

Participation in the Majors is open to *all* TOHS students.
Those who wish to earn special recognition at graduation* will complete the following:



Ongoing		Active participation a minimum of two years from 10th – 12th grade <i>(MUST include senior yr.)</i>	Inform Career Education staff if you wish to change Majors at the start or end of the school year. You do <u>not</u> need to reapply each year. Students who fully participate 10 th , 11 th and 12 th grades in Majors will be recognized in the program, and on the certificate, as graduating “With Distinction” .
		Check email REGULARLY	Inform Career Education staff of any change in your email address. Communications about meetings, field trips and other information is usually done via email.
		Attend ALL of the <u>monthly</u> meetings for your Major <i>(October – May)</i>	If you MUST miss a monthly meeting: <ul style="list-style-type: none"> - Email and/or inform Mr. Harris in the CCC (D2); and, - Attend another Major’s meeting <u>that month</u> and submit an evaluation form.** Students who miss two+ meetings without completing makeup assignments will <u>not</u> earn graduation credit for that year in the Majors.
		10 th 11 th 12 th	Project Completed?
Complete once by spring break of senior year		Complete a Job Shadow	Arrange to follow a professional in the career of your interest for a few hours (inform Mr. Harris in the CCC [D2] two weeks in advance). Special field trips may also qualify. Complete the Job Shadow Evaluation Form **.
		Attend a Conference	Choices include: <i>Connecting to Success</i> <ul style="list-style-type: none"> • <i>Money and Me</i> • <i>TEDxYouthConejo</i> • <i>Outside conferences may qualify with prior approval from Mr. Harris</i> • Naviance: complete everything under About Me -> My Assessments Complete the Conference Evaluation Form **.
		30-hour Internship	A chance to explore a career and make connections (visit the CCC [D2] in advance!). Complete no later than spring break of your senior year.
		Internship paperwork	**
		Internship Essay	**
Senior Year		Resume	By spring break of senior year submit a resume updated to your date of graduation.
		Cord Donation	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; your name listed in the graduation program (“*With Distinction*” will be added to your name if you participate fully 10th, 11th and 12th grades).

** Forms available in the CCC (D2) or online at:

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



13 Steps to Success

When completed, submit to Mr. Harris in the CCC (D2)

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 during your free time may be used 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 to build your resume.

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

Step 3: Customize your resume to help land a specific 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. Go online to learn more about local businesses/organizations that interest you. Please note that private residences are not allowed for internship locations.

Step 5: Phone, email, and/or visit potential organizations/businesses in-person with your resume. Be sure to mention that you are a student in the Thousand Oaks High School Majors Program. 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 the CCC or go online to the TOHS website: <http://www.conejousd.org/tohs/Academics/CareerEducation/DownloadsForms.aspx> to print the *Contract and Learning Plan* for you and your internship supervisor to complete, as well as your other internship forms.

Step 8: Return the *Contract & Learning Plan* to the CCC (D2) at the START of your internship.

Step 9: Always arrive on time or early, ready to learn and help. After 15 hours, ask your supervisor to complete the *Internship Progress & 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 supervisor sign it. Also, ask your internship supervisor to complete a second *Internship Progress & Evaluation form*.

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

Step 12: Turn your *Internship Timesheet*, both *Internship Progress & Evaluation* forms, and your Internship Essay into Mr. Harris in the CCC (D2).

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

