

«Last_Name»
«UIC_Code»

«Placement_SCH»
«Campus_Address» • «Campus_City», MI «Campus_Zip»
V: «Campus_V» • F: «Campus_F»

«SCHYr»
School Year

«EXP_Type» Training Agreement

Student Information	
First Name: «First_Name»	Emergency Contact # «St_EMEG_»
Last Name: «Last_Name»	
Street: «St_Address»	
City: «St_City»	Zip Code: «S_Zip»
Telephone: «Home_Tele»	Cell Phone: «St_Cell»
Date of Birth: «Birth_Date»	Age: «Age»
School ID: «UIC_Code»	Grade: «Grd»
School: «Home_SCH»	

Important Safety Information
Student learners are required to use safety glasses and other required Safety devices pursuant to MI-OSHA requirements.

Placement Information			
Duration:	«Start_Date»	to	«Ending_Date»
Experience Type:	«EXP_Type»	Employment Type:	«EmpType»
Wage:	«Wage»		
Photo release:	«M»	School Hours per day	«S»
Job Title:	«Job_Title»		
Week day	Start Time	Ending Time	Work Release Hours per day
Sunday	«SS»	«SE»	«O»
Monday	«MS»	«ME»	
Tuesday	«TS»	«TE»	Release Hours From School «Rls_HRs»
Wednesday	«WS»	«WE»	
Thursday	«RS»	«RE»	
Friday	«FS»	«FE»	Legal MAX HRs per week «LM»
Saturday	«US»	«UE»	
This placement cannot compute more than 50% of the students FTE.			

Safety Training & Procedures
Safety of the student learner is our major concern, to the end we as a school district, ask for the employers to help us insure that safety procedures and policies are strongly adhered to. As a school district, we will provide basic work place safety instruction. This will include instruction on blood borne pathogens, safe work habits and fire safety. As a part of that instruction, we ask that the student learner use the following safety devices (safety glasses, face masks, vinyl gloves, safety boots, work gloves, ear protection or respirators) when requested by their employer or when warranted by MI-OSHA. The student's initials below attest that training has been provided and received.

Safety Training Date: _____ «VID»

Student & Coordinator Initials of School Required Safety Training			
Student Learner Initials		Plcmnt Coord Initials	

Employer Information	
Employer:	«Employer»
Street:	«Employer_Address»
City:	«EM_City»
Postal Code:	«E_Zip»
Telephone:	«Telephone»
Fax:	«Fax»
Supervisor:	«Contact»
WC Carrier*:	«Comp_Carrier»
Policy No*:	«Comp_Policy»
Exp*:	«Cexp»
Liability Carrier*:	«L_Carrier»
Policy No*:	«L_Policy»
Exp*:	«Lexp»

Documentation of all safety training and safety procedures for equipment use and tasks should be maintained in each student file.

Program Related Instruction
The employer agrees to employ «First_Name» «Last_Name» who has successfully completed or is currently enrolled in «Related_Class» at «Placement_SCH» for the purpose of receiving training and experience for the following occupational area: «Occupational_Area»
The trainee needs to work a minimum average of «CH» hours per week to earn educational credit. The undersigned agree to the terms and conditions of this agreement.

Persons Approving & Agreeing to this Learner Program

Student Learner: _____
«First_Name» «Last_Name»

Parent / Guardian: _____

Employer: The signature of the employer certifies that the employment of the student learner will conform to all federal, state and local laws & regulations, including those that prohibit discrimination against the employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.

Employer / Supervisor: _____

Principal / Designee: _____

Coordinator: _____
«Coordinator»
Coordinator's Emergency contact number - «Ecnt»

Date: «Print_Date»

«Last_Name»
«UIC_Code»

«Placement_SCH»
«Campus_Address» • «Campus_City», MI «Campus_Zip»
V: «Campus_V» • F: «Campus_F»

«SCHYr»

Responsibilities for Student Participants:

- Transportation to and from the training site, for the duration of the practicum, is the student's responsibility.
- The trainee must maintain a passing grade in the related course to pass the work experience and remain in the program.
- All students participating in the «EXP_Type» Program must be currently enrolled in a qualifying related course and working in a career area within their Career Pathway.
- Should a student fail the related course of study («Related_Class»), at the end of the semester, they will lose credit for the «EXP_Type» experience and will be removed from the program and any release time will be suspended.
- Any student who will be tardy or absent from the scheduled work time must notify their employer.
- Any student, who skips school, will have the «EXP_Type» experience reviewed and may be removed from the program.
- Should any problems arise at work or school that may affect the student's placement, the student should notify the Career Prep /STW Coordinator immediately.
- Students are required to obtain permission from the Career Prep / STW Coordinator before quitting any «EXP_Type» placement. Failure to do so may result in a failing grade for the semester.
- Secure a signed Training Agreement and have it on file with the Career Prep / STW Coordinator prior to the start of your «EXP_Type» placement and to receive graduation credit.
- Should a student be removed from a «EXP_Type» placement, they will be required to spend any release time in a school approved placement. Removal from the «EXP_Type» placement may also result in a loss of credit.
- Students who are placed on a release schedule are expected to be working during these release hours.
- Students are required to complete weekly work hour reports to the Career Prep / STW Coordinator. Failure to complete these required hour reports, will result in the student failing the work experience.
- Students will adhere to all safety requirements specific to their placement as identified by MI-OHSA and their supervisor.
- Students who are absent from school are not permitted to work that day at their placement and must notify the employer.

I,
«First_Name»
«Last_Name»
acknowledge
that I have
read and
understand
the program
requirements
for my
placement.

Student
Learner initials
above

Responsibilities for Employers & School District:

- The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in school where curriculum is followed and students are under the continued and direct supervision of representatives of the school or business.
- The training is for the benefit of the student.
- Thee training does not displace regular employees, but work under their close observation.
- The employer who provides the training derives no immediate advantage from the activities of the trainee or students; and on occasion operations may be actually be impeded.
- The trainee or student is not necessarily entitled to a job at the conclusion of the training period.
- The district certificated coordinator is required to make at least one on-site visit, every nine weeks, to the employer.
- Students are expected to be scheduled to work during any release hours from school.

Evaluation Criteria

As part of the «EXP_Type» Programs, this student will be evaluated in the following areas:

- **Accuracy of Work**
- **Speed**
- **Use of working time**
- **The handling of responsibility**
- **Initiative and Enthusiasm**
- **Attendance**
- **Attitude to fellow workers**
- **Attitude to Supervisors**
- **Personal Appearance**
- **Attitude to safety/confidentiality**
- **Improvement of job**
- **Handling of equipment / property**

Career Pathway

«Career_Pathway»

NOTICE OF DISCRIMINATION: The Capstone WBL & School-To-Work Based Education Programs of «Placement_SCH» affirm their commitment to carry out its Civil Rights obligation to eliminate discrimination and denial of services on the basis of race, color, religion, national origin of ancestry, age, gender, height, weight, marital status or disability in its programs, services, or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: «DCont», «DAddress», «DCity», MI «DPost», «DTele»

Workplace Goals

Career Exploration	«CE»	«WE1»	Work Ethics
Workplace Skills	«WS1»	«ES»	Employability Skills

Student Academic Progress – Counselor Section *

Is the student on track for graduation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student's attendance acceptable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the placement related to the student's career goals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student's EDP on file and attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Counselor: _____

* Denotes optional information.

Note: School districts may adapt these forms to meet their specific needs or requirements and to satisfy local Pupil Accounting requirements.

«TWebsite»

«Last_Name»
«UIC_Code»

«Placement_SCH»
«Campus_Address» • «Campus_City», MI «Campus_Zip»
V: «Campus_V» • F: «Campus_F»

«SCHYr»

«EXP_Type» Training Plan

Student Information		Type of Placement	
First Name:	«First_Name»	Experience Type:	«EXP_Type»
Last Name:	«Last_Name»	Employment Type:	«EmpType»
Street:	«St_Address»	CTE Related Course:	«Related_Class»
City:	«St_City»	Zip Code:	«S_Zip»
Telephone:	«Home_Tele»	Cell Phone:	«St_Cell»
Date of Birth:	«Birth_Date»	Age:	«Age»
School ID:	«UIC_Code»	Grade:	«Grd»
School:	«Home_SCH»		
Student Career Goal:	«Cr_Goal»	CTE Instructor Signature:	_____ «Instr»
		PSN Number:	«Prog_SN»
		CIP Code:	«CIP_Code»
		Student EDP is verified and attached (See accompanying pages)	
		Print Date:	«Print_Date»

Performance Elements (Specific Job Skills to be Learned)

The tasks listed below are for an unpaid work-based learning experience, specific, unduplicated skills that the pupil will be learning need to be listed for each 45 hours of placement

Hours	Task
«D1»	«Tsk_1»
«D2»	«Tsk_2»
«D3»	«Tsk_3»
«D4»	«Tsk_4»
«D5»	«Tsk_5»
«D6»	«Tsk_6»

The tasks listed below are for non-CTE or state-approved CTE programs, the training plan must be developed from the related OCTP performance elements as posted on the following link: www.michigan.gov/mdcd/0,1607,7-122-1680_2629_2733-145785--,00.html

1. «Task_1» «GenEd_T1»
2. «Task_2» «GenEd_T2»
3. «Task_3» «GenEd_T3»
4. «Task_4» «GenEd_T4»
5. «Task_5» «GenEd_T5»
6. «Task_6» «GenEd_T6»
7. «Task_7» «GenEd_T7»
8. «Task_8» «GenEd_T8»
9. «Task_9» «GenEd_T9»
10. «Task_10» «GenEd_T10»

«Home_SCH»
Tentative 4-Year Plan

Name: «First Name» «Last Name»

Student Number: «UIC Code»

Date: «Print Date»

Graduation Requirements

(Each semester = ½ credit)

English	4 credits	[] [] [] [] [] [] [] []
Math	4 credits	[] [] [] [] [] [] [] []
Science	3 credits	[] [] [] [] [] []
Social Studies	3 credits	[] [] [] [] [] []
Physical Ed	1 credit	[] []
Arts	1 credit	[] []
Electives	5 credits	
<hr/>		
21 credits		of 24 credits (Total)

Career Goal:

«Cr_Goal»

DAT Career Interest:

Career Pathway:

«Career_Pathway»

Postsecondary Plans:

Testing:

Ninth: DAT

Tenth: PLAN*, PSAT*, ASVAB*, MEAP*

Eleventh: MME, PSAT*, ACT*, SAT*, ASVAB*

Twelfth: Any retakes desired

**Optional test – See testing guide*

Grade	FIRST SEMESTER	SECOND SEMESTER
Ninth Grade	1. English	1. English
	2. Math	2. Math
	3. Chemistry/Physics	3. Chemistry/Physics
	4. World History/Geography	4. World History/Geography
	5. Healthy Lifestyles (PE)	5.
	6.	6.
Tenth Grade	FIRST SEMESTER	SECOND SEMESTER
	1. English	1. English
	2. Math	2. Math
	3. Biology	3. Biology
	4. US History/Geography	4. US History/Geography
	5.	5.
Eleventh Grade	FIRST SEMESTER	SECOND SEMESTER
	1. English	1. English
	2. Math	2. Math
	3. Chemistry/Physics	3. Chemistry/Physics
	4.	4.
	5.	5.
Twelfth Grade	FIRST SEMESTER	SECOND SEMESTER
	1. English	1. English
	2. Math	2. Math
	3. Government	3. Economics
	4.	4.
	5.	5.
	6.	6.

This plan is made to help students plan their high school program. It is a guide and can be changed at any time. Students must still sign up for classes each spring.

Revised Plan