

Return request to:
 Nedra Starling, Manager, Instructional Design
 The Cleveland Clinic
 Office of Civic Education Initiatives
 1950 Richmond Road TR307
 Lyndhurst, OH 44124



Advancing
 21st Century
 Skills

OFFICE OF CIVIC EDUCATION INITIATIVES

**Cleveland Clinic
 Office of Civic Education Initiatives
 Career Experience & Shadowing Program Request**

PLEASE ALLOW 6 WEEKS FOR PROCESSING OF REQUEST

Welcome to the Cleveland Clinic (CC) Office of Civic Education Initiatives (OCEI) Career Experience (Shadowing) Program (CESP). The goals of the program include: to provide individually structured learning experiences at CC for students interested in the health care field as a potential career choice.

IMPORTANT: To be considered for the program, you must complete all sections of this request form, attach the required evaluation form from your current science teacher and guidance counselor, and your personal essay. Your counselor or teacher **MUST** document your current overall GPA, science grades, and attendance records via their signature. Please print all information except where signatures are requested. Requests may not be faxed. Mail completed application to the address above. If you have any questions you may contact Nedra Starling at 216.448.8304 or starlin@ccf.org Thank you.

CRITERIA & SUPPORT DOCUMENTATION CHECKLIST:

- student must be 16 years of age or older;
- student must have an overall GPA of 3.5 or better on a 4.0 scale;
- no more than five absences and/or tardies combined in the previous semester;
- official copy of school transcript documenting current GPA and attendance (submit with request);
- recommendation form completed by your guidance counselor and science teacher **THIS IS NOT A LETTER – PLEASE USE FORMS PROVIDED** (submit with request);
- copy of your up-to-date immunization record (submit with request);
- current typed copy of your resume' (submit with request).

Student & School Information

Today's Date ___/___/___

| | | | |
|---|-------------|-------------|-------|
| Student Name | | Age | |
| Grade | Overall GPA | Science GPA | Scale |
| Student Address | | | |
| Student City/ST/Zip/County | | | |
| Student Home Phone Number () | | Cell () | |
| Student E-Mail address | | | |
| Requested areas/careers interested in shadowing (indicate four choices) | | | |
| 1. | _____ | 3. | _____ |
| 2. | _____ | 4. | _____ |
| Requested dates (indicate four time frames, both start & end dates, that would meet your program needs) | | | |
| 1. | _____ | 3. | _____ |
| 2. | _____ | 4. | _____ |

| | | |
|--|-----------------|----|
| School Name | School District | |
| School Principal | | |
| School Address | | |
| School City/ST/Zip | School County | |
| School Phone Number () | FAX () | |
| School E-Mail address | | |
| Guidance Counselor Name | | |
| Guidance Counselor Phone Number () | | |
| Guidance Counselor E-Mail | | |
| Science Teacher Name | | |
| Science Teacher Phone Number () | | |
| Science Teacher E-Mail | | |
| Is this request part of a school based program/graded curriculum? Subject _____ | YES | NO |
| Is this activity required? | YES | NO |
| (If not a school program or curriculum, on what basis is this request being made?) | | |

Student must be able to meet these additional requirements prior to the start of an approved shadowing experience.

- completion of application packet (will be furnished once a shadow site is determined) including emergency contact information and medical & liability releases;
- physical exam provided by Cleveland Clinic, which could include a TB skin test, a drug screen and Cotinine testing for tobacco use – you will be advised which ones you require;
- if an ID Badge is required, a \$10.00 deposit for CC photo ID badge, furnished by CC may be required (refundable upon return of ID badge to ID Badge Control at the end of your placement);
- attendance at a brief orientation session covering CC policies including patient confidentiality, blood borne pathogens, fire & safety training and personal appearance & behavior (approximately 2.5 hours long - may also be completed on-line)

This program is designed to provide a meaningful and practical educational and career exposure experience for the student. The following are examples of the types of activities the students may participate in or observe during his/her participation in the program. It is not intended to be a complete or binding list of all program activities.

- Observation of radiological procedures, which may include exposure to x-rays, nuclear medicine technology and other forms of radiation;
- Observation, handling of and potential exposure to laboratory testing equipment and materials (such exposure may include bodily tissues and fluids such as blood, and microorganisms such as bacteria and fungi);
- Observation and potential exposure to bioengineering equipment, electrical charges, and lasers;
- Observation of medical and surgical procedures;
- Access to and possible interaction with patients being treated by health professionals they will be assigned to during the shadow program activities;
- Performance of tasks and participation in hands-on experiences permitted through on-site training by a CC employee and determined skill level of individual student as assessed by the CC mentor.

The Cleveland Clinic will exercise reasonable care in the supervision of the student and the determination of his/her actual assignments during their participation in the program. Students will be provided with protective garments, personal monitoring devices and/or other safeguards (including testing if necessary) as normally provided CC employees present in such areas

PROGRAM GUIDELINES

During this program the student will spend individual time at a facility of The Cleveland Clinic under the direct supervision of a CC employee in their assigned location. The student will also work with other CC employees in that same location. While there, the student will function as a member of that area's work team and be responsible for the tasks assigned, based on skills and training by their CC mentor. Please read carefully the following information and guidelines for the program:

- Students must comply with all CC policies, especially those concerning appropriate behavior, confidentiality of information and dress code (additional department policies may apply);
- Poor behavior may cause interruption in your placement or lead to removal from the program;
- Transportation to and from CC is not provided for the student, they must be able to make their own transportation arrangements; parking passes may be purchased for a nominal fee from our parking office when they have their ID badge made if the assigned location is main campus;
- Lunch is not provided for the student - there are several cafeterias, vending areas and eating facilities on the campus to choose from and most departments have refrigeration available if the student chooses to bring lunch from home (satellite offices and family health centers often have additional choices in their surrounding neighborhoods);
- You must arrive at your designated CC location no later than the assigned arrival time and remain there until the assigned departure time; You must be on time, dressed neatly and appropriately. Absolutely no shorts, torn or baggy clothing, beepers/pagers, radio's, walkman's, portable CD players, TV's, headphones, electronic games, gameboys or cellular phones will be allowed; **(Please see and read attached Personal Appearance Policy)**;
- Prior to participation in this program each student shall submit to their home school evidence of good health and provide certification that they have been immunized against common communicable diseases; a copy of the up-to-date immunization record shall be submitted to the OCEI with CESP participation request;
- In the event the student is, or becomes during the course of the program, injured, sick, pregnant, or otherwise impaired, the student shall immediately notify the Instructional Designer (program coordinator) so their participation in the program can be properly modified as necessary; if the student is injured, or requires first aid or emergency treatment while at CC, CC agrees to make reasonable efforts to immediately notify the parent/guardian that such treatment is necessary - parents/guardians shall be responsible for payment to CC for such care, CC is not obligated to provide any other/additional medical or surgical service to the student - **EMERGENCY CONTACT INFORMATION MUST BE PROVIDED**;
- CC may terminate a student's participation in any and all activities at CC related to this program or any other activities and programs available through our partnership as a result of lack of competence, conduct or behavior which is considered by CC to be a breach of CC policies or detrimental to patient care. Both student and parent/guardian agree that the due process rights accorded the student pursuant to their home School District & Board of Education Student Handbook shall not be applicable to such termination.

Once the career experience program placement is complete, the student must do the following

- return the ID badge to The Cleveland Clinic Office of Civic Education Initiatives or ID Badge Control;
- submit a written report about their experiences to The Cleveland Clinic Office of Civic Education Initiatives along with documentation of completed hours signed by their CC mentor and a completed evaluation form;
- make up any missed classroom work or assignments upon the request of their teachers;

By signing below the Student & Teacher/Counselor Contact for the student understands that

- the student is requesting this shadowing experience as part of a school sponsored program OR the student will be out of school/class during the time assigned to the Cleveland Clinic;
- the GPA's and attendance record indicated below are accurate;
- poor attendance (absences and/or late arrivals), poor behavior and failure to adhere to CC policies can cause the experience to be interrupted or stopped immediately;
- submission of request is not a guarantee that an appropriate placement can/will be made.

Overall GPA _____ Science GPA _____ Scale _____

#Abs last semester _____ #Tardies last semester _____

Signature of Teacher/Counselor Contact

Date

Signature of Student

Date

Please contact Nedra Starling if you have questions - 216.448.8304 or starlin@ccf.org

Return essay form with request to:

**Nedra Starling, Manager, Instructional Design
The Cleveland Clinic
Office of Civic Education Initiatives
1950 Richmond Road TR307
Lyndhurst, OH 44124**



Student Personal Essay for Career Experience & Shadowing Program

Today's Date _____

Name _____ E-mail Address _____

Address _____

City/ST/Zip/County _____

Current Age _____ Birthday _____ Gender F M

Home Phone (_____) _____ Cell Phone (_____) _____

Career Goal _____

Please answer the following statements in at least 50 but no more than 100 words for each statement:

1. "I am interested in a career/shadowing experience at The Cleveland Clinic because:

2. "I possess the following academic skills that would help me in my placement at Cleveland Clinic:

3. "I possess the following personal skills that would help me in my placement at Cleveland Clinic:

4. "I hope to increase my knowledge and skills in the following areas:

5. "I have experience using the following computer software:

6. "If I selected a career today it would be (and state why):

**Cleveland Clinic Office of Civic Education Initiatives
Career Experience & Shadowing Program Recommendation Form**

TO THE APPLICANT

After completing all the relevant questions below, give this form to your current science teacher to complete and return with your shadow program request.

Student Legal Name

Female
 Male

Address

Phone Number ()

FAX ()

E-Mail

School you now attend

County

TO THE EVALUATOR – CURRENT SCIENCE TEACHER

Be sure to sign and date below. Return the original to the student mailing with their shadow request. You may put it in a sealed envelope if you so choose.

Name (Mr./Ms./Dr., etc.)

Title

Signature

Date

Phone Number ()

FAX ()

E-Mail

School

School District

School Address

City

State

Zip

County

Principal's Name

E-mail

Superintendent's Name

E-mail

BACKGROUND INFORMATION

How long have you known this student and in what context?

What are the first three (3) words that come to your mind to describe this student?

Briefly describe the progress this student has made towards successfully completing your class. Describe any successes or difficulty you may have noted in their academic progress.

Student Name: _____ Evaluator Name: _____

Student is currently enrolled in my _____ class. This class is an AP class Yes No

Current GPA in this class is _____ on a _____ scale. Grade/GPA is: weighted non-weighted

Science Fair participation Yes - 9th 10th 11th 12th No

RATINGS

Compared to other students in your class, how do you rate this student in terms of:

| No Basis | Below Average | Average | Good (above average) | Very good (well above average) | Excellent (top 10%) | Outstanding (top 5%) | One of the top few in his/her class |
|-------------------------------|---------------|---------|----------------------|--------------------------------|---------------------|----------------------|-------------------------------------|
| Academic Achievement | | | | | | | |
| Intellectual promise | | | | | | | |
| Quality of writing | | | | | | | |
| Creative, original thought | | | | | | | |
| Communication skills (verbal) | | | | | | | |
| Respect accorded by faculty | | | | | | | |
| Disciplined work habits | | | | | | | |
| Maturity | | | | | | | |
| Motivation/Self Starter | | | | | | | |
| Leadership | | | | | | | |
| Integrity | | | | | | | |
| Reaction to setbacks | | | | | | | |
| Concern for others | | | | | | | |
| Self-confidence | | | | | | | |
| Initiative, independence | | | | | | | |
| Goal Setting | | | | | | | |
| Scientific knowledge | | | | | | | |
| Research skills | | | | | | | |
| Logic skills | | | | | | | |
| Time Management | | | | | | | |
| Organization | | | | | | | |
| Team Participation | | | | | | | |
| Presentation Skills | | | | | | | |
| Overall | | | | | | | |

EVALUATION

Please write whatever you think is important about this student, including a description of academic and personal characteristics, as demonstrated in your classroom or interactions. You may include a list of other courses you have taught the student, noting for each of them the student's final grade, grade level and level of course difficulty (basic, honors, AP, college level, etc.) Feel free to attach an additional sheet or another reference you may have prepared on behalf of this student. **(Any attached information does not substitute for the completion of this form and the ratings section above.)**

By signing below, I certify that the information contained in this form is accurate and complete.

Signature

Date

**Cleveland Clinic Office of Civic Education Initiatives
Career Experience & Shadowing Program Recommendation Form**

TO THE APPLICANT

After completing all the relevant questions below, give this form to your current guidance counselor to complete and return with your shadow program request.

Student Legal Name

Female
 Male

Address

Phone Number ()

FAX ()

E-Mail

School you now attend

County

TO THE EVALUATOR – CURRENT GUIDANCE COUNSELOR

Be sure to sign and date below. Return the original to the student mailing with their shadow request. You may put it in a sealed envelope if you so choose.

Name (Mr./Ms./Dr., etc.)

Title

Signature

Date

Phone Number ()

FAX ()

E-Mail

School

School District

School Address

City

State

Zip

County

Principal's Name

E-mail

Superintendent's Name

E-mail

BACKGROUND INFORMATION

How long have you known this student and in what context?

What are the first three (3) words that come to your mind to describe this student?

Briefly describe the progress this student has made towards successfully completing high school. Describe any outstanding academic or leadership successes or difficulty you may have noted in their progress, including advanced placement, honors and PSEOP participation.

Student Name: _____ Evaluator Name: _____

Student will have completed college credit (PSEOP) while in high school Yes No

Student's current GPA _____ ; Class rank _____ /of (class size) _____ based on _____ semesters.

The GPA scale is 4.0 weighted un-weighted other (specify _____)

Number of Absences in previous semester: _____ Number of Tardies in previous semester: _____

On a scale of 1 to 5, with 5 being "Excellent" and 1 being "Disrespectful/Disruptive", please assess attitude of student as it relates to academic setting: (Circle one) 5 4 3 2 1

RATINGS

Compared to other students in his or her class year, how do you rate this student in terms of:

| | | Below Average | Average | Good (above average) | Very good (well above average) | Excellent (top 10%) | Outstanding (top 5%) | One of the top few in his/her class |
|----------|-------------------------------|------------------|---------|----------------------------|--------------------------------------|------------------------|-------------------------|---|
| No Basis | Academic Achievement | | | | | | | |
| | Intellectual promise | | | | | | | |
| | Quality of writing | | | | | | | |
| | Creative, original thought | | | | | | | |
| | Communication skills (verbal) | | | | | | | |
| | Respect accorded by peers | | | | | | | |
| | Respect accorded by faculty | | | | | | | |
| | Disciplined work habits | | | | | | | |
| | Maturity | | | | | | | |
| | Motivation/Self Starter | | | | | | | |
| | Leadership | | | | | | | |
| | Integrity | | | | | | | |
| | Reaction to setbacks | | | | | | | |
| | Concern for others | | | | | | | |
| | Self-confidence | | | | | | | |
| | Initiative, independence | | | | | | | |
| | Goal Setting | | | | | | | |
| | Logic skills | | | | | | | |
| | Time Management | | | | | | | |
| | Organization | | | | | | | |
| | Team Participation | | | | | | | |
| | Presentation Skills | | | | | | | |
| | Overall | | | | | | | |

EVALUATION

Please write whatever you think is important about this student, including a description of academic and personal characteristics, as demonstrated in school or interactions. Feel free to attach an additional sheet or another reference you may have prepared on behalf of this student. **(Any attached information does not substitute for the completion of this form and the ratings section above.)**

By signing below, I certify that the information contained in this form is accurate and complete.

Signature

Date