

Parent Information

Ohio Hi-Point Professional Experience Days  
November 29 – 30, 2018

Dear Parent/Guardian,

Your student will be participating in our upcoming school-wide Professional Experience Days. Professional Experience Days provide students the opportunity to participate in a variety of individualized, off-campus career and work-based learning experiences over the course of two days.

The assignment options (included with this letter) are designed to be completed on **Thursday, November 29 and Friday, November 30** in lieu of reporting to Ohio Hi-Point. Your child will select which assignment option is completed on each day. Students must complete a total of two experiences, one for each day. If your student is unable to make arrangements on those days, they will have five weeks to complete the activities. Activities not completed by January 4, 2019, will be recorded as unexcused absences.

**Please note, Professional Experience Days are required school days. Students are entrusted to make the arrangements and follow through on this educational opportunity. These activities are intended to count for six hours of attendance each day. If your student does not participate, it will count as two unexcused absences on their attendance record.**

The following are important steps your student needs to complete for Professional Experience Days:

**1. Coordinate the Experiences**

Students, working in conjunction with the program instructors, will make connections with local employers, prospective colleges/universities, or military recruiters and make arrangements for each day's activities.

**2. Complete the Student Assignment Selection Form**

Once the arrangements are made, students will need to complete the Student Assignment Selection Form and return it to the program instructor no later than **November 20, 2018**. A parent/guardian signature is required.

**3. Plan for each Professional Experience Day**

Students should arrange their own transportation for Professional Experience Days and make sure they are dressed appropriately for the day's activities. Students are representing themselves as well as Ohio Hi-Point.

**4. Submit the Post-Experience Verification Form**

After each day's experience, students are required to have an authorized person complete the Post-Experience Verification Form. This form needs to be returned by the student to their program instructor within two days of each activity.

Included in this letter are the assignment options.

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### Professional Experience Days – Assignment Options

November 29 – 30, 2018, are Ohio Hi-Point's Professional Experience Days for current students. Students have the option of choosing their own professional experience activity. For each day (November 29 and 30), students are to choose an activity from the list below. The Student Assignment Selection Form and approval from the program instructor are required prior to the activity. Upon completion, verification paperwork is to be returned to the program instructor in order to verify attendance for the day. Students may choose the same option for both days.

Options Available:

- **Assist Instructor During Sophomore Experience Days.** Students must be invited by the instructor for this option.
- **College Visit.** Students can visit a college or university and explore the program(s) they may be interested in pursuing. Call ahead for a tour or an appointment to speak to someone in admissions.
- **Military Visit.** Students can take this opportunity to visit a military recruiting office or schedule an appointment to speak with someone in the branch(es) they may be interested in pursuing.
- **Job Shadow.** Students can work with their program instructor to contact a professional in the field of study they would like to shadow for the day. Students should call and set up their experience, explaining what they'd like to see for the day.
- **Business/Industry Tour.** An alternative to a job shadow experience, students can schedule a tour with a business or industry they are interested in pursuing. Students should call and schedule their experience.
- **Job Placement.** If a student is currently working in their field of study, they may elect to work the entire day. Students should ask their employer if they can be on the schedule for the day.
- **Alternative Assignment.** If students are unable to participate in any of the above activities, their program instructor can give alternative assignments to complete. The program instructor will work with the students who choose this option and set the expectations and requirements for the project.

Keep in mind it is the student's responsibility to set up their experiences, complete them, and have the appropriate paperwork signed. All paperwork needs to be returned to their program instructor by January 4, 2018, to ensure attendance for the two days.

If you have questions, please contact us at (937) 599-3010.

Sincerely,

Brad Richardson  
Career Tech Supervisor

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