



## High School Collaboration and PCTO

As an American institution of higher education in Rome, John Cabot University promotes interaction between an international academic community and its surroundings. JCU offers cultural resources and educational activities to Italian high school teachers and their students. In the context of *PCTO* (ASL Dlg.107/15), JCU offers a variety of activities to high school students. All activities are in English and are free of charge.

**[How to Write a CV and How to Prepare for a Job Interview](#)** This course, created especially for PCTO, is structured in 3 phases and offers 13 hours for PCTO.

**[Italy Reads](#)** JCU's English language reading and cultural exchange program, now in its 10<sup>th</sup> year, provides a variety of activities around a work of American literature. These activities are available for 2-120 hours for PCTO.

**[Italy Writes](#)** (*not currently available for PCTO*) JCU's national English language Creative Writing Contest for high school students whose primary language of instruction is not English. Since 2010, this contest has encouraged and recognized excellence in students developing their creative voice in the English language.

**[Italy Pitches](#)** JCU's [Institute for Entrepreneurship](#) offers this national, English-language pitching competition for Italian high-school students. Participating students will select a non-profit organization, study it and create a pitch to convince the audience to donate to its cause. This activity offers 10 hours for ASL.

**[Italy Starts](#)** Peer-to-Peer Mentoring Program – An Entrepreneurship Mentoring Program in English Participating JCU/partner university students (Mentors) volunteer to work with Italian High School Students (Mentees) to solve real business problems or develop business models for their business or social venture idea. This activity offers 40 hours for PCTO.

Find out more at: [Activities for High Schools](#) (English) and [Attività per le Scuole](#) (Italian).

Obligatory registration. Contact [alternanzascuolalavoro@johncabot.edu](mailto:alternanzascuolalavoro@johncabot.edu) indicating which project(s) interest your students. Places are limited. Requests will be satisfied on a first-come basis.

## Professional Development for High School Teachers

Each year, Italy Reads Scholarships are available for High School Teachers to attend a Professional Development Training Course on the author selected for the subsequent academic year. 120 teachers have benefitted from this opportunity to date.

A formal institutional agreement is obligatory. If your school does not appear among the list of [PCTO Partner Schools](#), write to [alternanzascuolalavoro@johncabot.edu](mailto:alternanzascuolalavoro@johncabot.edu) for details.



## **PCTO at JCU – Frequently Asked Questions**

### **How can my students participate?**

First, consider all the activities offered by JCU. Students should be registered to participate only in those activities that interest them. They must commit to the dates and times. An Agreement for *PCTO* must be signed by both institutions.

All schools must sign an Agreement valid for the academic year. If the school is not listed on our website at signed **PCTO Partner Schools**, write to [alternanzascuolalavoro@johncabot.edu](mailto:alternanzascuolalavoro@johncabot.edu) indicating the project(s) of interest to your students. You will receive details on availability of activities and how to proceed.

### **How does it work?**

1. The High School PCTO Tutor contacts the JCU PCTO Tutor at [alternanzascuolalavoro@johncabot.edu](mailto:alternanzascuolalavoro@johncabot.edu) requesting availability for specific activities, based on the descriptions and criteria posted on our website at [Activities for High Schools](#).
2. The JCU PCTO Tutor confirms which activities are available and for how many students to High School PCTO Tutor and sends the PCTO Agreement and the Excel spreadsheet where student activities will be tracked.
3. The High School PCTO Tutor enters the name, school, class and activity requested for each student. These documents are then sent to the JCU PCTO Tutor at [alternanzascuolalavoro@johncabot.edu](mailto:alternanzascuolalavoro@johncabot.edu).
4. The JCU PCTO Tutor confirms which activities are available and the number of students that can be accommodated.
5. The High School PCTO Tutor receives confirmation of presence and evaluation for activity at JCU.
6. The High School PCTO Tutor enters the total hours and evaluations as received from JCU onto the shared Excel spreadsheet.
7. The High School PCTO Tutor sends this completed spreadsheet to the JCU PCTO Tutor at [alternanzascuolalavoro@johncabot.edu](mailto:alternanzascuolalavoro@johncabot.edu) for PCTO Certification between 1-15 April. Certification will take place 15-30 April.
8. Priority is given to 5<sup>th</sup> year students.

### **Can students be excluded from the activity?**

Yes. If the rules of the institution and the project are not respected, after 1 warning, students unable to respect the agreed conditions will be excluded from the activity with no certification of completed hours. Any student who disturbs the activity showing little or no interest in participating will be excluded from the program. Partial certification is not provided.

### **Do students receive evaluation and certification of the PCTO hours completed?**

Yes, they do. At the end of April, certificates are provided for the completed activities. No certification will be given for incomplete projects. Activities must be concluded by the end of the academic year.



## **REGISTRATION FOR SPECIFIC PCTO AT JCU ACTIVITIES**

### **How do I receive confirmation of participation in PCTO at JCU activities?**

Registration for all activities is obligatory. Places are limited. Write to [alternanzascuolalavoro@johncabot.edu](mailto:alternanzascuolalavoro@johncabot.edu) indicating the project(s) of interest to your students. You will receive confirmation of participation including dates and times of sessions (as applicable).

### **Can my students register themselves for an PCTO activity at JCU?**

No. Registration for PCTO activities must go through the High School PCTO Tutor. Students are responsible for informing themselves of the date and time of the session, for arriving punctually, and for signing in to confirm their presence at the session.

### **How do we know if we are registered for a session?**

You will receive confirmation from the JCU PCTO Tutor.

### **Do we need to provide dates for the entire duration of the project from the start?**

The High School PCTO Tutor will receive the dates and times of sessions available and the maximum number of students accepted to each session from the JCU PCTO Tutor.

### **Do students have to sign in to confirm their presence at an PCTO activity at JCU?**

Yes. A copy of this confirmation is sent to the High School PCTO Tutor after the activity.

## **Regarding “Write a CV and Prepare for an Interview” for PCTO**

### **What online material is available for my students to study on their own or in groups during Phase II and where can I find it?**

You can find this material on our website.

### **Can students receive PCTO credit for hours spent with me and their classmates studying the online resources in class at Phase II?**

Certainly. Only the 5 students registered for the Project will receive the PCTO certification.

### **How many hours do students earn for PCTO for this and other PCTO at JCU projects?**

Please refer to the chart on our website Activities for High Schools.

## **Regarding all PCTO at JCU activities**

### **Does the high school teacher and/or PCTO Tutor need to be present at the sessions at JCU?**

It is not necessary, but you are welcome to attend.

### **Will there be make-up sessions for students who are absent?**

No. There are no make-up sessions. The High School PCTO Tutor has the option of arranging for and certifying integrative activity (where feasible) for the student who misses a session for medical reasons. JCU cannot certify this.

### **When are the PCTO certifications issued?**

The High School PCTO Tutor sends the completed spreadsheet to the JCU PCTO Tutor at [alternanzascuolalavoro@johncabot.edu](mailto:alternanzascuolalavoro@johncabot.edu) between 1-15 April.



The JCU PCTO Tutor issues certifications between 15-30 April. Priority is given to 5<sup>th</sup> year students.

**How can my students and I be sure to receive information about new offers for *Percorsi per le Competenze Trasversali e per l'Orientamento (PCTO)* at John Cabot University?**

Check our website regularly for updates.

**How can a teacher or student receive information about PCTO and John Cabot University directly?**

Write to [alternanzascuolalavoro@johncabot.edu](mailto:alternanzascuolalavoro@johncabot.edu) requesting to be added to our mailing list. You will receive information about PCTO and public events at JCU.

However, students cannot register themselves individually for a PCTO activity. This can be done only through the High School PCTO Tutor.

**Is there a fee to pay for PCTO activities at John Cabot University?**

No. These activities are offered to the community by John Cabot University free of charge.