

Mount Vernon High School Work-Study Program

Objectives - The 21st Century Educational Commitment to all individuals in high school includes the promise that all students will graduate from high school College and Career Ready. Regardless of the direction a student chooses, they must make their own decisions and an educational plan must be in place to meet the goals and provide a learning structure. The Mount Vernon High School Work-Study Program allows students with paid jobs to prepare for the world of work AND earn high school elective credit. The program also provides documentation that supports Career Based Skills and verification and accountability. The student will be responsible for securing their job placement and transportation to the job site.

Program Requirements:

(All signatures must be received BEFORE program begins)

- Parent Approval/signature
- Student Program Acknowledgment Agreement /signature
- Work-Study Business Partner Approval/signature
- Application for each semester a student participates

Hourly Requirements for Elective Credit:

- 90 hours per semester = 1/2 credit
- One credit per year and two total credits in high school

Hourly Verification:

- For Work-Study verification, students must provide the school with documentation of hours worked. If discrepancy arises, the supervisor may be contacted.
- Hours must be verified during the last week of each semester.

Grade Determination:

Students will receive a Pass or Fail at the end of the semester. A passing grade includes the completion of:

- Work-Study Program Business Partner Rubric (Provided)

- Work 90 hours in a semester
- Student Work-Study Program Log with # of hours worked
- Work-Study Program Final Paper

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Step One: Parent Approval

This form is the first step in securing approval for your son or daughter to participate in the Mount Vernon High School Work-Study program. Participating students must agree to the provisions, procedures and requirements of the program, and secure approval from a business, parent(s) and counselor. Students will participate as a Work-Study employee. 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, accept full responsibility for their transportation, safety and any cost for participation upon leaving school property. All Work-Study students must be enrolled in a minimum of three classes in addition to Work-Study. Students enrolled in a Work-Study program are subject to all rules and conditions as listed in the Mount Vernon High School Code of Conduct and MVHS Student Handbook.

I have reviewed the information packet and I approve of my son's or daughter's participation in the Work-Study program at Mount Vernon High School for the _____ semester.

Student's name _____ Grade _____

Date _____

Parent signature

Parent Phone(s)

Step Two: Student Agreement

I acknowledge that I have reviewed the information, discussed the program 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 Mount Vernon High School Code of Conduct 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 and loss of credit.

Student signature _____

Phone _____

Step Three: Business or Agency Partnership Signature of Approval

Business Name

Business Supervisor's Name _____

Phone _____

Business Supervisor's Signature:

Mount Vernon High School
731 Palisades Rd SW
Mount Vernon, IA 52314

Dear Business Supervisor,

Preparing high school students for their future is a big responsibility and requires that schools and our good businesses or agencies work closely together to help ensure the success of our future workforce. I am writing this letter to you to confirm your willingness to have a Mount Vernon High School student participate in a Work-Study program for part or all of the _____ school year. The Work-Study program allows our high school students to earn high school credit for a student with a job to participate in their job. The student presenting this letter to you would like to secure your approval to participate in the program.

Because this is a school sanctioned program and the student may receive high school credit(s), we have the chance to work together to ensure that our student develops effective and efficient workplace habits while working for your organization. I ask that you carefully review the Business Partner Rubric and if you're comfortable in helping us to evaluate the student's workplace practices, please sign and allow the student to return the form to my office.

Please know that at the end of the semester I would ask that you complete an evaluation of the student and submit it to High School Counselor, Brett Karkosh. Also know the student is required to answer workplace-ready questions at the end of the semester to earn their semester grade and complete their log.

Thank you for your kind consideration and I look forward to working with you over the semester if you are willing and comfortable in serving as a partner in our Work-Study program. If you have any questions, or if I can be of any service, please do not hesitate to contact me:

Mount Vernon High School
Brett Karkosh
319-895-8843
bkarkosh@mvcisd.org

Sincerely,

Brett Karkosh, High School Counselor

Work-Study Program Business Partner Rubric

Grading Scale 4= Exceeds Expectations 3= Meets Expectations 2= Needs Improvement 1= Unacceptable	4	3	2	1
CRITERIA				
Attendance – Comes to work when scheduled, arrives and leaves on time, notifies business in advance of absences				
Character – Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility. Follows company policy				
Attitude – Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.				
Productivity – Follows all safety practices; conserves materials; keeps work areas efficient, follows directions and procedures, is a team player.				
Organizational Skills – Demonstrates skills in prioritizing and management of time and stress; demonstrates flexibility in handling change.				
Communication – Displays appropriate nonverbal (eye contact, body language) and oral (listening, volume, choice of words) skills.				
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.				
Respect – Deals appropriately with cultural/racial/gender/age diversity; does not engage in mistreatment or harassment of any kind. Is courteous and cooperative with adults.				
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.				

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Work-Study Program Final Paper

1. Introduce your business- who they are, what they do, where they are located.
(Communication skills)
2. Please explain why you chose your Work-Study opportunity and why you chose to work for this employer.
(Decision making skills)
3. Explain why you believe your Work-Study experience will benefit you after you graduate from Mount Vernon High School. *(Employment skill development)*
4. Explain what your job/position responsibilities were. *(Understanding expectations)*
5. What is a skill that you are still developing in your position? What is a skill you feel very confident with? *(Employee skill development)*
6. What is something you do that is above and beyond what was expected of you at your workplace?
(Work place initiatives)
7. If you were in charge of this workplace, what would you do to help make it run more effectively?
(Problem solving skills)
8. Tell me why a future employer would want to hire you!
(Personal development and self-marketing skills)

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Work-Study Program Student Work Log

[illegible]

		<i>Total Hours:</i>	