



## 2011-12 Senior Work Experience Program

The Senior Work Experience Program will be **mandatory** for all seniors. Students will have two options: **Option 1:** Students will be required to complete and document **30** hours of community service between July 1<sup>st</sup>, 2011 and April 27<sup>th</sup>, 2012. **Option 2:** Students will work **30** hours in a paid position during the week of May 14<sup>th</sup> -18<sup>th</sup>, 2012 (related or non-related to Career Technical program). With the 30 hours of community service or work, students will not be in attendance at school from May 14<sup>th</sup> -18<sup>th</sup>, 2012. **All students must complete Senior Work Experience Program requirements in order to participate in the MVCTC Senior Recognition Ceremony.**

Students may select from one of the following for their Senior Year Work Experience:

1. Work experience related to Career Technical program
2. Work experience not related to Career Technical program
3. Community Service Activities (Bank Time – 30 hours documented time)  
Examples: Volunteer work at local healthcare facility/hospital, Special Olympics, Habitat for Humanity, etc.

The three senior work experience options listed above will require completion of appropriate paperwork signed by student, parent, employer/agency, instructor, and supervisor. No sign off will be required from the academic instructors. The completed documentation will be due by April 27<sup>th</sup>, 2012.

The fourth quarter grading period for all senior students will end on May 11<sup>th</sup>, 2012. Semester exams will be given during the week of May 7<sup>th</sup>-11<sup>th</sup>, 2012 and will be counted as 20% of the semester grade. All senior laptops must be returned by May 11<sup>th</sup> 2012 and all student fees must be paid.

Senior grades will be due at 3 p.m. on May 14<sup>th</sup> 2012. The grades recorded on May 14<sup>th</sup> 2012 will be the final grades and those grades will be shared with home schools.

MVCTC's Senior Recognition Ceremony is scheduled for May 18<sup>th</sup>, 2012, at the Wright State University's Nutter Center. More details about Senior Recognition Ceremony will be provided at the conclusion of the third grading period.



<i>Student Name:</i>	<i>Employer:</i>
<i>Address:</i>	<i>Address:</i>
<i>City:</i> _____ <i>Zip Code:</i> _____	<i>City:</i> _____ <i>Zip Code:</i> _____
<i>Age:</i> _____ <i>DOB:</i> _____ <i>Grade:</i> _____	<i>Phone:</i> _____ <i>Fax:</i> _____
<i>Phone:</i> _____ <i>Cell:</i> _____	<i>E-mail:</i> _____
<i>E-mail:</i> _____	<i>Supervisor/Mentor:</i> _____
<i>Home School:</i> _____	<i>Student Position:</i> _____
<i>Career Tech Program:</i> _____	
<i>Career Tech Program Instructor:</i> _____	

In order to operate an effective senior work experience program and be in compliance with state and federal regulations, it is necessary that all parties understand and adhere to the following:

**Everyone understands:**

- The term of this placement training agreement is for the dates of May \_\_\_\_ - \_\_\_\_\_. Employment after these dates and aspects thereof are between the student and the employer.
- The student is required to work a minimum of 30 hours. (additional hours are permitted so long as compliance with the Fair Labor Standards Act is maintained).
- A training plan shall be utilized as a guideline for the employer.
- Any and all concerns regarding this student and this work experience shall be presented to the coordinator/instructor immediately.

**The student will:**

- Provide adequate and reliable transportation to and from work.
- Maintain attendance and punctuality on the job at all times unless excused by the employer and coordinator/instructor.
- Complete job responsibilities with honor and integrity and in a manner that will reflect respect for the school, the employer, and the student.

**The parent will:**

- Assume responsibility for the personal conduct of the student.
- Assume responsibility for transportation of the student to and from the job training station.
- Assure that the student has appropriate apparel for the job station.
- Encourage and support the student to succeed in this job training experience.

**The coordinator/instructor will:**

- Provide the support necessary for the student's progress at the job training station.
- Assist the employer with information for participation in this project.
- Enforce attendance and disciplinary regulations as per MVCTC Student Handbook and supplemental agreements.

**The employer will:**

- Affirm that the company is an equal opportunity employer.
- Place student/trainee on a job in accordance with the agreed upon and approved training plan.
- Give the student/trainee adequate orientation and safety training for the job station to enable the student to become productive.
- Provide the student/trainee with the same considerations given other employees regarding safety, health, social security, general working conditions, and other regulations.
- Maintain the following work schedule for the student/trainee (state beginning and ending time for each day):  
M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ TH \_\_\_\_\_ F \_\_\_\_\_ S \_\_\_\_\_ SU \_\_\_\_\_

All parties have read and agree to abide by the above statements.

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Date: \_\_\_\_\_ Coordinator/ Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

MVCTC Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

This program is in compliance with Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment of 1972; the Education Amendment of 1976; and Section 504 of the Rehabilitation Act of 1973. This program provides equal opportunities to all people without regard to age, gender/sex/disability, marital status, race, color, creed, national origin or religion.

## Miami Valley Career Technology Center 2011-12 Senior Work Experience Log Sheet

Date	Work Experience / Community Service Activity	Phone # Contact	Instructor Pre-Approval	# Hours	Verifying Signature (employer, teacher, community service agency representative)
<b>Total</b>					

Total hours must be equal to or greater than 30 hours and verified by the individual (employer, teacher, community service agency representative) providing supervision. Once students have completed 30 hours of approved activities, they will not be required to attend classes May 14th – 18th, 2012. Completed forms must be submitted to Career Tech Instructor by April 27th, 2012. Students must provide own transportation.

Student : \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

CT Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

CT Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_