Strath Haven High School
205 S. Providence Road *610-892-3470*
Wallingford, PA 19086

FIELD PLACEMENT
Registration Form

APPLICATION PROCESS

PART 1: Fill out the information below, and schedule a meeting with your school counselor.

STUDENT NAME		GRAD YEAR
DATE	EMAIL	DOB

FIELD PLACEMENT	
ADDRESS OF PLACEMENT	
SUPERVISOR NAME	SUPERVISOR PHONE NUMBER
SEMESTER: ❑ **FALL** ❑ **SPRING** ❑ **FULL YEAR**	BLOCK

SHHS COURSE TO BE DROPPED (After all signatures have been attained and course has been approved)

COURSE	**BLOCK**	**SEMESTER**

PART 2: Consult with school counselor.

DATE OF MEETING	**IN-PERSON MEETING WITH SCHOOL COUNSELOR:** Discuss scheduling implications for student, process to attain permission from colleges (if needed), Silver Guide requirements pertaining to placement, other requirements as stipulated in Silver Guide.	COUNS. INITIAL

SIGNATURES: PERMISSIONS BELOW MUST BE ACQUIRED IN THIS ORDER.

FIELD SUPERVISOR	DATE
SCHOOL COUNSELOR	DATE
SHHS ADMINISTRATOR	DATE
STUDENT	DATE
GUARDIAN	DATE

⇨**PART 3:** Once completed, this form should be submitted to the **Counseling Office**. See guidelines on reverse of form.

Student schedule will not be changed in PowerSchool until the course is approved by all parties, including SHHS staff, supervisor, and Student / Guardian.

INTERNAL USE ONLY:

Form Received Date _____ _____ Course added to student schedule.

_____ SHHS course dropped.

TERMS AND GUIDELINES

UNPAID/VOLUNTEER PLACEMENTS

Students may participate in volunteer work or an unpaid internship and graduation credit. The purpose of the program is to have students learn about the working world on both a practical and theoretical level.

- Students are expected to have the field placement with a minimum of 10 hours of work arranged prior to the start of the semester in which they are seeking to earn credit. An authenticated log sheet including the student has worked each week/supervisor signature must be submitted bi-weekly to the program coordinator, located in the School Counseling Office.
- Students may receive one credit per semester, given for ten hours of field work per week, up to two credits per school year.
- Students must be at least 16 years old and be enrolled in 11th or 12th grade to participate.
- Transportation and any other expenses are the student's responsibility.
- Grades are given as either Pass (P) or Fail (F). Students can earn a Pass by providing a weekly record of hours signed by the approved supervisor.
- If a student needs to be absent for any reason, they should notify the field supervisor prior to the time they are scheduled to report. Inconsistencies between school and work attendance may result in a review of the student's eligibility.
- If a student no longer has access to the field experience for which they are approved through Field Career, it is the student's responsibility to make an appointment with their counselor to make alternate arrangements for earning credit.

Field Placement Guidelines

- Students should be punctual for field work and remain on site for the duration of the shift.
- Students expected to adhere to all rules and regulations as outlined by the supervisor. Controversial problems that arise in the workplace should be discussed directly with the supervisor.
- Students are not permitted to hold field experience that is supervised by a parent/guardian.

PAID/JOB PLACEMENTS

Students have an opportunity to earn both money and graduation credit. The purpose of the program is to have students learn about the working world on both a practical and theoretical level.

- Students are expected to have the job placement with a minimum of 10 hours of work arranged prior to the start of the semester in which they are seeking to earn credit. An authenticated record of the hours the student has worked each week must be submitted to the program coordinator, located in the School Counseling Office.
- Students may receive one credit per semester, given for ten hours of work per week, up to two credits per school year.
- Students must be at least 16 years old, enrolled in 11th or 12th grade to participate, and have working papers. Working papers are available in the first and third floor offices.
- Transportation and any other expenses are the student's responsibility.
- Grades are given as either Pass (P) or Fail (F). Students can earn a Pass by providing bi-weekly pay stubs following the approval of this form.
- If a student needs to miss work for any reason, they should notify the employer prior to the time they are scheduled to report to work. Inconsistencies between school and work attendance may result in a review of the student's eligibility. If a student no longer holds the job for which they are approved through Cooperative Education, it is the student's responsibility to make an appointment with their counselor to make alternate arrangements for earning credit.

Workplace Guidelines

- Students should be punctual for work and remain on site for the duration of the shift.
- Students expected to adhere to all rules and regulations as outlined by the supervisor. Controversial problems that arise in the workplace should be discussed directly with the supervisor.
- Students are not permitted to work in a business owned by a parent/guardian.

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FIELD PLACEMENT
Weekly Timesheet

STUDENT NAME	WEEK OF
FIELD PLACEMENT	

DIRECTIONS: Students may document their hours using this form or through submission of a formal timesheet from their employer. These sheets must be submitted to the College/Career Center weekly to validate your hours.

DAY	DATE	# HRS	DESCRIPTION OF EXPERIENCE
MON			
TUE			
WED			
THU			
FRI			
SAT			
SUN			
	TOTAL HOURS		SUPERVISOR'S SIGNATURE