EDISON’S JOB-OUT COURSE
Business & IT Capstone
Mrs. Leach – Room 180-1
Teacher
What is Job-Out?

- A CareerTech course.
- Allows students to leave school early to go to work.
Who can Job-Out?

- Must be a senior.
- Must have a job or be able to find a job before the Fall semester begins.
- Must need 4 credits or less to graduate.
What are the requirements?

- 3 computer courses are required:
  - Fundamentals of Technology
  - Fundamentals of Administrative Tech.
  - Customer Assistance (taken concurrently during senior year)

- Your job must be customer-service related.

- Job must be approved by Mrs. Leach.
When can I leave school to go to work?

- Job out students can leave immediately after the 5th hour everyday.
What if I am not on schedule to work everyday?

- Job out students can leave everyday even if you are not scheduled to work.
- Students are expected to go home and use that time to study and work on assignments.
How do I apply?

- Complete the questionnaire on the Students’ page on Edison’s Website
  - edison.tulsaschools.org
  - Click on Students
  - Click the Class of 2020 tab
  - Click Job Out Questionnaire
When do I apply?

- During senior enrollment time, list these 2 courses for Job Out: (if you have taken the prerequisites)
  - Customer Assistance
  - Job Out (Business & IT Capstone)
- After completing the questionnaire online, you will receive an email to pick up an application from Mrs. Leach in 180-1.
  - Your parents must read and sign the application.
  - Your supervisor/manager must complete an evaluation for you and sign the application.
What if I haven’t taken any computer courses?

- You can test out of the 1st class--Fundamentals of Technology by passing an online Computer Fundamentals test.
- In addition to the courses you need to graduate, you will have to enroll in these courses during your senior year:
  - Fundamentals of Administrative Tech. (4th hour)
  - Customer Assistance (5TH hour)
  - Business & IT Capstone (Job Out 6th – 7th hours)
What if I don’t have a job yet?

- You can still start the process by completing the pre-application on Edison’s website.
- You can still pick up the paper application from Mrs. Leach in room 180-1.
What if I don’t have a job yet, con’t.?

• Complete the 1st two pages of the application with parents’ signature and return to Mrs. Leach.
• The other pages will have to be completed by your supervisor/manager after you are hired.
• You will not be enrolled in the Job-Out course until you have an approved job and you have submitted the completed application.
Still have questions?

• See Mrs. Leach in 180-1
• Email Mrs. Leach at leachca@tulsaschools.org