**Purpose:** - Troy High School Work Experience program is dedicated to helping students stand out and take control of their futures. Troy High School Work Experience Program seeks to enhance the education of students through providing relevant field experience prior to graduation. Along with enhancing the educational experience of the student, the Work Experience program will help students with real world skills that the job market is looking for, allowing for the creation of job experience, and providing practical knowledge of future skills required to be successful in any career.

**Program Requirements:**

 Senior or Junior successfully progressing at Troy High School.

 Attachment of current transcript which proves enrollment in or successful completion of ALL graduation requirements to the point of application to the Work Study program.
Completion of at least one Career Technical Education class with at least an 80% passing grade.

Good attendance pattern - attach current attendance report (7 or fewer absences during the previous semester, no unexcused absences) – administrator discretion may apply
Current individual plan of study

Career interests identified Current resume

**Hourly Requirements for Elective Credit (based on the district calendar):** To receive credit for the Work Experience Program, a student is required work at least 75 or 150 hours (depending on the hours worked per day) in the semester to earn credit. Students not able to work 75 or 150 hours due to loss of job or other circumstances will be placed in a study hall.

**Hourly Verification**

Student must verify hours worked by turning in copies of check/pay stubs to building principal (must be an employer generated proof of hours worked). Hours must be verified each week by the Troy High School building principal. Special circumstances may be considered when requested in writing.

**Grade Determination**

Final business partner rubric score of 25 or more points to earn a Pass and ½ elective credit.

**Other needed forms**

Parent/Guardian approval Student agreement

Work Study business partner approval

Transportation waiver & expectations acknowledgement Principal/Counselor approval

**Parent/Guardian Approval**

This form is the first step in securing approval for your son or daughter to participate in the Troy High School Work Experience program. Participating students must agree to the provisions, procedures and requirements of the program and secure approval from a business or agency partner, parent(s), guidance counselor and/or principal. Students must keep a record of their hours and complete all paperwork in compliance with the program.

Students who participate do so by their own choice and accept full responsibility for their transportation, safety, and any cost for participation upon leaving school property. Students may be subject to a modified schedule allowing him/her to arrive late or leave school early up to two periods. Students enrolled in a Work Experience program are subject to all rules and conditions as listed in the Troy High School Student Handbook. Please feel free to contact the high school principal with any questions.

I have reviewed the information packet and I approve of my son's or daughter's participation in the Work Experience program at Troy High School for \_\_\_\_\_\_\_\_\_\_ semester of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school year.

Student's name Date Parent signature Parent Phone

**Student Agreement**

I acknowledge that I have reviewed the information packet, discussed the program in detail with my parents, and I agree to all provisions, procedures, and requirements. I agree to be completely honest to the best of my knowledge when submitting all documentation. I understand that the Troy HighSchool Handbook applies to my participation, and I agree to complete all program requirements. Failure to abide by the signed agreement may result in removal from the program, loss of credit, and will be subject to the building discipline code.

Student signature Phone

**Business Partnership Agreement**

I agree to complete three evaluations per quarter as part of the Troy High School Work Experience Program.

Business or Agency Name

Name of Immediate Supervisor

Business Partner Signature Phone

# Transportation Waiver & Expectation Agreement

USD 429 senior students may receive high school credit for successfully completing 150 hours of work related to their individual plan of study.

I, along with my parent(s) or legal guardian, agree to uphold all rules and regulations of Troy High School as outlined in the student handbook and follow workplace policies while at work.

The student may not be eligible to continue in the Work Experience program the following semester if any of the following occurs:

* Any unexcused absences
* Suspension for classroom disruptions
* Absences exceeding more than 7 days during the current semester (administrator discretion may apply)
* Loss of job or failure to complete 75 or 150 hours of work

USD 429 does not provide transportation for Work Experience. Students released to go to work are responsible for their own transportation. Students enrolled in the Work Experience program and their parents agree to hold harmless USD 429 and Troy High School from all liabilities and transportation expenses related to the Work Experience program.

# Signature of Student Student Name Printed Date

**Signature of Parent/Guardian Parent/Guardian Name Printed Date**

**Evaluation of Student Work Experience**

Student Name Grade \_\_\_\_\_\_\_\_

Supervisor Signature

Phone

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4 *=* EXCEEDS EXPECTATIONS3 *=* MEETS EXPECTATIONS2 *=* NEEDS IMPROVEMENT1 *=* UNACCEPTABLE | **1** | **2** | **3** | **4** |
| 1. Attendance - Comes to work when scheduled, arrives and leaves on time, notifies business or agency in advance of unplanned absences. |  |  |  |  |
| 2. Character- Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility. Does not engage in gossip and follows company policy. |  |  |  |  |
| 3. Appearance - Displays appropriate dress, grooming, hygiene and etiquette. |  |  |  |  |
| 4. Attitude - Demonstrates a positive attitude; appears self-confident; has realistic expectations of self. Displays the "Golden Rule" approach to everyone. |  |  |  |  |
| 5. Productivity - Follows all safety practices; conserves materials; keeps work areas efficient (desk, locker, etc.) follows directions, and is a team player. |  |  |  |  |
| 6. Organizational skills - Demonstrates skills in prioritizing and management of time and stress; demonstrates flexibility in handling change. |  |  |  |  |
| 7. Communication - Displays appropriate nonverbal skills (eye contact, body language) and oral skills (listening, telephone etiquette, and grammar). |  |  |  |  |
| 8. Cooperation - Emotionally calm, patient and supportive; appropriately handles criticism, conflicts, and complaints; demonstrates problem solving capability; maintains appropriate relationships with supervisors and/or peers; works well in small and large groups alike. |  |  |  |  |
| 9. Respect - Deals appropriately with cultural/racial/gender/age diversity; does not engage in mistreatment or harassment of any kind; is especially courteous and cooperative with all adults at all times. |  |  |  |  |
| 10. Teamwork- Respects the rights of others; respects confidentiality; is a team player, is cooperative; is assertive, displays customer service attitude, seeks opportunities to learn and demonstrates mannerly behavior. |  |  |  |  |

Student Name Date \_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day of Week |  | Time | Time | Student Initials | Employer Initials |
| Monday | IN |  |  |  |  |
| OUT |  |  |
| TOTAL |  |  |
| Tuesday | IN |  |  |  |  |
| OUT |  |  |
| TOTAL |  |  |
| Wednesday | IN |  |  |  |  |
| OUT |  |  |
| TOTAL |  |  |
| Thursday | IN |  |  |  |  |
| OUT |  |  |
| TOTAL |  |  |
| Friday | IN |  |  |  |  |
| OUT |  |  |
| TOTAL |  |  |
| Saturday | IN |  |  |  |  |
| OUT |  |  |
| TOTAL |  |  |
| Sunday | IN |  |  |  |  |
| OUT |  |  |
| TOTAL |  |  |

Total time for the week

Student Signature

Business Partner Signature