**Field Experience Program**

The Clean Technologies and Sustainable Industries Early College High School (Clean Tech ECHS) Field Experience Program is designed to prepare students for the daily tasks, requirements and work environment in ways that classroom education cannot. Through an unpaid field experience of 1-3 weeks and a minimum of 40 hours, students will have the opportunity to work on specific tasks and work assignments, and gain valuable work experience in a professional environment.

**Work Assignments:** Students will contribute to a real, meaningful work project that is aligned with his/her skill set. Work assignments will vary from site to site based on employer needs. Our field experience coordinators can work with businesses on identifying work assignments and tasks.

***Examples of Work Assignments:***

• Coding and website re-design

• Testing new applications/products/software

• Team consulting projects

• Client research and competitive analysis

• Designing and administering client surveys

• Social media/Communications strategy

• Assisting with a marketing campaign

**Employer Supervisor Responsibilities:**

* Set schedule and expectations
* Provide work assignments and monitor progress
* Complete a simple and short feedback sheet about the student’s professional skills at the end of the field experience

**Placement Process:**

* If you are interested in hosting a Clean Tech ECHS student for a field experience, please complete the business response form and return to Madeleine Petraglia, Coordinator of Development, at [mpetraglia@bscsd.org](mailto:mpetraglia@bscsd.org).
* The Clean Tech ECHS will host 2 interview sessions at TEC-SMART. If you are unable to attend, you have the **option** to conduct an in person or phone interview at a time convenient for you and the student, or our field experience coordinators can place a student at your company/organization based off your needs.
  + **March 22, 2017, 8:30-9:30AM** | Students completing field experience during spring break (April 17-21)
  + **June 9, 2017, 8:15-9:00AM** | Students completing field experience during the summer of 2017
* Field experience coordinators will place a student a company/organization based off the feedback received from the interviews and the skills required to complete work assignments and daily tasks.
* A field experience coordinator, the site supervisor and student will meet to review expectations before the start of the field experience.

**Business Response Form  
Please complete this form and send it to Madeleine Petraglia at mpetraglia@bscsd.org**

**Company/Contact Information:**

Company/Organization:

Address:

Website:

**Field Experience Information:**

Please indicate when your company will be able to host a student:

April 17-21, 2017 \_\_\_\_\_\_ June 26-30, 2017 \_\_\_\_\_\_ July 2017\_\_\_\_\_\_ August 2017 \_\_\_\_\_\_

Name and Title of Student Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe potential work assignment(s) for the student:

Please list 1-3 main tasks the student will be responsible for:

Please list the type of skills needed for this work assignment: