

VHS On the Job Training Syllabus



Instructor: Mrs. Debra Moyer

(Room 6112)

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Mrs. Moyer is your teacher and will be your point of contact for any questions or concerns. All students will receive a grade for this course. Remember, students must work at least 10 hours per week to equal their five hours of OJT per class period.

OJT Requirements to receive credit:

- Signed employer and parent agreements. Students will report to their classroom with Mrs. Moyer until all documents are completed.
- Copies of Driver's License and Social Security card are required.
- A paycheck stub is due at the start of school, and one per quarter will be submitted throughout the school year to verify employment. Company name, address, hours worked, rate of pay, wages earned, and deductions must be on the voucher.
- Complete biweekly timesheets:
 - Timesheets must be clearly written and decipherable!
 - Student and company name written on page.
 - Time worked and tasks/duties performed entered for each day of work.
 - Hours and pay (at minimum wage or more) correctly totaled at end of the two weeks. Deductions are not calculated.
 - Describe tasks/duties performed.
 - Mandatory attendance to briefly drop off timesheets and any other documents every two weeks as timesheets are completed.
 - Employer/Supervisor and student signature on timesheet AFTER finishing work for the two weeks.
- Completed Employer Evaluations by the due date must be before the end of the quarter grading period.

Additional Requirements:

- Students who have not submitted all required documentation within the drop/add period will be removed from OJT for the remainder of the semester.
- If you lose your job, you must inform Mrs. Moyer **immediately**. You will have a limited amount of time to find another job, or you will risk being transferred from OJT into a different elective.
- **OJT students are not allowed to remain on campus during their OJT class periods. Examples:**
 - Students must leave campus 6th & 7th class periods. If you have sports practice, rehearsal practice, etc. after school, you are still required to leave the VHS campus and return after the school day has ended.
 - If you are responsible for your younger sibling's transportation to and/or from school, you may not be on the VHS campus until either the beginning of 3rd period or you leave after 5th. Mrs. Moyer will explain any exceptions.