



Montrose County Schools Career Opportunity Studies

WBL Coordinator: Kathlyne Gaber
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Student Contract & Statement of Understanding

Students will develop workplace knowledge and skills via direct experience working with professionals in a business or community organization. Students are on the MCSD Workmen's Compensation Plan while participating in COS at the internship site. Any injury incurred outside the scope of the internship will be the responsibility of the student and parent/guardian. Any injury incurred during the internship, must be reported to the Work-based Learning Coordinator or the MHS administration immediately. Students/Parents are responsible for transportation to and from the internship site.

Requirements for Earning a Grade and Credit:

Attendance (5 points daily)

- Student must submit a photo of himself/herself at work or in the classroom on the scheduled internship day
- Attendance is taken from photo in Google Classroom
- After taking photo, screenshot it so date shows, and submit the screenshot

Time card and Journal (120 points)

- Student must turn in a copy of his/her time card signed by the supervisor
- Journal entry on time card must be completed indepthly with reflection
- Student must show documentation of 120 hours of work/attendance

Self and Supervisor Evaluations (25 points)

- Students must complete a quarterly self assessment of independent learning skills and also submit an evaluation from their direct internship supervisor.

Good Standing with Job, School, and Community (Automatic P/F Scoring)

- Student must keep the same internship with the same employer for the entire semester unless otherwise approved by the WBL Coordinator
- Student must not have been suspended or expelled from MHS
- Student must be in good standing with behavior, attendance, and citizenship
- If student is "fired" due to lack of attendance, a WF will occur in the COS class

Career Curriculum (10-100) points each depending on assignment)

- Student must complete and attend all COS activities assigned by the WBL Coordinator in Google Classroom or in the PoWeR Center
- Curriculum will include work ethic, workplace communication, skills resume, professional reading, mock interviews, career research,
- Assignments include orientation, seminars, portfolio and presentation

INSTRUCTOR: Kathylyne Gaber
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Contract & Statement of Understanding

In signing my Career Opportunity Studies contract, I am making a commitment to follow through on the activities and assignments listed here. I understand that if I fail to meet all of the terms stated in this contract, I will not be granted credit and could be removed from COS.

Initial each statement:

_____ I understand that as an ambassador for MHS to the business community, I am expected to represent my employer and MHS in a professional manner at all times.

_____ I understand I must dress appropriately and professionally for the internship.

_____ I understand I must comply with FERPA, HIPAA, and business confidentiality policies. If I violate confidentiality or privacy of employees or clients, I will be removed from the COS class and receive a WF as my grade.

_____ I understand I will be expected to be at my worksite, in the assigned location or department, during the times I am scheduled to be there and submit my daily attendance.

_____ I understand I must be at my internship site location during all scheduled COS class times unless approved by WBL Coordinator. Attendance is a large part of my grade.

_____ I understand I must notify my work supervisor and WBL coordinator in advance if I am unable to attend a scheduled COS class time. Consider it like your job and show up.

_____ I understand I must document at least 120 hours of verified time at the worksite for each credit earned. This includes Wednesday seminars in the PoWeR Center.

_____ I understand my WBL school supervisor is my advocate, and I agree to confer with him/her as any problems or concerns arise regarding my internship situation.

_____ I will register for REMIND and join the COS Google Classroom.

_____ I understand I must check for announcements of events and messages through email, google classroom, and on REMIND.

_____ I understand the requirement of attendance grades and will complete them.

_____ I understand the requirement of signed, weekly time cards and will complete.

_____ I understand the requirement of signed, quarterly evaluation and will complete.

_____ I understand the requirements to complete assignments related to career development through the PoWeR Center and will attend them. I will also create a portfolio and a presentation of my career internship and learning experience.

Student Printed Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
