Career Pathways Faculty Best Practices

Pre-Event

- Students will be selected based on criteria created by the PMA Foundation:
  - Faculty can select up to four (4) students to attend the Pack Family Career Pathways Program
  - Criteria:
    - Students should be juniors (preferred) or seniors (undergraduate). Seniors to be accepted on a case by case basis after review from the PMA Foundation staff.
    - Students should not yet be committed to a career in the produce industry.
    - Students should not yet be committed to a career in other career sectors.
    - Students should not currently working in or already had an internship in the produce industry.
    - Students should not be the child of a produce industry leader.
    - Students should not yet have already accepted a job in any industry.
  - Suggested participants outside of these criteria will be evaluated on a case by case basis.

- Faculty will review and accept the Faculty Acknowledgement of Responsibilities provided electronically on the program microsite.

- Faculty participation (pre-event, on-site and post-event) is required or students will not be allowed to participate.

- Faculty is required to participate in pre-event meeting with PMA Foundation staff to prepare for the program.

- Faculty will meet with students upon selection into the program to:
  - Ensure students are prepared for the Career Pathways event by using PMA Foundation materials, the Student Checklist and the available microsite documents
  - Review the Student Acknowledgement of Responsibilities and program expectations
  - Encourage the review of the PMA Foundation website, event website and other website links provided by the PMA Foundation

- Faculty will conduct a session with the current year’s students and at least one past participant to provide an opportunity for questions and feedback from someone who has previously attended (if applicable).

- Faculty will conduct at least one session with the students no later than one week before their departure for the program. Materials prepared by the PMA Foundation and distributed to the faculty will provide a standard overview for all students.
  - Items to be discussed with students:
    - Travel plans*
      - For Air Travel to Career Pathways program destination (if applicable):
        - Travel to and from the departing airport (non reimbursable)
          - Parking at airport for one (1) car only per university
        - Travel to and from the destination hotel and airport
Items to be discussed with students (continued):

- For Ground Travel to Career Pathways program destination (if applicable):
  - PMA Foundation will cover parking expenses for up to three (3) cars at designated hotel. Plan accordingly with your students.
  *If necessary, additional reimbursements are to be presented by faculty and subject to review by PMA Foundations during travel planning process.*

- Expense Guidelines
  - Reimbursable expenses/Non-reimbursable expenses
    - Meals covered as indicated in the University Agreement

- Conduct and Program Participation Expectations
  - Attendance at Career Pathways sessions & Receptions
  - Fresh Summit Workshops & Receptions
    - Exceptions must be approved by PMA Foundation Staff.

- Packing suggestions
  - Appropriate dress for each event
    - Include tours and banquets (if applicable)
  - PMA Foundation will cover the airline baggage fee for *one (1) bag* per person

- Student Project
  - Review of guidelines and preparation suggestions provided to the students prior to the event
  - Student contact with Career Ambassador – receive update from students prior to event.
  - Reminder of ALL documents posted on Pack Family Career Pathways program microsite
    - Suggestions for preparing for Fresh Summit
      - Review PMA website for:
        - First Timers Video
        - Exhibitor List
        - Attendee List

On-Site at Event
- Faculty and students will attend all mandatory event programming.
- Faculty plays an important role in helping to ensure that student participants attend all mandatory events to make the most of the program.
  - Faculty is informed of any time during event programming that student spends away from event programming attending outside meetings, receptions or dinners with Career Ambassador
  - Faculty and/or student MUST receive approval from PMA Foundation staff prior to student’s acceptance of invitations to meetings, receptions or dinners in conflict of mandatory Career Pathways programming.
- Faculty to check in with students and provide guidance with Student Project.

Post-Event
- Faculty will communicate post-event deadline reminder for Expenses Reports to their students.
- Faculty will submit Expense Reports to the PMA Foundation by determined submission date.