



PATHFINDER|Auburn

AUBURN HIGH SCHOOL

Student/Parent Manual

Audrey Marshall
Work-Based Education Coordinator

College & Career Readiness Program

Prospective Work-Based Education Student

Congratulations! You have the opportunity to participate in the Auburn High School Work-Based Education/Work-Based Learning (WBL) Program, Coopportunties. Participating in this program is the beginning of an exciting and rewarding career pathway.

Through Work-Based Education/Work-Based Learning, classroom learning is combined with work experience. Along the way you will be expected to meet certain standards. Knowing what is expected of you at school and during your worksite experience will help you to succeed, so take the time to review the following pages carefully in addition to visiting the *Coopportunities* website at:

<http://audreymarshall.wix.com/coopportunities>

With the privilege of being a Work-Based learning student comes the responsibility involving career commitment and continued effort on your part. The fact that you have elected to participate in the Work-Based learning program shows that you are willing to strive for success and to build a foundation for your future career.

Along with your responsibilities on the job, there are responsibilities you are expected to fulfill as described in this Work-Based Learning Student-Parent Manual.

You are expected to sign out a minimum of once weekly and EACH TIME you visit room 108 as instructed by Mrs. Marshall Work-Based Education Coordinator. You should also plan to meet with the WBE Coordinator as needed to fulfill course requirements. Bring the following to each meeting:

- **Portfolio/Notebook (A copy of the Work-Based Learning Student-Parent Manual should remain in your portfolio as a reference.)**
- **Monthly Hours Worked-Wage and Hour Reports**
- **Check Stubs or Internship Hours Verification**
- **Employer Evaluations**
- **Portfolio assignments when due during the semester**
 - **Assignments, along with due dates, will be posted on the coordinator's website and to Schoology.**

Students are to meet with the Work-Based Learning Coordinator during the Work-Based Education period shown on your schedule to either sign out and/or to attend scheduled meetings.

IMPORTANT NOTE:

- **Students will not leave school early on the first day of school or the start of a new semester.**
- **Make plans inform your employer that you are REQUIRED to meet with the Work-Based Education Coordinator until ALL paperwork has been submitted.**
- **Students are required to inform employers of schedule adjustments needed for special testing days and other school related events. Students must follow scheduled adjusted class times.**

Best wishes as you begin on this new venture. I wish you success and pledge my support during this exciting endeavor.

Audrey Marshall, Work-Based Education Coordinator
Auburn High School Coopportunties Worked Based Learning Program



AHS Work-Based Education STUDENT APPLICATION FOR ENROLLMENT

Name _____ Phone No. _____

Address _____ Cell Phone _____

E-mail address _____

Age _____ Date of Birth _____

Do you have a driver's license? () Yes () No Do you have access to a car? () Yes () No

Reliable transportation is required to participate in co-op.

Occupational Program Completed or Enrolled In _____

Career Objective _____

Parent/Guardian Name(s) _____

Parent/Guardian Address _____

Parent/Guardian Telephone _____ Cell # _____

Indicate the type of business in which you prefer to work: *(Example: bank, dental, department store, legal, manufacturing, insurance, medical, food service etc.)*

First Choice _____ Second Choice _____

To be eligible for co-op, you must have successfully completed two career tech courses or have completed one and be enrolled in the second.

1. _____ 2. _____

Which period do you prefer to take Work-Based Learning? 1st ____ 3rd ____ 4th ____

Are you under a doctor's care? () Yes () No Do you have any health problems which would interfere with your regular attendance on a job? () Yes () No If so, please explain. _____

Previous Work Experience

(List most recent position first.)

| Employer | Type of Work | Employment Dates |
|----------|--------------|------------------|
| | | |
| | | |
| | | |

Class Schedule for 2015-2016 (to be filled out at beginning of school year)

| | Class | Teacher |
|---------------------------------------|-------|---------|
| 1 st Period (Term or Blue) | | |
| (White) | | |
| 2 nd Period (Term or Blue) | | |
| (White) | | |
| 3 rd Period (Term or Blue) | | |
| (White) | | |
| 4 th Period (Term or Blue) | | |
| (White) | | |

List as references the names of three (3) teachers who can attest to the quality of your work. Attach the three reference forms to this application.

1. _____
2. _____
3. _____

To the Student:

Work-Based Education provides an opportunity to be considered for employment in businesses and industries in our area. When you enroll in Work-Based Education, you indicate that you are sincerely interested in putting forth your best efforts to receive on-the-job training. It is ultimately your responsibility to be employed **before** the first day of school or you will be dropped from the program. Additionally, you have read and understand all policies/procedures listed in the Work-Based Education/Work-Based Education (WBE) Student Manual. If you accept this responsibility, please sign in the space provided.

Student Signature _____ Date _____

To the Parent/Guardian:

Do you consent to your child entering Work-Based Education and agree to cooperate with the school and the training agency in making the training and education the greatest possible benefit to your child? Additionally, you have read and understand all policies/procedures listed in the Work-Based Education (WBE) Student Manual. If so, please indicate your support and approval with your signature.

Parent/Guardian Signature _____ Date _____

To Be Completed By Work-Based Education Teacher-Coordinator

Current Attendance Record: No. of Absences _____ No. of Tardies _____

Current Disciplinary Record: Total Reports _____ Cumulative GPA: _____

List courses that determine students' eligibility: _____

Status of Application: () Pending () Approved () Not Approved

Comments: _____

Date Employed _____ Employer _____

Employer's Address _____

Supervisor/Mentor _____

Telephone _____ Beginning Rate of Pay \$ _____

**Auburn High School
Work-Based Education/Work-Based Experience
TEACHER RECOMMENDATION FORM**

_____ has applied for enrollment in the Work-Based Education program. Students in this program receive classroom instruction in workplace practices and procedures, and are placed in training stations where they develop technical skills and obtain valuable experience under supervision. The cooperation of business and industry will continue only if the students they employ have the proper attitude and interest to profit from on-the-job training toward a career objective. Using your knowledge of the student, please rate the student on the characteristics indicated.

| Rate qualities by checking the proper right hand column | Poor | Below Average | Average | Above Average | Superior |
|---|-------------|----------------------|----------------|----------------------|-----------------|
| Dependability: Able to work without supervision, prompt, sincere, consistent, truthful | | | | | |
| Cultural Refinement: Courteous, considerate, good manners, appreciative | | | | | |
| Leadership: Aggressive, forceful, resourceful, able to inspire others to act | | | | | |
| Industriousness: Persistent, good work habits, makes wise use of time | | | | | |
| Thoroughness: Accurate, completes work carefully | | | | | |
| Personal Appearance and Grooming: Clean, neat in appearance, orderly, poised | | | | | |
| Ability to Get Along With People: Adaptable, friendly, tactfully, cooperative, respectable | | | | | |
| Social Habits: Good attitude, self-control, honesty, not inclined to argue or complain | | | | | |
| Attendance: Present and on time, begins work at once without delay | | | | | |
| Mental Alertness: Attentive, interested, observing, eager to learn | | | | | |

Employability

If you were an employer or job supervisor, would you want this student working for you?

() Yes () No

Would you be willing for this student to represent the school on the job?

() Yes () No

Signature_____

(Evaluating Teacher)

Date_____



**Auburn High School
Work-Based Education/Work-Based Experience
Rules and REGULATIONS**

1. Students who fail to perform satisfactorily during any grading period may lose their Work-Based Education privilege and/or be dropped from the Work-Based Education program.
2. A student placed in ISS will not be allowed to leave early for work.
3. Students losing employment due to dishonesty, disrespect, violence, or any action deemed unacceptable by the school and/or coordinator will receive a failing grade for Work-Based Education for that grading period.
4. Students whose jobs are terminated for any reason are to report to the teacher/coordinator **immediately**. Failure to do so will result in a failing grade for the time out of work in Work-Based Education.
5. A student not in attendance during the time of regular school classes and the related Career Technical Education class, is not to work at his/her place of employment that day. (ie.. If you're too sick to come to school, you're too sick to work. School must come first!)
6. It is the responsibility of the student to remain in the same place of employment throughout the grading period. A change may be made only when approved by the teacher-coordinator.
7. Students are encouraged to participate in the student organization for the Career Technical Education course they have taken or are taking.
8. The student should remember that he/she is under school supervision not only at school, but during his/her work schedule. School credit is given for hours spent on the job.

Student Initials _____

9. Students are expected to work at least 7.5 hours per week for each co-op credit earned. (A total of 140 hours for each credit of co-op earned.)
10. Students are to keep the teacher-coordinator informed at all times of changes in contact information, job promotions, problems related to the job, and any special requirements for the job.
11. Students and parents are responsible for transportation to and from the place of employment.
12. Students who change jobs must give a proper written notice to the current employer. (a two-weeks notice is expected.) Failure to do so will result in loss of credit for Work-Based Education.
13. Students are expected to follow the student code of conduct as set forth by the Auburn City Board of Education.
- 14. Students will be required to leave campus immediately at the end of their last scheduled class. If the student has to wait for transportation to work or home he/she is to wait outside the administration building.**

AS A PARTICIPANT IN THE WORK-BASED EDUCATION PROGRAM, I WILL ABIDE BY THE REGULATIONS AS SET FORTH BY THE WORK-BASED EDUCATION PROGRAM OF AUBURN HIGH SCHOOL.

Student

Date

Parent

Date

TRAINING AGREEMENT FOR CAREER / TECHNICAL EDUCATION PROGRAMS

Student's Name _____ Birthday _____ Age _____

Student's Address _____ Telephone _____

Student's Current Career/Occupational Objective _____

Name of School _____ System _____

Name of Training Station _____ Telephone _____

Address of Training Station _____

Name and Job Title of Training Sponsor _____

Email Address of Training Sponsor _____

Date Training Period Begins _____ Ends _____

This training agreement briefly outlines the responsibilities of the STUDENT, PARENTS, EMPLOYER and the TEACHER-COORDINATOR. Section II of this document is entitled "Instructional/Training Plan" and consists of tasks and competencies for the specific student's occupational objective.

PARENTS OR GUARDIAN

1. The parents approve and agree that the student-learner may participate in the Work-Based Education program at the training station listed above.
2. The parents will encourage the student-learner to effectively carry out his/her duties and responsibilities both in the classroom and on-the-job.
3. The parents will be responsible for the conduct of their child.

STUDENTS

1. The student-learner will comply with the rules and regulations of the training station.
2. The student-learner is expected to observe the same regulations which apply to other employees of the firm.
3. The student-learner is expected to adhere to all policies and regulations as set forth by school administration and the program coordinator.

TEACHER-COORDINATOR

1. Classroom instruction will be closely correlated with on-the-job training, the ultimate objective being preparation of the student-learner for his/her chosen occupational objective.
2. The student's employment may be terminated by the teacher-coordinator and employer when it serves the best interest of the student-learner.
3. The teacher-coordinator will cooperate with the training station in an effort to plan classroom instruction which will correlate with the training plan prepared for the individual student-learner.
4. The teacher-coordinator will visit training stations once or more during each grading period to observe and evaluate student-learner's progress.

TRAINING SPONSOR/EMPLOYER

1. The employer recognized that the above named student-learner is enrolled in a Work-Based Education program designed to prepare him/her for a career in _____.
3. Student-learner progress and advancement will be evaluated periodically by the employer or training sponsor.
4. The employer does not discriminate on grounds of race, color, handicap, sex, religion, creed, national origin, or age.
5. The employer will adhere to wage-and-hour, child labor; and all other Federal, State, and local laws pertaining to employment of a student learner.

(Parent or Guardian)

(Employer)

(Student)

(Teacher-Coordinator)

(School Administrator)

(Date)

Auburn High School Work-Based Education/Work-Based Experience Training Plan

Column 1:

List each task that will be performed by:

_____, who will receive supervised, on-the-job
training
(Name of Student)

at _____ in _____
(Company's Name) (Career Objective)

Directions:

Evaluate the trainee using the rating scale below and check the appropriate number to indicate the degree of competency. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C, and D. The descriptions associated with each of the numbers focus on level of student performance for each of the tasks listed below.

Employer's Rating Scale

- 4 - Skilled--can work independently with no supervision.
- 3 - Moderately Skilled--can perform job completely with limited supervision.
- 2 - Limited Skill--requires instruction and close supervision.
- 1 - No Exposure--no experience or knowledge in this area.

| Tasks | Task Progress | | Rating | | | |
|-------|-----------------------------|---------------------------|--------|---|---|---|
| | Learning Status On-Going | Date Objective Reached | 1 | 2 | 3 | 4 |
| | | | | | | |
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Employer's Rating Scale

- 4 - Skilled--can work independently with no supervision.
- 3 - Moderately Skilled--can perform job completely with limited supervision.
- 2 - Limited Skill--requires instruction and close supervision.
- 1 - No Exposure--no experience or knowledge in this area.

| Tasks | Task Progress | | Rating | | | |
|-------|-----------------------------|---------------------------|--------|---|---|---|
| | Learning Status On-Going | Date Objective Reached | 1 | 2 | 3 | 4 |
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Auburn High School
Work-Based Education/Work-Based Experience
INTERVIEW EVALUATION FORM

Student Interviewed: _____

| | <u>Above Average</u> | <u>Average</u> | <u>Poor</u> |
|--------------------------------------|----------------------|----------------|-------------|
| Appearance | | | |
| Personality | | | |
| Desire to be enrolled in the program | | | |
| Concept of program's purpose | | | |

Student's plans following high school _____

Work Experience _____

Understand the paperwork/requirements of WBE: Yes _____ No _____

Reaction when asked if he/she would change personal appearance in order to become employable or keep employment _____

Reaction to student organization _____

Questions: _____

Comments: _____
