I understand that this program is available only to students who:

1. Are seniors in high school.
2. Have been accepted for enrollment as a full-time student in a career tech program which meets the standards prescribed by the State Board for Career and Technical Education and the local agency for Career Tech.
3. Are in need of earnings for such employment to commence or continue his/education.
4. Are at least 15 years of age at the commencement of student’s employment.
5. Are capable, in the opinion of the appropriate school authorities, of maintaining good academic standing while employed under the Job-Out Program.

I promise that if I am accepted for the Job-Out Program, I shall accept the responsibilities of the job. I shall perform my assigned job in an acceptable manner. I shall abide by the rules and regulations of the program.

Student’s Name (print) _____________________________________________________________________ Cell __________________________

Signature of Student __________________________________________________________________________

I approve of my student’s participation in the Job-Out Program. I understand that transportation to/from his/her job will be provided by the student/parent.

Parent’s Name: (print) _____________________________________________________________________ Cell __________________________

Signature of Parent/Guardian: __________________________________________________________________________

Signature of Teacher Coordinator: __________________________________________________________________________

FOR OFFICE USE ONLY

Job/Company________________________________________ NOTES: Tested out FOT __________

Enroll in Job-Out Hour: _________________________________

Completed Courses: FOT _____ FOAT _____

Enroll in FOAT _____ Customer Assistance: ______

Counselor: __________________________ Date Approved: ________________
EDISON PREPARATORY HIGH SCHOOL
BUSINESS & IT CAPSTONE (JOB OUT) PROGRAM AGREEMENT

Student Name _________________________ ID# ____________________
Address ___________________________________________ Cell # ________________
Date of Birth _______________ Approx. # of Hours Per Week ____ Date Started _____________
Company Name____________________________________ Phone #______________________
Company Address _______________________________________________________________
Job Title __________________________ Supervisor/Manager __________________________
Parent/Guardian _____________________________________ Cell # _____________________
Parent/Guardian Work # _____________________________ Home # _________________

STUDENT RESPONSIBILITIES
1. The student will work a minimum of 10 hours per week and will meet the requirements of the school regarding classwork.
2. The student agrees to abide by all rules set forth by the teacher-coordinator and the employer.
3. The student will not terminate employment without approval of the teacher-coordinator.

TEACHER-COORDINATOR RESPONSIBILITIES
1. The teacher-coordinator will explain the program and guide the student concerning work-related issues.
2. The coordinator and the employer will work together on any work-related problems concerning the student.
3. The coordinator will observe and evaluate the student at work and visit in person with the supervisor at least once in order to assure successful occupational progress.

PARENT RESPONSIBILITIES
1. The parents (or guardian) will be responsible for the personal conduct of the student while participating in the program.
2. The parents (or guardian) will assume full responsibility for any action or happening pertaining to the student from the time the student leaves school until he/she reports to his/her job.
3. The parent will ensure that transportation to and from the worksite is provided.

EMPLOYER RESPONSIBILITIES
1. The company will employ the student on a part-time basis and will provide the proper training for the student to complete the occupational objective for the position.
2. The schedule of compensation shall be mutually agreed upon by the company and the student.
3. The supervisor/manager will assist the teacher coordinator by providing pertinent information that will ensure successful progress of the student.
4. Before dismissing a student, except in cases of drug use or theft, the supervisor/manager will discuss the reasons for such action with the teacher coordinator.

We, the undersigned, indicate by affixing of our signatures that we have read and agree to abide by the items listed above:

_________________________________         _____________________________________
Student                                                                            Employer (Supervisor/Manager)
____________________________________   _______________________________________
Parent/Guardian                                                                    Teacher Coordinator
Company ________________________________  Supervisor __________________________

Please evaluate the Business and IT Capstone (Job Out) student by circling the rating that most nearly describes the performance or characteristic with “1” being the lowest rating. If the factor cannot be observed in the present position, indicate by circling “NA”. Write comments on the space provided or use page two for additional comments. Thank you for your assistance.

1. **JOB KNOWLEDGE:** Understanding of process and procedures in work assigned.
   
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   **Comments:** __________________________________________________________

2. **JUDGMENT:** Ability to make simple decisions based on logical reasoning.
   
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   **Comments:** __________________________________________________________

3. **COMPREHENSION:** Ability to interpret and respond to instructions, situations, methods and procedures.
   
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   **Comments:** __________________________________________________________

4. **QUANTITY OF WORK:** Volume acceptable to what may be reasonably expected.
   
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5. **QUALITY OF WORK:** Based on appearance, accuracy and timeliness.
   
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   **Comments:** __________________________________________________________

6. **PERSONAL APPEARANCE AND GROOMING:** Dresses for the position; is neat and clean.
   
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   **Comments:** __________________________________________________________

7. **PERSONALITY AND ATTITUDE:** Exhibits poise, tact, enthusiasm and cooperation.
   
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8. **INITIATIVE AND RESOURCEFULNESS:** Acts responsibly; works on own initiative.
   
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   **Comments:** __________________________________________________________

9. **DEPENDABILITY:** On the job everyday, on time; calls when absence or tardy is necessary.
   
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   **Comments:** __________________________________________________________

10. **EMOTIONAL STABILITY:** Tolerates pressure; responds positively to criticism.
    
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    |---|---|---|---|---|---|---|---|---|---|
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    |   |   |   |   |   |   |   |   |   |   | NA

    **Comments:** __________________________________________________________

11. **ORAL COMMUNICATION:** Ability to communicate in person and on the telephone.
    
    |   |   |   |   |   |   |   |   |   |   |
    |---|---|---|---|---|---|---|---|---|---|
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    **Comments:** __________________________________________________________

12. **GOOD HOUSEKEEPING:** Organizes for efficiency; keeps things in order; cares properly for equipment.
    
    |   |   |   |   |   |   |   |   |   |   |
    |---|---|---|---|---|---|---|---|---|---|
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    **Comments:** __________________________________________________________

13. **SAFETY:** Demonstrates safe work habits.
    
    |   |   |   |   |   |   |   |   |   |   |
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    **Comments:** __________________________________________________________
OVERALL PERFORMANCE: Does Not Meet Standards ____  Meets Standards____  Exceeds Standards____

Is person suitable for the position?  Yes_____  No ______

SUPERVISOR’S COMMENTS:

___________________________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

KEY OBJECTIVES FOR FUTURE DEVELOPMENT:

On the Job: ____________________________________________

______________________________________________________________________________

______________________________________________________________________________

In the Classroom: ____________________________________________________

______________________________________________________________________________

______________________________________________________________________________

_________________  Dated __________________________

Supervisor

_________________  Dated __________________________

Student

_________________  Dated __________________________

Teacher Coordinator