

LTI 101

For Parents



Learning Through Interests

HOW IS LTI TAUGHT?

LTI is taught through Career Choices classes:

- Career Choices is taught in two phases:
 - 8th Grade: 5 lesson class in the spring
 - 9th Grade: 6 lesson class in the fall
- The Career Choices classes are CTE (Career & Technical Education) classes
- CTE graduation requirement is completed through the classes and internship placements

WHAT DO STUDENTS LEARN?

8th Grade:

Lesson 1: Overview

Middle School Preparation
Intro to CTE
Beyond Big Picture ...
LTI Quick Facts
Roles & Responsibilities
Finding a Mentor – The Contact Search Map

Lesson 2: Communication Skills

Phone Calls
Emails

Lesson 3: Resume & Reference Page

Dos & Don'ts
Example
Create one

Lesson 4: Informational Interviews

What makes a good question?
Develop 10 great questions

Lesson 5: Wrap Up

Develop Packet for new HS Advisor
Summer Activity

9th Grade:

Lesson 1: Overview & Refresh

Quick review of 8th grade class material

Introduce the LTI Timelines: Intern, Advisor, LTI Coordinator

Lesson 2: Research/Search & Explore

Two Situations

Resources

“Fill the Pipeline!”

Not Just Every Thursday!

Document Your Progress – *LTI Activity Log*

Search Activities

Let’s Get Started – *LTI Off-Campus Permission Form*

Lesson 3: Transferrable Skills & the LTI Project

Current Skills

Dream Job Skills

Plan to **Build** Your Skills

The LTI Project – *Project Proposal Template*

Lesson 4: Mentor Relationships & VIBES Orientation

Qualities of a good mentor

Qualities of a good intern – *LTI Internship Attendance Form*

Communication Triad

Mentor VIBES Clearance Packet

Sue Hanlon Presentation

LTI Setup Paperwork:

Worksite Learning Agreement

Hold Harmless Agreement

Lesson 5: Teen Employment Law

Workplace Safety

Appropriate Behavior

Workers’ Rights

Lesson 6: LTI Exhibition & Next Steps

WHAT ARE THE QUICK FACTS?

- **10-12 week placement**; may go all year
- **7 hours every Thursday**
- Hours scheduled **during school day**
- Provide **own transportation**
- Work on projects that **contribute to company and connect to learning**
- **Regular communication** with Mentor & Advisor
- Advisor & LTI Coordinator **will visit** the site
- Mentor and site **will be cleared and approved** prior to going full-time
- Any off-site visit must be approved and **coordinated through Attendance**
- **Informational Interview & a Job Shadow** recommended
- **Appropriate dress** at all times

WHO DOES WHAT?

Parents/Guardians:

- ❖ Help find mentors & provides support with first placement
- ❖ Provides ongoing support & helps with network building

HS Advisor:

- ❖ Leads Advisory class
- ❖ Primary contact for LTI
- ❖ Helps students find internship sites & provides guidance

LTI Coordinator:

- ❖ Teaches high school LTI classes
- ❖ Helps Advisors find internship sites & provides guidance
- ❖ Coordinates and approves Mentors

Community Partnership Coordinator:

- ❖ Helps LTI Coordinator find internship sites & provides guidance

Mentor:

- ❖ Acts as advocate & host at worksite
- ❖ Helps determine a great project

WHAT IS THE PARENT ROLE?

- ✓ Help complete the contact search map
- ✓ Encourage your student to explore careers, ask questions of family and friends, attend events, etc.
- ✓ Canvas personal and professional network to find that first placement
- ✓ Understand where your student is going on Thursdays and that the LTI Off-Campus Permission Form is signed and gets turned into Attendance
- ✓ Support your student with questions about their day and their project
- ✓ Attend exhibitions