</b>	You do not need to reapply each year. Inform the Career Education staff if you wish to change Majors at the beginning or end of the year. For three-year Majors participants, the graduation program and certificate will indicate "With Distinction."
		<b>Check email REGULARLY</b>	(at least twice a week). Also, inform the Career Education staff of any change in your career interests or email address.
		<b>Attend ALL meetings for your Major</b>	If you MUST miss a meeting: <ul style="list-style-type: none"> <li>- Inform your advisor in advance via email or in person</li> <li>- Complete the makeup assignment</li> </ul> Students who miss two or more meetings without completing makeup assignments will not earn graduation credit for that year in the Majors.
		10 <sup>th</sup> 11 <sup>th</sup> 12 <sup>th</sup>	<b>Project Completed?</b>
Complete once by spring break of senior year		<b>Complete a Job Shadow</b>	Choices include <i>Career Speakers Day</i> (an event held annually at Moorpark College), or arrange to follow a professional in the career of your interest for a few hours (visit K2b two weeks in advance). Special field trips may qualify as a Job Shadow.
		<b>Job Shadow Evaluation Form</b>	**
		<b>Attend a Conference</b>	Choices include: <ul style="list-style-type: none"> <li>• <i>Connecting to Success</i> (11<sup>th</sup> grade)</li> <li>• <i>Money and Me</i> (12<sup>th</sup> grade)</li> <li>• <i>TEDxConejo</i> or <i>TEDxYouthConejo</i>.</li> <li>• <i>outside conferences may qualify</i></li> </ul>
		<b>Conference Evaluation Form</b>	**
		<b>30-hour Internship</b>	A chance to explore a career and make connections (visit K2b in advance!). Complete no later than spring break of senior year.
		<b>Internship paperwork</b>	**
		<b>Internship Essay</b>	**
Senior Year		<b>Resume</b>	By spring break of senior year submit a resume updated to your date of graduation.
		<b>Cord Fee</b>	By spring break of senior year contribute toward the cost of your cord to wear at graduation.

\* Receive a Majors certificate; wear a black double cord with your graduation gown; sit with honored graduates in front section; your name listed in the graduation program.

\*\* Forms available in K2b or online at:

<http://www.conejousd.org/tohs/Academics/CareerEducation/Downloads.aspx>

**When completed, submit to K2b or via Naviance-** your Majors and EThOS Entrepreneurship Academy Headquarters!

# 13 Steps to Success

## *Resume Tips*

- Build your resume now and keep it updated.
- You do NOT need work experience to start your resume.
- Many activities that you do in school or in your free time, you may use on your resume (including the Majors!).
- A resume will give others a professional impression of you which increases your chance of landing the internship or job that you desire.
- Go online for examples of resumes and cover letters.

**Step 1:** Reflect on experiences, skills, and activities and build your resume.

**Step 2:** Get resume feedback from Career Education staff and other adults.

**Step 3:** Revise your resume and use it to land an internship or job.

**Step 4:** Talk to other Majors students, your Majors advisor, teachers, family and Career Education staff to learn about people you can contact for internship opportunities in the career field that interests you. And/or, go online to look for local businesses/organizations that interest you (mention that you are a student in the Thousand Oaks High School Majors Program). Remember that private residences are not allowed for internship locations.

**Step 5:** Phone, email, and/or visit potential organizations/businesses in-person, if possible, with your resume in hand. To make a good impression:

- Dress professionally.
- Introduce yourself with a handshake, a smile, and eye contact.
- Show that you are enthusiastic, interested, and responsible.

Neatly complete any requested job/internship application and, if possible, attach your resume to it. If you desire to go above and beyond, also attach a cover letter.

**Step 6:** Be persistent! Re-contact potential internship locations to let them know you are enthused about an opportunity.

**Step 7:** Once you have landed your internship, come to K2b or go online to the TOHS website:

<http://www.conejousd.org/tohs/Academics/CareerEducation/Downloads.aspx>

under Career Education -> Downloads to print the *Contract and Learning Plan* for you and your internship supervisor to complete, as well as to print your other internship papers.

**Step 8:** Return the *Contract & Learning Plan* to K2b at the START of your internship.

**Step 9:** Always arrive on time or early, ready to learn and help. After completing 15 hours, ask your supervisor to complete the *Internship Progress and Evaluation* form to receive feedback about how you are doing.

**Step 10:** Log a minimum of 30 hours on the *Internship Timesheet* and have your internship supervisor sign it. Also, ask your supervisor to complete a second *Internship Progress and Evaluation form*.

**Step 11:** Reflect on your internship experiences and complete the internship essay.

**Step 12:** Turn in to K2b, your *Internship Timesheet*, both *Internship Progress and Evaluation* sheets, and Internship Essay.

**Step 13:** Write a thank you letter or note to your internship supervisor!