

Visitation

This packet contains everything you will need to do your visitation.

Arrange your visitation by Friday, November 1.

You must complete your visitation by Friday, November 8.

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Visitation

Instructions for the Student

You are about to have the privilege of visiting a business in our area. When choosing a visitation site, you may choose one that relates to your personal career goals, or one that is totally unrelated, but sounds interesting to you. Regardless of the type of company or career you select, this experience can be an interesting way to learn about the business world.

Here are your instructions and expectations for your visitation:

1. Making arrangements. It is your responsibility to make the arrangements for the visitation. Plan to spend a minimum of 4 hours or as much as a whole day at the worksite.

Initial Contact: Make the initial contact by phone. If it is a large company, contact the Human Resources director to help you set up a visitation.

Confirmation Letter/email: Once you have made arrangements for your visitation, send the host employee a letter/email confirming your appointment with a copy of the **Interview Guide**, so that your host can prepare for your visit. You may wish to use the sample letter in your packet as a guide. Before you send the letter/email, show it to your mentor teacher. (5 pts)

If for any reason you cannot make visitation arrangements, consult your mentor teacher.

2. Parent Permission / Transportation: When you have confirmed the date and time of your visitation, you must make arrangements for transportation. Have your parent fill out the appropriate **permission slip**, and turn it in to your mentor teacher. (5 pts)

3. Absence or early dismissal: If your visitation is during the school day, fill in the form for absence from school and have it signed by a parent. Turn it in to the attendance office the day before your visitation. The form is in this packet.

4. Appearance: Your appearance and behavior reflect on the school.

Please be punctual and polite!

Suggested dress:

Boys: Dress shirt (tie is optional), dress pants (no jeans), shoes (no sneakers).

Girls: Dress or skirt and blouse or dressy pants outfit.

5. **For the visitation:** When you go, take with you:
- the Interview Guide
 - blank paper
 - the verification letter to be completed by your host. Return this letter to your mentor teacher when you return to school. (5 pts)
 - (optional) a camera
6. **Emergency:** If you have an emergency and you are unable to make your visitation, you must immediately notify your host and your mentor teacher.
7. **Thank you:** Write a thank you note/email to your host shortly after your visit. Show it to your mentor teacher before you mail it. (5 pts) There is a sample letter in this packet.

Confirmation Letter/Email: Sample Letter to Host Employee

This is a sample letter that you may use to confirm arrangements for your visitation. Use those portions that are appropriate. You may wish to add a few sentences to personalize the letter/email, or introduce yourself briefly by mentioning your interests, or write why you are looking forward to the visit.

This letter must be typed! Balance the spacing so that the text appears in the center of the page.

Your Address

Date

Name of Host Employee

Company Name

Address

Dear (Host Employee),

Thank you for allowing me to visit you at your (workplace / office) as part of Marple Newtown's Junior Initiative. I would like to confirm the visit for (date) from (time) to (time). If you have any questions, you may contact me at the address above, or by phone at (area code and phone number) after (time) (or leave a message on my e-mail. My e-mail address is: _____)

Enclosed is a copy of the Interview Guide that I will be using for my visit. The interview guide is also available for download at http://www.mnsd.org/content_page.aspx?cid=82&schoolID=1.

Sincerely,

(your signature in ink)

(your name, typed)

Thank you note --Sample letter

Thank you notes should either be emailed or hand-written. If you choose to hand write the Thank you note, you may buy a thank you card or use attractive note paper. The message should be one or two paragraphs. Use the following format for a friendly letter.

Date

Dear Mr./Mrs./Miss _____,

(Message)

Sincerely,

(Your signature)

Prior to emailing or mailing your Thank you note, write a rough draft and show it to your mentor. Your mentor will not allow you to send a note that has misspellings or grammatical errors!

Parent Permission for the Junior Initiative Visitation Required of all Juniors.

(Student)_____ has my permission

to visit (business)_____ at

(address)_____

on (date) _____

from (time) _____ to _____

to complete the Visitation component of the Junior Initiative program.
I will arrange for transportation.

Signature of parent or guardian _____

Date _____

Student: Submit this to your mentor teacher before the visitation. (5 points)

XXXXXXXXXXXXXXXXXXXXX (please detach) XX

Attendance Form

Juniors: Submit this form to the Attendance Office if you will miss school for the Visitation. It is due the day before you go.

Please excuse _____, student number _____

From school on (date) _____

_____ all day

_____ part of the day: from (time) _____ to _____

to complete the Visitation component of the **Junior Initiative**.

Signature of parent or guardian: _____

Date: _____

(This page is intentionally blank)

Verification of Student Visitation

Student Name: _____

Host Name : _____

Company: _____

Address: _____

Tel.: _____

To the host: Thank you for hosting a student in your workplace. Please verify the student's visit by completing the brief checklist below.

Date of visit: _____

Arrival time: _____ Departure time: _____

yes no

___ ___ The student arrived punctually, as scheduled.

___ ___ The student was appropriately dressed.

___ ___ The student was polite.

___ ___ The student sent a letter/email to confirm the appointment in advance with a copy of the Interview Guide.

___ ___ The student was well-prepared.

Other comments : _____

Date _____ Signature _____

(This page is intentionally blank.)

Interview Guide: Student Copy

Host Employee: _____

The Business

Name of Business: _____

Address: _____

Type of products and/or services:

Is this a non-profit organization? _____

Who owns the business?

Does the business have other offices or manufacturing plants elsewhere? Has the business out-sourced work?

Who are the business's competitors?

Is the business growing? _____ If so, which departments are expanding? _____

Has the business undergone down-sizing in the last few years? If so, which employees were affected the most? _____

The department (You may need to use additional paper for your answers.)

In which department does your host employee work? _____

What is the function of this department?

What does your host do?

What are some of the other jobs within this department?

Who are the host's supervisors or superiors in the department?

Does the host supervise other employees? If so, who are they?

How does this department relate to other departments in the business?

The Workplace

Describe the office/workplace of your host.

Describe the atmosphere in the workplace.

What are people wearing? _____

What are the working hours? _____

Are attendance and punctuality important? _____

Do employees in this department often take work home?

What technology is used in the office/workplace?

How do employees get training for new technology?

Your host

What is your host's job title? _____

What educational level is required for the job your host does?

What other background or experience is required to perform this job?

Does your host have contact with customers? _____

Are "people skills" important in this job? If yes, explain why.

Does your host generally work alone or as part of a team?

Does your host travel to other cities for this job?

Does your host attend conferences or workshops to keep up with developments in the field? _____

Is your host required to make presentations to fellow employees or to customers? _____

What technology does your host use?

Describe your host's typical workday.

The career ladder

Entry-level:

What is the entry-level job in the department in which your host works?

How much does an entry-level job pay? _____

What are the qualifications for this position? _____

Does the business provide training for new employees?

About how many applicants apply for each job? _____

Is the business hiring now? _____

Career positions

What is the highest-ranked job in this department? _____

What are the qualifications for this position? _____

What is the basis for promotion within this department?

Is there an opportunity for employees in this department to move to other departments within the business?

Pay (Note to the host and student: Questions regarding pay are to give the student a sense of the range of salaries within a business or department. It would be inappropriate to discuss the pay of any individual employee.)

Are employees in this department paid an hourly rate, a salary, or commission?

Does the business pay overtime? _____

Do the employees receive bonuses for any reason?

Do employees receive business-paid benefits (such as medical insurance)?

What is the range of salaries in this department? _____

How does an employee get a raise? _____

Other Questions:

To the student: please write other questions you may have regarding the business, the department, or the job.

Q _____

A _____

Q _____

A _____

Q _____

A _____

Q _____

A _____

To the host: *The student who plans to visit you will bring a copy of this interview guide on the day of the visit. This is an advance copy for your reference.*

Interview Guide: Host Copy

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Q _____

A _____