

Youth Apprenticeship Program Student Responsibilities Checklist

Youth Apprentices are responsible for ensuring that the following items are completed by each performance evaluation date.

Performance Evaluation: Q1

- ☐ Regularly checking email
- ☐ Work timesheet up-to-date
- ☐ Student has worked approximately 25% of total hours needed
- ☐ Evaluation scheduled with parent and mentor
- ☐ Evaluation form completed and submitted by mentor
- ☐ 25% of total competencies required by the program completed
- ☐ Work photos taken (wear uniform, if applicable, if photos are to be taken before/after the evaluation meeting)
- ☐ All other program paperwork on track for completion

Performance Evaluation: Q2

- ☐ Regularly checking email
- ☐ Work timesheet up-to-date
- ☐ Student has worked approximately 50% of total hours needed
- ☐ Evaluation scheduled with parent and mentor
- ☐ Evaluation form completed and submitted by mentor
- ☐ 50% of total competencies required by the program completed
- ☐ Work photos taken (wear uniform, if applicable, if photos are to be taken before/after the evaluation meeting)
- ☐ All other program paperwork on track for completion

Performance Evaluation: Q3

- ☐ Regularly checking email
- ☐ Work timesheet up-to-date
- ☐ Student has worked approximately 75% of total hours needed
- ☐ Evaluation scheduled with parent and mentor
- ☐ Evaluation form completed and submitted by mentor
- ☐ 75% of total competencies required by the program completed
- ☐ Work photos taken (wear uniform, if applicable, if photos are to be taken before/after the evaluation meeting)
- ☐ All other program paperwork on track for completion

Performance Evaluation: Q4

- ☐ Regularly checking email
- ☐ Work timesheet up-to-date
- ☐ Student has worked approximately 100% of total hours needed (if not at 100%, a finalized schedule is in place for summer with a specific program end date identified)
- ☐ Evaluation scheduled with parent and mentor
- ☐ Evaluation form completed and submitted by mentor
- ☐ 100% of total competencies required by the program completed
- ☐ Work photos taken (wear uniform, if applicable, if photos are to be taken before/after the evaluation meeting)
- ☐ All program paperwork is completed and submitted at Q4 meeting
- ☐ Student exit survey completed (seniors only)