

**The Education Cooperative (TEC) Field Study Certificate Program** works primarily with high school sophomore, junior and senior students to provide a job shadow opportunity of professionals in a field of career interest. It is purely observational and students observe for 20 hours total. It is for students who may think they know what they would like to study further, or have a wide range of interests that they are looking to narrow down. Students receive a certificate of completion from TEC when requirements are met, including reflection journals..

★ A **TEC Program Coordinator** interviews each student for interests, motivation, and skill sets; and monitors the placement.

★ A **Mentor** is a professional who allows the student to observe in the professional field, and maintains contact with TEC.

Role of the Mentor:

- Discuss potential students with TEC Program Coordinator
- Provide necessary information about the career and business/organization for the student
- Is responsible for the student even if the student observes other people
- Includes the student in appropriate meetings and conferences, when possible
- Answers any questions the student may have about the career field

Benefits to business: Why partner with TEC?

- To provide students in your community insight into real world career experience
- To help prepare the future workforce by supporting their career exploration
- To give students the opportunity to network and meet professional role models

Ideas for Field Study observations, which may differ by field:

- Attend and observe meetings with colleagues
- Attend and observe client meetings
- Examine social media platforms for the business/organization
- Interview a colleague
- And any other activities that provide a learning opportunity outside the classroom