

HERMITAGE



TECHNICAL CENTER

Practical Work Experience Guide and Agreement

Automotive Technology • A/C • C.A.D • Cosmetology • Criminal Justice •
Culinary Arts • Electricity • EMT • Graphic Communication • Greenhouse/Landscaping •
Legal & Medical Systems Administration • Nurse Aide • Practical Nursing I •
Precision Machine Technology • Sports Medicine • Telecommunications •
Veterinary Science • Web Design/Programming • Nail Technology

**Hermitage Technical Center
8301 Hungary Spring Road
Henrico, VA 23228
(804) 756-3020
Fax (804) 756-3025**

Student Responsibilities

Academics

Student must maintain a minimum of a 2.0 GPA (C average) overall to continue Practical Work Experience.

Student must participate in curriculum-related youth organization (Skills USA, HOSA, FFA, FBLA, or FCCLA) activities as deemed necessary by the HTC Instructor, including meetings, competitions, and content involvement.

Attendance

Student must attend Home School, Hermitage Technical Center, and the Job Site regularly.

Student must notify the HTC Instructor and the Work Site by 10 AM each day of absence.

Student may not report to Job Site if absent from Home School or HTC due to illness.

Student must receive permission from HTC Instructor to report to Job Site if absent from Home School or HTC due to appointments (such as doctor or dentist) or other obligations (such as court).

Student must report to class if they are not scheduled to work. Student must report to class weekly on the day designated by the HTC instructor.

Documentation

Student must furnish HTC Instructor with *Job Log/Attendance Verification Sheet* on a weekly basis. Point deductions for failure to adhere to submission deadlines set by the individual teacher.

Student must consult with HTC Instructor regarding any progress or difficulties arising at the Job Site or relating to his training program.

Student must work during scheduled class time, or this agreement is not valid.

Job Site Ethics

Student must be honest, courteous, cooperative, and willing to learn.

Student must demonstrate appropriate grooming habits, appropriate dress, and punctuality.

Student must conform to rules and regulations of the Job Site and perform Practical Work Experience responsibilities to the satisfaction of the Job Site Supervisor. Student must get approval of HTC Instructor to change or leave a Job Site.

Parent/Guardian Responsibilities

Academics

Parent/Guardian should encourage student to complete his academic assignments and maintain an overall GPA of 2.0 (C average) in order to remain in good standing for Practical Work Experience eligibility.

Attendance

Parent/Guardian should assist with communication efforts on behalf of your child regarding absences from school and work.

Documentation

Parent/Guardian must sign Practical Work Experience Agreement to provide permission and early dismissal as required for student to participation in the work experience program.

Parent/Guardian should consider but are not mandated to purchase the 24-hour insurance policy. Forms are available in the HTC office.

Job Site Ethics

Parent/Guardian should encourage professionalism and assist with guiding student in the area of appropriate conduct at the work site.

Job Site Responsibilities

Academics

Job Site must provide a variety of work experience, maintain an environment conducive to training, and contribute to the attainment of students competencies and career objectives.

Job Site must provide time for consultation with the HTC Instructor regarding student's performance and competencies, any difficulties student may be experiencing and cooperate with the HTC Instructor in the event it should become necessary to transfer or withdraw the student.

Job Site must provide position-related instructional material and occupational guidance for the student.

Job Site must abide by all county regulations governing student achievement and encourage the student to maintain a 2.0 GPA overall.

Attendance

Job Site must employ the student for the minimum listed number of hours each day and each week for the entire work period.

Job Site must abide by all county regulations governing student attendance and participation.

Job Site employee must verify attendance and hours by signing the *Job Log/Attendance Verification Sheet* on a weekly basis.

Documentation

Job Site supervisor must evaluate student using *Practical Work Experience Evaluation Sheet* every four and one-half weeks (at the interim mark and the end of the nine weeks mark.)

Job Site must consider this agreement null and void if student is no longer working with the program.

Job Site Ethics

Job Site must adhere to all Federal and State regulations regarding employment, child labor laws, minimum wages, safety, and other applicable regulations.

Job Site must pay student the wage rate which is comparable to entry-level workers doing similar work or that which conforms to the policies of the organization concerning part-time employment.

HTC Instructor Responsibilities

Academic

HTC Instructor must define and communicate to the Student and Job Site the competencies for which mastery must be achieved through the Practical Work Experience.

HTC Instructor must communicate with the Student and Job Site to provide formative evaluation.

Attendance

HTC Instructor must maintain communication with the Student and Job Site to encourage and monitor attendance.

Documentation

HTC Instructor must determine Student grade with input from the Job Site.

HTC Instructor must maintain Student attendance records with input from the Job Site.

HTC Instructor must visit Student on site at least once during each nine-week segment of the program.

HTC Instructor must provide Job Supervisor with the *Student Evaluation Form* twice during each marking period, at the interim and at the end of each nine weeks.

HTC Instructor is to forward a copy of each student's weekly *Job Log/Attendance Verification Sheet* to the tech center attendance secretary so that attendance will be updated and accurate.

Eligibility

Tech Center students who are in good standing during the second semester of their senior year are eligible to participate in "Practical Work Experience". Any exceptions must be approved by the HTC Instructor and HTC Administration. ***Tech Center teacher has the right to remove students from the work experience program at their discretion.***

Job Site Ethics

HTC Instructor must mediate all problems concerning the Job Site and the Student. HTC Instructor must provide input to the Student with respect to work ethics, appropriate dress, and Job Site expectations.