

STUDENT APPLICATION: WORK BASED LEARNING (WBL) - NOVI HIGH

Name _____
Address _____ City _____ Zip _____
Home Phone _____ Age _____ Birth date _____ Grad Yr _____
Gender (circle) Male Female Student's full email _____
Student's Cell # _____ Counselor: _____
Parents' Names _____ Parent Cell: _____
Parent Email _____ (one required) 2nd email if desired _____
Semester(s) applicable: Circle 1st semester only 2nd semester only OR Both 1st & 2nd Semesters

Understand that being a work-based learner means:

- ✂ I must have a job AND a course that is related to career path listed on my Educational Development Plan (EDP)
- ✂ I must have a resume AND fully signed EDP from source Novi High uses (currently Xello) in my WBL file **before** my schedule card submitted (preferably with application)
- ✂ I may find EDP (Xello) help in room 235, but submit application material to room 218
- ✂ I must be enrolled, during one WBL term, in a class with curriculum tied to my work activities
- ✂ I must not be employed or work for a relative
- ✂ I must not be supervised by a relative
- ✂ I must provide my own transportation to the job
- ✂ I must leave campus during my WBL hour
- ✂ I must work and log a minimum of four hours per week to receive .5 elective credit per semester
- ✂ I understand that for .5 credit the school district cannot require I work greater than 10 hours per week
- ✂ I must receive paycheck with the proper payroll, federal income and state income taxes withheld
- ✂ I must be supervised at all times on the job
- ✂ I am to receive progressive training during term to receive credit and expected to seek growth opportunities
- ✂ I must keep accurate hourly work records using work-based learning slip provided
- ✂ I must turn work slips to coordinating instructor the first day of each academic week (Monday) to receive credit
- ✂ I must turn in a reflection paper at end of term per specifications provided by coordinating teacher
- ✂ I must write a thank you letter in proper business form if working second semesters (full year)
- ✂ I must be in scheduled classes AND at work unless a) documented ill, b) death in family, or c) court appointment
- ✂ I cannot go to work any day that I am not in school at least half the day (*field trips count as in school)
- ✂ I may receive an "E" for any marking period if I work when absent for school at least half the day
- ✂ I may lose credit if I work AND was not AT school half day in classes (*)
- ✂ I must work agreed upon and scheduled hours of employer, up to limit of law with school (23 hours)
- ✂ If dismissed from the job because of unsatisfactory performance, I may receive an "E", lose credit, AND be dropped from WBL program in future
- ✂ If I am found dishonest, I may receive an "E" AND be dropped from WBL program for future
- ✂ If I leave job without coordinator's prior approval, I can receive an "E" AND be dropped from WBL

I / We as parent / parents understand our student's responsibilities as a WBL trainee and give our permission for our child to participate in Novi High School's Work Based Learning Experience. We hereby release future employer's evaluation reports to program coordinator and attendance records to employer.

Failure to abide by above terms and conditions can result in being dropped from WBL program and result in failure for current semester. Application backside is complete and a resume due coordinator.

Completion of this form does not guarantee placement in Work Based Learning program. Student must arrange personal interview with coordinator and receive resume approval. Trainee's employment, and Trainee's acceptance in this program shall conform to all federal, state, and local laws and regulations, including non-discrimination against any applicant or employee because of age, race, color, height, weight, national origin or ancestry, religion, gender, or disability.

Signature of Parent

Date

Signature of Student

Date

Turn over to complete back side - essential information on page 2

Student Name: _____ Year of Graduation _____

Class Schedule during time of employment w/ WBL Program: (6 credits at .5 each = 3 total credits)

Fall _____

Winter _____

Current AA Teacher: _____ Counselor: _____

Attach Copy of

Education Development Plan obtained through Mrs. Kerbrat (Rm 235; Xello, etc) SIGNED by student **and** parent.

Resume detailing work skills & abilities

Class to be used as the “related class” to Work-Based-Learning course is:

Help locating employment? Yes ___ (see outside 218) No ___

If yes, type of job desired _____

What career do you plan to pursue after graduation? _____

In which extra-curricular activities are you involved? _____

What transportation will be available to the job? _____

Are you employed now?

Business name _____ Pay Rate _____ per hour

Phone _____ Supervisor Email _____

Street Address _____ City _____ Zip _____

Supervisor Name: _____ Position _____

Duties: _____

How long have you worked for this employer? _____

Do you have a relative working in this company? Yes ___ No ___

Are you happy with this job? Yes ___ No ___

Do you want this job as your WBL Placement? Yes ___ No ___

If no, why not?

List any other jobs you have held (other than the above)

Business’s name, City _____ Dates of Employment _____ Duties _____

WBL classified as Career & Technical Education (CTE) if student employed by school district.

Student’s Initials _____ Parent’s Initial _____ Sent to employer _____

Below are skills or abilities provided to employers from the CTE standards to develop work plans. Our goal is exposure to progressive, real world interaction. The list spans several CTE segments, while not every item is required or offered at every job site. This list should be kept by student as future reference.

- Actively listening to directions to comprehend patterns of work, required protocols, or safety concerns
- Reading for information any assigned manuals, charts, or policies for required procedures
- Locating, organizing, referencing or implementing written information to achieve employer objectives
- Servicing customers after receiving training on material matters
- Answering phones with etiquette and attitude to navigate or solve issues
- Protecting confidential information heard in office or work setting
- Taking accurate phone messages with clear voice, appropriate tone and appreciative demeanor
- Clarifying information when task unclear through following assigned chain of command or organizational chart
- Using information or data to accomplish specific occupational tasks (surveying, drafting, probing, planning, etc)
- Applying correct grammar, punctuation and terminology to write and edit documents
- Developing formal and informal presentations using appropriate media to engage listeners
- Interpreting verbal and nonverbal cues/behaviors to enhance communication with co-workers and clients/participants
- Valuing importance of customer always being right, ethical treatment and fair play
- Creating messages which inform, persuade, or remind people of information
- Demonstrating mathematical knowledge
- Applying numbers and operations in financial matters
- Using Point of Sale systems
- Employing measurement skills to make business decisions
- Performing data analysis to make business decisions
- Solving issues through evaluation of accurate or financial matters
- Construct charts/tables/graphs from functions and data
- Apply if /then thinking to job situations, reducing risk to employer, while maintaining highly satisfied customers
- Thinking qualitatively and equitably to resolve human relation issues
- Thinking quantitatively when gathering, analyzing, or directing needs assessments
- Interpreting tables, charts, and figures to support written and oral communications
- Creating tables, charts, and figures to visually communicate data or text
- Narrowing decision variables to those needing improvement
- Responding with restatement of key matters, including steps to follow
- Exhibiting public relations skills which increase internal and external customer/client satisfaction
- Staying within one's appropriate rank and file conversations
- Writing short, to the point emails, focusing on message which needs to be communicated
- Being responsible for assigned workplace performance goals, working environments, and co worker privacy
- Using a Personal Information or Time Management application to increase workplace efficiency
- Managing personal schedule to arrive timely, work productively, and demonstrate positive attitude
- Utilizing technology tools which expedite workflow (Microsoft Word, PowerPoint, Excel)
- Use Customer Relationship Management technology
- Appropriately using technology within work environment (cell phone, computer, retail sales systems)
- Using email to share files, data and documents or communicate brief information
- Accessing and navigating an intranet of employer, as well as internet through web browser
- Preparing simple documents and other business communications
- Performing calculations and analyses on data using a spreadsheet
- Using office equipment such as copier, fax, scanner
- Troubleshooting office or computer driven equipment and machines
- Drafting and demonstrate proper netiquette in online communications
- Finishing any assigned safety training in timely manner
- Maintaining a clean work station, space; helping clean or organize shelving, supplies, etc.
- Accepting feedback well with desire to alter or improve approach
- Participating in meetings to accomplish work tasks
- Managing supply resources with eye on profitability
- Differentiating between proprietorship, partnership, and corporation business models
- Calculating payroll taxes
- Handling inner office mail, packages, parcels or inner department deliveries