



HASPI Work-based Learning & Educational Opportunities Guidelines for Teachers, Counselors & Administration

Guest Speaker Opportunities

1. Official course teachers must be present in the classroom. Please no substitute teachers.
2. Monitor student behavior. Ensure that all students are paying attention and showing respect for the speaker's time.
3. Encourage students to ask questions and take notes.
4. Please follow-up with a "thank you" to the speaker and/or industry provider. This can be a card, note, letter, class picture, or any class project. Have the students sign for extra impact.

Job Shadow & Tour Opportunities

1. Attendees must be trained in HIPAA (Health Insurance Portability & Accountability Act) and Work-Readiness/Soft Skills prior to taking part in a job shadow or tour. Contact Melissa Meneses, HASPI Ambassador, at melissa.meneses@gcccd.edu to schedule a training.
2. Attendees must wear business casual attire. Discuss a plan for students without appropriate clothing to borrow what they need in order to participate.
 - Appropriate Attire – Health Career Pathway or school uniforms; sweaters (except sweatshirts); polo shirts; button shirts; slacks; khakis; dresses; skirts; skorts; comfortable, clean close-toed shoes; etc.
 - Inappropriate Attire – hoodies/sweatshirts; t-shirts (unless they bear a matching Pathway/school designation); tank tops; halter tops; crop tops; rock band, anarchy, or other graphics; jeans; camouflage; shorts; saggy pants; flip flops; sandals; high heels; pajamas; etc.
3. Arrive to facility on time. If a class tour, the lead teacher should bring the industry contact's telephone number and also request the bus driver's cell number.
4. Encourage professionalism. Ensure that all students are paying attention.
5. Students must refrain from cell phone usage including phone calls and text messages.
6. Encourage students to ask questions and take notes.
7. Please follow-up with a "thank you" to the industry provider. This can be a card, note, letter, class picture, or any class project. Have the students sign for extra impact.

Internship Opportunities

1. All internships have different requirements. Please follow specific instructions on the applicable "Internship Information" document, which is provided during recruitment.