



Sample ACES Career Immersion

Sample Itinerary:

10am	Arrival <i>Number of students: 12-18</i> <i>Number of chaperones: 2</i>
10:15am	Organization Welcome and Introduction Students and chaperones gather in a conference room for a presentation on the organization.
10:30am	Professional Areas Tours Break into small groups to shadow individual hiring managers. Students are pre-selected into groups for the tours.
11:15am	Groups switch
12:15pm	Lunch and learn with professionals Panel discussion with five professionals from various departments. An ACES staff member will moderate the discussion. Professionals will discuss their educational and professional pathways allowing time for Q&A with the students.
1:00pm	Closing remarks & group photograph
1:10pm	Current and Future Career Opportunities Presentation on future career and internship opportunities
2:00 pm	Dismissal

ACES Student Information:

ACES was created to provide individualized support to increase college enrollment and completion, especially among student groups that are underrepresented in higher education. Students apply to ACES in 10th grade and, if accepted to the program, are assigned an academic coach during their 11th and 12th grades. Coaching and support through Montgomery College and Universities at Shady Grove will continue for ACES students who choose to attend these institutions. ACES students are a diverse, highly motivated student population looking to earn in-demand degrees locally.

While the central mission of the ACES program is focused on baccalaureate degree completion, it is also necessary for students to be career-ready upon graduation. The ACES Career Readiness Program was developed to ensure that ACES students are well-equipped to enter the workforce. Career Immersions provide students with an opportunity for professional development and provide an in-depth understanding of an organization.

The students visiting your organization will be MCPS high school students. All students have received coaching and training on professionalism and will have completed background research about your organization prior to the Career Immersion visit. They will come prepared with questions, eager to learn.

Worksite Tour:

Professionals volunteering to participate in the worksite tours will host small groups of 3-4 students for 45 minute tours of their worksite. Below are some suggestions for planning a quality worksite tour for students:

- Discuss and share examples of projects.
- Walk students visually through a typical day in your role.
- Choose one or more interesting work tasks to demonstrate for students.
- Consider introducing your assigned group of students to your colleagues and share how you work as a team.
- Show how your work is important to the larger operations at Sodexo.
- Discuss your academic and career pathway that led you to Sodexo and how you have grown professionally within the organization.
- Demonstrate for students how to solve a common work-related challenge.
- Showcase technology you use to solve challenges in your work.
- Allow time for questions as you conduct your tour.

Panel Discussion:

Students and professionals will gather for an informal panel discussion/lunch. An ACES staff member will moderate the panel. The moderator may pose one or more of the following questions to each of the professionals on the panel, and then open the discussion to allow the students to ask questions of the professionals directly.

- Please briefly introduce yourself and share what your role is at Sodexo.
- How did you become interested in working in your industry?
- What were some of the most critical experiences you had as a student or young professional that prepared you for success?
- What advice would you have for a student beginning their college education or preparing to graduate and transition to the workforce?
- What key skills have you learned “on the job” as opposed to in a structured academic setting?

Panel discussions can provide a rich experience for the students because each panelist brings their own perspective. The goal will be to give insight into a variety of career pathways at Sodexo and the industry in general.

Current and Future Career Opportunities Presentation:

A presentation on internship and career opportunities is a great way to give students some insight and tips for making their future applications more competitive with your organization. Here are some suggestions for items to address during this presentation:

- Showcase opportunities for high school graduates, college students and/or recent college graduates at the organization.
- Discuss typical requirements, application deadlines and materials required (for example: cover letters, writing samples, letters of recommendation, etc.) for these positions.
- Share any tips for making the students' applications more competitive with your organization and discuss any issues that may knock their application out of consideration for a position.
- Address any classes or work experiences that would be a benefit to their application.
- Advise if an internship typically requires an interview and communicate any insight into the typical interview process.

Helping the students to navigate the process of applying for an internship or job opportunity with your organization may increase their likelihood of being a competitive applicant in the future.