

Rock County High School

WORK-BASED LEARNING PROGRAM

STUDENT EXPECTATIONS

This is YOUR opportunity to gain real world experience in a professional work environment. YOU are responsible for making all contact with potential employers and following the below guidelines for the program. It is NOT acceptable to have your parents make calls/inquiries on your behalf.

There will be no monetary compensation for the completion of this program during the school day, class credit only. If you provide internship hours outside of the school day then compensation will have to be agreed upon by both student and employer.

PRIOR TO STUDENT ACCEPTANCE

Contact potential employers for instruction on the application process.

Dress appropriately for the industry.

AFTER STUDENT IS ACCEPTED

You are expected to go directly from school to the employer. You are NOT allowed to make any unauthorized stops/detours- you are still considered to be in class!

If you are not sure what to wear, contact the employer and ask BEFORE your first day.

Write 3 goals you would like to accomplish over the course of the internship.

Review goals and expectations with the employer.

Review the student manual with your employer and ask any questions.

Make sure you know who to contact in the event of illness, school activity, weather, etc.

Contact must be made with the employer if you are not going to be there even if you have already contacted the school (just think-- this is a job!).

DURING THE PROGRAM

Fill out weekly time sheets with the supervisor's signature.

Keep monthly logs of your experiences and tasks.

Students will take pictures/video clips (with permission from business) during their experience and will then compile them into a video, to highlight what they learned and the tasks that they did. This video will be turned in for a grade as well as being sent to the business.

Mid-term and semester evaluations from supervisors.

Report any questions or concerns to Ms.Walmsley.

Students should be the ONLY ones in contact with your employer about absences or any other concerns.

UPON COMPLETION OF THE PROGRAM

Write a thank-you letter to your business/supervisor, thanking them for the experience.