

## OREGON EPISCOPAL SCHOOL DISCOVERY PROGRAM

# Host Organization Information

### **WHAT IS DISCOVERY?**

Discovery is an experiential program which teaches students at Oregon Episcopal School how to create their own educational experiences outside of the classroom. Students identify their personal interests and develop ideas of apprenticeships which address their interests and utilize their talents. To complete the program, they must arrange and participate in a five-day, forty-hour apprenticeship with the business or organization of their choice, and submit a journal detailing the experience.

We strongly encourage students to seek out apprenticeships which will allow them to learn through being actively involved in the day to day operations of the organization. Ideally, the students will contribute to the organizations by sharing their talents. By creating and participating in a week-long apprenticeship, students begin to bridge the gap between work and school.

### **ROLES OF THE HOST ORGANIZATION AND SPONSOR**

The sponsor is the primary representative of the host organization and serves as a liaison between the student and the organization. Sponsors should seek to fully immerse the student into the culture of the workplace while causing the least amount of disruption. The responsibilities of the sponsor are as follows:

- to discuss with the student the apprenticeship opportunities available within the organization
- to determine with the student whether an apprenticeship within the organization would meet the student's interests, and what the student can contribute over five days
- to complete the Project Proposal with the student two weeks prior to the first day of the apprenticeship
- to act as the student's host within the organization, and provide on-site supervision for the student by answering questions and discussing relevant issues
- to fill out the brief evaluation of the experience at its conclusion. The student will provide the evaluation form and is responsible for giving the completed form to the Discovery Coordinator.

## **RESPONSIBILITIES OF THE STUDENT**

Students must set up and carry out their apprenticeship. Specifically, their obligations are as follows:

- to identify their interests, formulate ideas of apprenticeships addressing those interests, and identify potential host organizations
- to contact potential host organizations and sponsors, and discuss apprenticeship opportunities
- to select a host organization
- to complete a project proposal with all necessary signatures, and submit the form to the Discovery Coordinator by the designated deadline
- to complete a five-day, forty-hour apprenticeship with the selected organization
- to complete a 5 page writing about your experience at the end of the apprenticeship which reflects their thoughts, feelings, ideas and responses to their Discovery
- to give sponsor their evaluation form to be completed at the end of the apprenticeship
- to complete a student evaluation form at the end of the apprenticeship, and hand this form and the writing assignment to the Discovery Coordinator within one week of completing the apprenticeship

Thank you for being a part of the Discovery Program. If you have any questions, please contact:

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