

Tri-Cities
HIGH SCHOOL

**WBL Program
Student
Syllabus/
Handbook**



2014-2015

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TRI-CITIES HIGH SCHOOL WORK-BASED LEARNING ATTENDANCE POLICY

The Work-Based Learning experience is designed 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 your school and your work site on the scheduled days.

You are to sign-out DAILY at the designated location on the sign-out sheet provided by the WBL Coordinator. Not signing out, even if you were present at school, will equate to an absence from school; an absence from school equates to NOT BEING ALLOWED TO REPORT TO WORK (even if scheduled).

If you know you in advance that will be unable to report to work as scheduled, you MUST call your supervisor BEFORE your scheduled time. You must also call your WBL Coordinator if you are going to be absent from school.

If you are absent due to an EMERGENCY, you must call (if you are able) or have someone else call your supervisor/mentor and WBL Coordinator.

Unexpected absences are considered to be evidence of undesirable work behavior and WILL NOT be tolerated.

Remember, if you do not attend school you cannot report to the job site, except by special permission. **YOUR ATTENDANCE WILL AFFECT YOUR ELIGIBILITY FOR CREDIT.** It is also important in your evaluation by both your supervisor/mentor and WBL Coordinator. YOU MUST REPORT TO WORK EVERY DAY THAT YOU ARE SCHEDULED TO BE THERE. YOU ARE AN EMPLOYEE OF THE BUSINESS PARTNER and you must follow the same rules as other employees. Your supervisor/mentor depends on you to be at work when scheduled.

CONSEQUENCES FOR NO-SHOW TO WORK

First Offense - written warning

Second Offense – possible removal from the program

REMEMBER: IF A STUDENT MISSES SCHOOL, HE/SHE WILL NOT BE ABLE TO ATTEND WORK THAT DAY EXCEPT BY SPECIAL PERMISSION FROM THE WBL COORDINATOR.

How Competencies will be Assessed

Your competencies will be assessed using the Educational Training Plan and grading scale in Section-6.

**TR-CITIES HIGH SCHOOL
WORK BASED LEARNING
GENERAL EMPLOYMENT TRAITS**

This evaluation is an excellent learning tool for the student. It enables them to gage their progress from one evaluation period to the other. It also allows the student the opportunity to be praised for work competencies mastered and to be made aware of areas where there is room for improvement.

Students will be evaluated on ten employment traits. A detailed explanation of each category is provided below. Employers will complete and submit evaluations every nine weeks. In order to allow for growth in a student, a grading scale has been created to indicate the grade a student will receive based on the number of points they earn. Once this information is completed, the evaluation is returned to your Coordinator in a sealed envelope.

- **Produces quality of work** – Ability to produce work which meets high quality standards. Work is accurate and neat regardless of volume. Frequencies of errors are low.
- **Reports to work promptly when scheduled** – Always notify the employer if you are going to be absent. Attendance at school and work is a must.
- **Uses time wisely** – Student employee plan logically to get work done in the best possible manner. Keep yourself occupied at all times. If you have a job to do, do it. If you don't have something to do, ask your employer.
- **Demonstrates honesty and integrity**

"Real integrity is doing the right thing, knowing that nobody's going to know whether you did it or not." --**Oprah Winfrey**

Students openly admit mistakes and failures so they can be rectified. Student does not claim credit for accomplishments that he/she was not directly involved in, and maintains the highest ethical standards when dealing with customers and suppliers or vendors. Keep promises or at least offer an explanation why they can't be kept (promises to co-workers, management, customers, etc.). Do not manipulate data or information for personal gain or protection.

- **Demonstrates responsible behavior**

"Act the way you like to be and soon you will be the way
You act." – **George Crane**

Students do not make excuses. They complete all assigned tasks and report to work on time.

- **Cooperates with others**

“It is through cooperation, rather than conflict, that your greatest successes will be derived”

Students interact with others in ways that are professional, courteous, and tactful and that demonstrate respect for others’ ideas, opinions, and contributions. They seek input from others in order to accomplish a task, and try to adjust one’s actions to take into account the needs of the organization and/or the task to be accomplished.

- **Responds to feedback constructively** - Displays a willingness to cooperate and accept constructive feedback; take criticism without resentment and learn from constructive criticism.
- **Uses/maintains materials and equipment appropriately** - Use all equipment and tools in a safe and proper manner, do not use or knowingly permit others to use tools and equipment improperly.
- **Follow company policies** - Always follow established organizational policies and procedures.
- **Maintains appropriate personal appearance** - Dress appropriately at the worksite. Keeps hair groomed and in an appropriate style. Uniform must be clean and neat. Keep make-up, perfume, and jewelry to a minimum.

TRI-CITIES HIGH SCHOOL EVALUATION EMPLOYMENT FORM

Student Progress Report

Student: _____ Employer: _____
 Date: _____ Due Date: _____
 School: _____ Evaluation Period Ending: _____

Directions: Please evaluate the student-employee as fairly as possible and as compared with workers with the same experience. Circle the number for each statement that most accurately reflects the student's performance in that category.

Category	Excellent (A)	Above Average (B)	Average (C)	Below Average (D)	Unsatisfactory (F)
Produces quality work	10	9-8-7	6-5-4	3-2-1	0
Reports to work promptly when scheduled	10	9-8-7	6-5-4	3-2-1	0
Uses time wisely	10	9-8-7	6-5-4	3-2-1	0
Demonstrates honesty and integrity	10	9-8-7	6-5-4	3-2-1	0
Demonstrates responsible behavior	10	9-8-7	6-5-4	3-2-1	0
Cooperates with others	10	9-8-7	6-5-4	3-2-1	0
Responds to feedback constructively	10	9-8-7	6-5-4	3-2-1	0
Uses/maintains materials and equipment appropriately	10	9-8-7	6-5-4	3-2-1	0
Follows company policies	10	9-8-7	6-5-4	3-2-1	0
Maintains appropriate personal appearance	10	9-8-7	6-5-4	3-2-1	0

General Comments:

Training Supervisor: _____ (signature)

Work-Based Learning Coordinator: _____ (signature)

Discussion with student held on _____

Student _____ (signature)

TRI-CITIES HIGH SCHOOL EVALUATION OF BEHAVIOR AND WORK ATTITUDES

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

Participation in this program means that your work site is an extension of the school program. Think of your job site as a remote lab environment. To participate in work-based learning, you must demonstrate acceptable behavior at school and at the worksite. You are expected to follow the standards of behavior of your local school system as well as those of the employer.

The following standards of behavior are expected at the job site:

❖ **Attention to Personal Appearance**

Conform to the dress code set by your company and strive to be neat and attractive in appearance at all times. Therefore no jeans, t-shirts, halter tops, or sloppy dressing at school or at work

❖ **Commitment of Time**

Work diligently during hours on the job by avoiding unnecessary talking with fellow employees. Make sure to follow coffee break and lunch hour limits. Make personal calls only in an emergency

❖ **Handling Personal Relationships**

Always greet your co-workers with a smile. Remember to respect your co-workers at all times. Respect involves maintaining a proper attitude at all times. Respect owed to employers is an important factor in effective human relations. Listen and give due respect to supervisors even if his/her conduct or language may irritate you. Avoid getting involved in inappropriate relationships with your co-workers.

❖ **Following Instructions**

Performing your duties correctly will help you achieve success on the job. Responsible workers have learned that following all instructions from their mentors or fellow workers completely and accurately guarantees that the job will be done right! Accept and complete duties and responsibilities from your supervisor as directed. Remember to always adhere to company policies. There is a reason for company policies, and it is important that they be followed. It is important that you listen, take notes, ask questions, and follow instructions exactly as given.

❖ **Interacting with Authority**

Always treat your supervisor with courtesy and respect. Remember if you need something ask for it, don't demand it. Accept constructive criticism. 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.

❖ **Courtesy**

Showing courtesy to both your supervisor and your fellow workers will make a difference. You should always be courteous to fellow workers and others. Remember to say please and thank you. Employees should make courtesy a habit. Remember to treat co-workers, patients, customers, and/or clients with respect and sensitivity.

❖ **Training Plans**

This plan lists skills that you are being trained to complete at the work site. These should not necessarily be skills that you have already mastered. It may be skills that will take time for you to master. This plan ensures that you are learning while in the workplace.

❖ **Attendance Policy**

This policy is designed to instill the importance of positive work habits and attitudes both on the job and in the classroom. **You must go to work every day that you are required to be in attendance at school.** You are an employee of the business and your employer depends on you to be at work everyday. Your supervisor assigns you important work everyday and if you are absent then that work is not completed.

❖ **Mentors**

An integral part of Work-Based Learning is a supportive adult, referred to as a mentor, who is linked with the Work-Based Learning student. A mentor can be a friend, a counselor, a tutor, a coach, a supervisor, someone you can trust. A mentor should provide guidance and encouragement to the Work-Based Learning student as well as being involved in the teaching of work tasks and job responsibilities to the student.

❖ **Tips for Succeeding on the Job**

- Be neat, clean and dress appropriately for the work environment.
- Keep yourself occupied at all times. (If you have a job to do—do it. If you don't have something to do, ask your mentor.)
- If you have a work related problem, it is your responsibility to talk with your WBL coordinator first.
- If you have a problem with school and assignments, it is your responsibility to talk with your school facilitator immediately!
- Take criticism without resentment and don't make excuses.
- Give your best effort at all times. Remember, your job is important.
- You are entitled to respect on your job, therefore give the same courtesy you expect in return.
- Always notify your mentor if you are going to be absent. **Attendance at school and work is a must.**
- Ask questions if you do not understand directions or if you need more information to do your job.

❖ **Notebook Guideline**

See Notebook Guidelines Handout.

Notebook Guidelines for Work-Based Learning Programs

Teacher Name:

School Name:

Date:

Standard	Yes	No
WBL Student Notebooks	<input type="checkbox"/>	<input type="checkbox"/>
• Insurance Waivers	<input type="checkbox"/>	<input type="checkbox"/>
• Application	<input type="checkbox"/>	<input type="checkbox"/>
• Employment Agreement	<input type="checkbox"/>	<input type="checkbox"/>
• Current Work Permit	<input type="checkbox"/>	<input type="checkbox"/>
• Current Employment Information	<input type="checkbox"/>	<input type="checkbox"/>
• Hours and Wage Information	<input type="checkbox"/>	<input type="checkbox"/>
• Safety Training Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Student Work Evaluations	<input type="checkbox"/>	<input type="checkbox"/>
• Training Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Journal Entries	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

TRI-CITIES HIGH SCHOOL
COLLABORATION WITH WORKSITE MENTOR AND/OR SUPERVISOR

What is a Mentor?

A mentor is a friend, a counselor, a tutor, a coach, a supervisor, and someone you can trust at your worksite. This may be the first job for many of you and you are unsure of what is required of you at your work site. 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 goals for the future. Like a coach, your mentor can train you for success in the world of work.

How will Employer Evaluations work?

The WBL Coordinator will meet with your supervisor *at least twice* a semester to discuss your progress as it relates to your training plan. Following each visit, your mentor/supervisor will complete an employer evaluation that gages your progress from one evaluation period to the other. These evaluations, along with the WBL Coordinator's evaluations, will account for 30% of your grade.

**TRI-CITIES HIGH SCHOOL
WORK BASED LEARNING
GRADING/EVALUATION**

Activity	Percentage	Description
Employer Evaluations	30%	<ul style="list-style-type: none"> · Employer Evaluation (at least 2/semester)
Portfolio/Journal Assignments	40%	<ul style="list-style-type: none"> · WBL Folder · Training Agreements · Signed Syllabi · Insurance Release · Safety Agreement, etc...
Employment Documents	20%	<ul style="list-style-type: none"> · Copying Check Stubs · Returning Evaluation in a timely manner · Timesheets
Participation/Performance	10%	<ul style="list-style-type: none"> · CTSO Meetings · WBL Activities to include Employer Appreciation Luncheon

**TRI-CITIES HIGH SCHOOL
WBL HANDBOOK/SYLLABUS**

SIGNATURE PAGE

I certify that I have read the contents of the WBL Student Syllabus/Handbook. I understand the information presented in this handbook and what is expected of me as a WBL participant. It is my responsibility to discuss any questions or concerns regarding this handbook with the WBL Coordinator. I further understand that this signature will become the official one maintained for records security.

STUDENT SIGNATURE

DATE

PRINT NAME

PARENT SIGNATURE

DATE

PRINT NAME

WBL COORDINATOR SIGNATURE

DATE

PRINT NAME