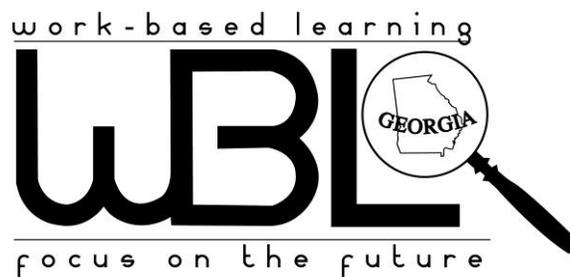




A Guide For Work-Based Learning

Student/Parent/Employer Handbook

Troup County School System



Introduction

Welcome to the Work-Based Learning Program!

Work-Based Learning Programs have much to offer students in the Troup County School System. They offer every student an opportunity to participate in real-life learning experiences and make the process of employing these students easier for employers throughout the community.

Information is vital in the decision-making process. It is our intent that these guidelines will permit school administrators, teachers, counselors, parents, students, and employers to find the information needed to make appropriate choices and placement for any student who has interest in, and could benefit from, such an experience.

Best,

Carrie Brkich

Ms. Carrie Brkich

THINC College & Career Academy
Workforce Development Manager / Work-Based Learning Coordinator
One College Circle
LaGrange, GA 30240
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brkichcl@troup.org
thincacademy.net/wbl

*** Office hours vary. Check the Work-Based Learning website for office hours or contact Ms. Brkich to schedule a meeting.

*** All emails to Ms. Brkich should have '**WBL – School Initials – Student Name**' in the subject line.

Student Expectations for Work-Based Learning

Work-Based Learning students are expected to excel in three major areas: academic performance, school and workplace behavior, and job performance.

As a Work-Based Learning student, **you must maintain a 'C' average at school and have a 90% attendance record.** You may take advantage of many support services to help you achieve these goals, but you have to do the work! Failure to meet either of these goals can result in termination from the program and possible credit loss.

To participate in Work-Based Learning you must demonstrate acceptable behavior of the Troup County School System, at your high school and at your worksite.

You are to follow any additional standards required by your job site. Standards of behavior at the job site will be discussed during orientation.

Guidelines are included in this handbook for the following:

- Attention to Personal Appearance
- Commitment to Time/Attendance Policy
- Handling Personal Relationships
- Following Instructions
- Interacting with Authority
- Courtesy
- Training Plans
- Mentors
- Tips for Succeeding on the Job

2015 - 2016 MEETING DATES

*This year we will be meeting monthly during the time you would normally go to work. Therefore, if you are released during 1st or 2nd or during 6th or 7th period to go to work, you will be spending part of that period with me. **I am giving you a list of our meeting days and times so you can share this information with your employer. Our monthly meetings are mandatory.***

*Location for these meetings will be at **your home school**. Since this is a work-based learning program that operates through the school, I feel confident that your employer will agree to give you this time off work to go over important information related to Work-Based Learning. If you do not show up for one of these meetings, points will be deducted from your work ethic grade.*

*Work-Based Learning is a class and you are expected to attend unless you have prior permission from **Ms. Carrie Brkich**. **YOU MUST MAKE UP ALL MISSED MEETINGS** by scheduling an appointment with Ms. Brkich prior to the next month's meeting. Please give these dates to your employer as soon as possible. These meetings will last about 45 minutes.*

REQUIRED CLASS/MEETING TIMES:

August 2015

CHS Wednesday, August 19 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

LHS Thursday, August 20 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

THS Friday, August 21 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

September 2015

CHS Thursday, September 3 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

LHS Tuesday, September 1 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

THS Wednesday, September 2 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

October 2015

CHS Tuesday, October 6 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

LHS Wednesday, October 7 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

THS Monday, October 5 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

November 2015

CHS Monday, November 2 at 8:30 a.m., and 1:23 p.m., and 2:20 p.m.

LHS Tuesday, November 3 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

THS Wednesday, November 4 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

December 2015

CHS Thursday, December 3 at 8:30 a.m., and 1:23 p.m., and 2:20 p.m.

LHS Tuesday, December 1 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

THS Wednesday, December 2 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

January 2016

CHS Wednesday, January 6 at 8:30 a.m., and 1:23 p.m., and 2:20 p.m.

LHS Thursday, January 7 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

THS Tuesday, January 5 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

February 2016

CHS Monday, February 1 at 8:30 a.m., and 1:23 p.m., and 2:20 p.m.

LHS Tuesday, February 2 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

THS Wednesday, February 3 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

March 2016

CHS Friday, March 4 at 8:30 a.m., and 1:23 p.m., and 2:20 p.m.

LHS Wednesday, March 2 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

THS Thursday, March 3 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

April 2016

CHS Tuesday, April 5 at 8:30 a.m., and 1:23 p.m., and 2:20 p.m.

LHS Wednesday, April 6 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

THS Thursday, April 7 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

May 2016

CHS Monday, May 2 at 8:30 a.m., and 1:23 p.m., and 2:20 p.m.

LHS Tuesday, May 3 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

THS Wednesday, May 4 at 8:30 a.m., 1:23 p.m., and 2:20 p.m.

**PLEASE SHARE THESE MEETING DATES
WITH YOUR SUPERVISOR!**

General Guidelines for Work-Based Learning

Personal Dress and Appearance

It's important and easy to maintain a professional look at all times at the workplace if you follow these guidelines:

- Dress appropriately at the worksite.
- Keep you hair well groomed and in an appropriate style.
- If you have a uniform, keep it clean.
- Keep makeup, perfume and jewelry to a minimum.
- Once you begin working, you will be instructed about appropriate dress for your job. In general, DO NOT wear the following items at the workplace: hats, shorts, mini-skirts, sandals, sheer or low-cut blouses, tank tops, spandex, and cropped blouses that show your stomach or back.

Handling Personal Relationships

- Personal calls during work hours are not allowed.
- Socializing is limited to break-time and lunch.
- Visiting fellow students during work hours is not permitted.

Following Instructions

Performing your duties correctly will help you achieve success on the job. Responsible workers have learned the importance of accurately and properly following instructions the first time.

Follow these steps:

- LISTEN
Concentrate on the instructions you are receiving. Pay attention to the details, they will be important when you are completing the task. Look at the person while listening.
- TAKE NOTES
Write down important details as you receive your instructions. You can refer to your notes as you complete the task.
- ASK QUESTIONS
Be sure you understand the instructions. If you don't understand the instructions, ask your mentor to repeat them or explain them further. You can be sure that your mentor would rather repeat instructions than have you repeat a task if it is not done correctly!
- FOLLOW YOUR INSTRUCTIONS EXACTLY
Don't try to create a short cut by leaving a step out. The task may not make sense to you, but if you follow the instructions exactly, you'll get it done correctly.

Interacting with Authority

The relationship you have with your mentor and/or supervisor will be one of the most important relationships you will have during your work-based learning experience. Applying the guidelines you've already read and the advice below will help you have the best possible relationship with your mentor.

- Always treat your mentor with courtesy and respect.
- If you need something, ask for it, don't demand it.
- Accept constructive criticism.
 - Listen to it
 - Learn from it
 - Don't feel put down

Constructive criticism is meant to help you improve your future work performance. It is an important part of working. If you accept what is being said, you can learn what to do the next time a situation arises.

Courtesy

Showing courtesy to both your supervisor and your fellow workers will make a difference. Remember these easy guidelines:

- Be courteous to fellow workers and others.
- Always say "please" and "thank you."
- Make courtesy and gratitude a habit.
- Treat your supervisor/mentor, co-workers, patients, customers, and/or clients with respect and compassion.

Your Mentors

What is a mentor?

A mentor is a friend, a counselor, a tutor, a coach, a supervisor, someone you can trust. This may be the first job for many of you and you are unsure of what is required of you at your worksite. Your mentor will be there to answer questions and encourage you so that you can succeed on the job.

Communication is very important. If you do not understand directions or are unclear about certain information, you are encouraged to ask questions. Share information about yourself with your mentor. Your mentor wants to get to know you and your future goals. Similar to a coach, your mentor can train you to succeed in the work world.

Questions about your worksite?

ASK YOUR MENTOR FIRST. You may then be directed to contact another person in the office/company. Your mentor will explain rules and safety standards and show you how to operate equipment needed to perform your job duties. **REMEMBER, THE MENTOR IS THERE TO HELP YOU!**

Commitment of Time/Attendance Policy

The Work-Based Learning initiative strives to instill the importance of positive work habits and attitudes both on the job and in the classroom. You must assume responsibility for regular attendance at school and work on the assigned days.

YOUR ATTENDANCE WILL AFFECT YOUR ELIGIBILITY FOR CREDIT. It is also important in your evaluation by both your employer and teacher.

YOU MUST GO TO WORK EVERY DAY THAT YOU ARE REQUIRED TO BE IN ATTENDANCE. You are an employee of the business and your employer depends on you to be at work every required day. Your employer assigns you important work on your scheduled days and if you are absent then that work is not completed. **YOU ARE AN EMPLOYEE OF THE BUSINESS PARTNER.**

- If you are sick and cannot attend work, you **MUST** call your employer **BEFORE** you are scheduled to begin work that day. You should always carry your employer's number with you.
- If you know that you will be unable to attend work in advance (i.e. doctor's appointment), you will need to let your employer and your Work-Based Learning Coordinator know why you are going to be absent and the day(s) you will be absent.
 - We **STRONGLY** encourage you to schedule all doctor and dentist appointments outside your work hours.
 - If you are absent due to a death in the family, you must call or have someone else call your employer and the instructor.
- Unexpected absences are considered to be evidence of undesirable work behavior and are **STRONGLY** discouraged.

Tips for Succeeding on the Job

Listed below are some tips that will help you succeed on the job:

1. Be neat and clean.
2. Be friendly and courteous.
3. Keep yourself occupied at all times. If you have a job to do – do it. If you don't have something to do, take the initiative and ask your mentor or supervisor what else he/she would like you to do.
4. Take criticism without resentment and learn from constructive criticism.
5. Don't make excuses. Chronic excuse makers are rarely believed.
6. Give your best effort at all times. Remember that your job is important.
7. You are entitled to respect on your job. Your mentor and your fellow workers are also entitled to respect. Give the same courtesy you expect in return.
8. Always notify your mentor if you are going to be absent. **ATTENDANCE AT SCHOOL AND WORK IS A MUST!!!**
9. Ask questions if you do not understand directions or if you need more information to do your job.

Employer's Expectations

The following information includes questions about what an employer can expect about your general work attitude and preparation. How would you answer each?

DO YOU LOOK LIKE THE RIGHT PERSON?

- Personal appearance?
- Paperwork (well done, resume, etc.)?
- Interview behavior?
- Good verbal skills?

WHAT CAN YOU DO?

- Job-related skills?
- Previous experience?
- Training and education?
- Volunteer work?
- Interests and hobbies?
- Successes?

CAN YOU BE COUNTED ON?

- To have good attendance?
- To stay for a reasonable time?
- To be dependable in completing things?
- To adapt quickly and be productive?

Skills Employers Want

In addition to specific job-related skills, today's employers demand additional qualities in an employee. The qualities contribute to today's rapidly changing technologically advanced type of work environment. The phrases below require adequate consideration on the job applicant's part, prior to beginning the job search. How do you rate?

- * Learning to learn
- * Basic reading, writing and math skills
- * Good verbal and listening communication skills
- * Creative and critical thinking and problem-solving ability
- * Positive self-esteem and goal setting, including career development
- * Interpersonal skills for negotiation and teamwork
- * Organizational effectiveness and leadership skills

Resume Writing Tips

This list provides the applicant ten brief, yet very important reminders about the development of the resume. It can be utilized as an evaluation tool after the completion of your resume.

- Write it yourself
- Make it error free
- Use common Word Processing Software
- Be brief and be relevant to the position
- Be honest
- Be positive
- Be specific
- Use action words and short sentences
- Avoid anything negative
- Edit and edit again

EDUCATIONAL TRAINING AGREEMENT

Student Name

Parent/Guardian Name

Employing Company Name

Employing Company Address

Employing Company Supervisor's Name

Work Phone Number _____

Work-Based Coordinator's Name: Ms. Carrie Brkich

The Student Agrees:

1. To be at least 16 years of age and to have a Social Security number.
2. To secure a work-permit if under 18 years of age and to file a copy with the school office, state Department of Labor, Work-Based Learning Coordinator and the employer. Work permits can be obtained from the school office and must be documented with a birth certificate.
3. To assist the Work-Based Learning Coordinator in finding an appropriate employment position related to the career focus area of the program and the career objective of the student.
4. To provide transportation to and from work.
5. To attend school and work regularly and not go to work without first going to school, or go to school without going to work, unless previously discussed with the Work-Based Learning Coordinator. Failure to adhere to this part of the agreement may result in the student receiving appropriate academic and/or disciplinary action. If a student will be absent from school or work, the Work-Based Learning Coordinator should be notified as soon as possible.
6. To discuss all aspects of the employment with the Work-Based Learning Coordinator and the worksite supervisor—not with other students, coworkers, etc.
7. To represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn. If the student is dismissed from employment due to negligence or misconduct, proved by school investigation, the student will be dropped from the Work-Based Learning program and not receive academic credit.
8. To work a minimum of five (5) hours a week for one work release period; or ten (10) hours a week for two work release periods.
9. To not remain on campus after being dismissed from their last scheduled class without prior permission from the Work-Based Learning Coordinator.
10. To make employment changes only with the approval of the Work-Based Learning Coordinator. The Work-Based Learning Coordinator reserves the right to change the student's employment situation if necessary.
11. To remain employed at their approved employment location until the last day of the semester. Failure to abide will result in no course credit.
12. To be evaluated by the work-based learning coordinator and the Work-Based training supervisor a minimum of once per month.
13. To be aware that employment in the Work-Based Learning program does not qualify a student to receive unemployment compensation.
14. To submit to the Work-Based Learning Coordinator a monthly record indicating activities engaged in at the worksite and total hours and salary earned during the pay period.
15. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.

The Parents/Guardian of the Student Agree:

1. To encourage the student to carry out effectively his/her duties and responsibilities at both the school and place of employment.
2. To assume responsibility for the conduct and safety of the student from the time he/she leaves school until he/she reports to work; likewise, from the time he/she leaves his/her job until he/she arrives home.
3. To make inquiries concerning the student’s training, wages, or working conditions through the Work-Based Learning Coordinator rather than directly to the employer.
4. To understand that the student must attend school and work regularly and not go to work without going to school, nor go to school without going to work unless previously approved by the Work-Based Learning Coordinator.
5. To offer assistance to the Work-Based Learning Coordinator, serve as a resource person, and/or aid in other ways that could benefit the school and the student.
6. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.
7. To contact the Work-Based Learning Coordinator and not the employer with workplace issues.

The Employer/Worksite Supervisor Agrees:

1. To provide a variety of work experiences for the student that contributes to the attainment of his/her career objective.
2. To employ the student for at least (5 or 10) hours per week during the academic year.
3. To adhere to policies and practices which prohibit discrimination on the bases of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.
4. To provide instructional materials and occupational guidance to the student.
5. To evaluate the student, in consultation with the Work-Based Learning Coordinator, a minimum of once per month.
6. To adhere to all federal and state regulations including child labor laws and minimum wage regulations. Students employed through a work-based learning program are not eligible for unemployment compensation.
7. To adhere to income tax and Social Security withholding regulations.
8. To provide time for consultation with the Work-Based Learning Coordinator concerning the student and to discuss with the Work-Based Learning Coordinator any difficulties that may arise.
9. To inform the Work-Based Learning Coordinator before any disciplinary action is taken in regard to the employment of the student.

The Work-Based Learning Coordinator Agrees:

1. To assist in the academic and occupational instruction of the student.
2. To conduct supervisory visits to the student’s place of employment.
3. To render assistance with educational and training problems of the student.
4. To assist the work-based training supervisor in an evaluation of the student’s performance a minimum of once per grading period.
5. To maintain records pertinent to the student, the employer, and the school.

ADDITIONAL COMMENTS:

1. The student will be terminated from the program for misconduct on the job or at school.

I have read the above agreement and will carry out the responsibilities delegated to the best of my ability.

(Student) (Date)

(WBL Coordinator) (Date)

(Parent or Guardian) (Date)

(Employer) (Date)

Employment Verification
Work-Based Learning Program

_____ is employed by our business.
(Student)

_____ (Name of Business) _____ (Telephone Number)

_____ (Street Address) _____ (City/Zip Code)

He/She is as a _____.
(Name of Position)

He/She began employment with us on _____.

_____ (Signature of Employer) _____ (Title)

_____ (Printed Name of Employer) _____ (E-mail of Employer)

Thank you!

Ms. Carrie Brkich

THINC College & Career Academy
Workforce Development Manager / Work-Based Learning Coordinator
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O: 706-668-6806
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thincacademy.net/wbl

Safety Training Agreement

_____, a student in the Work-Based Learning Program at THINC College & Career Academy and an employee at _____, has completed the necessary safety training and is aware of proper procedures for safety requirements. In case of an emergency, the student has been given instructions on what to do and understands that failure to comply with these safety procedures may result in injury to him or herself and/or to others. The student agrees to follow all the safety rules and regulations of the current employer.

Student Signature: _____ Date: _____

Employer Signature: _____ Date: _____

Coordinator Signature: *Ms. Carrie Brkich* _____ Date: _____

CONFIDENTIALITY AGREEMENT

As a condition of employment/Work-Based Learning with _____ I, _____, agree to abide by all of the rules, regulations and procedures relative to the **confidentiality** of the information that I will come in contact with in conjunction with the program.

I understand that as a condition of my employment, I will always demonstrate professionalism in dealing with sensitive information, and that I will not knowingly distribute confidential, personal, or sensitive information derived from conversations, files, and computer information to anyone. Failure to comply with these terms may cause termination from the worksite resulting in a failing grade in the program, immediate termination from the program, and no continuation of program activities.

Student Signature: _____ Date: _____

Employer Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Early Release and Insurance Verification Form

Directions: For a student to be enrolled in the program, the parent/guardian must provide the required information below and sign and date the form at the bottom of the page

Early Release

I understand that my child, _____ is enrolled in the Work-Based Learning program at THINC College & Career Academy and that my child will be dismissed from school at the end of his/her regularly scheduled on-campus classes each day.

I assume full responsibility for my child after dismissal from school, including days when my child is not required to be on the job. I also understand that my child must be covered by automobile accident and health insurance in order to drive to and from work and to be part of the work-based learning program. (Please complete information section below.)

Automobile Accident and Health Insurance

I understand that my child must be covered by automobile accident and health insurance to participate in the Work-Based Learning program. I have checked the appropriate statement regarding insurance coverage for this school year. I agree to notify the work-based learning coordinator if this coverage changes during the school year.

Automobile Accident Insurance

My child is covered by automobile accident insurance through the following provider:

Provider: _____ Policy Number: _____

Address: _____ City, State, Zip: _____

Name of Insured: _____ Phone Number: _____

Health Insurance

_____ My child is covered by health insurance purchased through the school

Or

_____ My child is covered by health insurance through the following provider:

Provider: _____ Policy Number: _____

Address: _____ City, State, Zip: _____

Name of Insured: _____ Phone Number: _____

Parent/Guardian Signature

Date

Parent/Guardian Consent Form

Student Name: _____

Address: _____

Street

City

Zip

Cell Phone #: _____

Parent/Guardian Name(s) _____

Emergency Contact Name/Phone #(s) _____

Enrollment Consent: I consent to the enrollment of the above student in the Work-Based Learning Program.

Transportation Consent: Troup County School System Transportation is not available for transporting co-operative education students to work. I give my child permission to drive to the work site. I expressly release the cooperative site, THINC College & Career Academy, Callaway/LaGrange/Troup High School, and any agents of the employer or the school system, from any liability that may result from the student's use of his/her transportation.

Photo/Media Releases: Permission is granted to photograph my student for promotional and educational purposes.

Student Record Release: I authorize Troup County Schools to release my student's academic achievement and attendance records to potential employers, and I agree Troup County Schools and its agents will be absolved of any responsibility in connection with such release. This authorization can be canceled at any time by written notice to Dr. Chris Williams, Director of High School Programs at THINC College & Career Academy.

Health/Medical:

Treatment Consent: I hereby authorize the school or the worksite employer to secure emergency medical treatment for the student. I will assume financial responsibility.

Screening for illegal substances use: Some employers require prospective employees to participate in drug screening procedures. In such cases, this procedure becomes a condition of participation in the class and employment.

School Policies and Procedures: I understand that my child is subject to all policies and procedures of the Troup County School System, THINC College & Career Academy, and Callaway/LaGrange/Troup High School while leaving campus, while in route to work, at work, or returning to school from work and is subject to discipline thereby.

Signature indicates consent to all of the above items.

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____