

Hobart High School



Work Based Learning Program

Employer / Site Supervisor Information

Establishing community partnerships to support high school students in obtaining work-based learning experiences.



2211 East 10th Street
Hobart, IN 46342
(219) 942-8521



HOBART HIGH SCHOOL

2211 East 10th Street, Hobart, IN 46342
Phone: (219) 942-8521 Fax: (219) 942-3326

Angela Patrick, Principal
Colleen Newell, Assistant Principal
Jacob Rodriguez, Assistant Principal
Tracy Brumley, Dean of Students

College & Career Ready

Dear Employer:

Thank you for your interest in providing worked based learning opportunities for the students at Hobart High School. We appreciate your willingness to be a part of an educational program that provides students with valuable knowledge and insights into career planning and the world of work.

Our goal is provide students with structured opportunities to understand the relevance between classroom learning and the world of work, while participating as productive employees / volunteers in a company or an organization. These work-based opportunities allow students to explore areas of personal and career interest, to acquire the skills necessary to be successful employees, and to formulate goals and plans for their futures.

Enclosed you will find helpful information regarding how the work based learning program works, requirements for students and site supervisors, along with sample evaluation forms for students.

If, after reading these materials, you are interested in hosting a Hobart High School Student, please complete the form and return it to Hobart High School. We will then begin the process of matching your needs and interests with those of one or more students.

Throughout your involvement in our program, our supervising teachers and counselors are available should you need assistance of any kind. It is our goal to make the work based learning program a meaningful experience for the students and the employers.

Thank you very much for your interest. We look forward to working with you. Please feel free to contact us at (219)942-8521 should you have any questions.

Sincerely,

Hobart High School Administration,
School City of Hobart Administration, and
Kari Roach, WBL Supervising Teacher



Work Based Learning- Program Details

Structure / Times

Students who apply for the work based learning program and are approved are then placed with a business / organization based on their career pathway & career interest. Scheduling differs for each student. Since Hobart High School operates on a block schedule, the majority of students will be scheduled to visit their WBL location for 90 minutes every other day. The normal class period times are as follows:

Period 1: 7:45-9:15

Period 2: 9:20-10:50

Period 3: 10:55-1:05 (minus 30 minutes for lunch)

Period 4: 1:10– 2:36

Once a student's placement is determined, the site supervisor will be notified and given the schedule so that they know when to expect the student.

Evaluations

Site Supervisors are required to complete a weekly checklist which the student will then turn in to their HHS supervising teacher at the end of each week. At the end of the grading period, site supervisors will then fill out a more comprehensive evaluation form over the 9 weeks as a whole. (Samples attached)

What Does an Employer Expect of Me as an Employee?



These 10 expectations represent survey responses of over 100 employers.

1. Have a positive attitude
2. Work well with others
3. Follow directions
4. Show up for work on time
5. Recognize problems and find solutions
6. Manage time effectively
7. Apply good listening skills
8. Be honest and dependable
9. Pass a drug or background test
10. Dress properly and practice good grooming



An equal opportunity employer that does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities. Call 800-743-3033 (TDD/TTY relay service).

Hobart High School is determined to prepare every student for life after high school. In doing so, it is critical that all students understand the importance of the soft skills listed above. These soft skills have been identified as vitally important by over 100 employers. By preparing students with these expectations now, it will only help them to succeed in the future.

Copy of WBL Student Application Program Cover

Work Based Learning Program

Hobart High School

The Work Based Learning Program provides students with the opportunity to apply the concepts, skills, and dispositions learned in previous coursework in their pathways to real world business and industry settings. As a prerequisite, students must have earned 4 credits of introductory / advanced courses related to the student's pathway.

This program gives students the opportunity to further explore their career interests and gain experience in the field. This can be done through pre-arranged internships, school based enterprises, or service learning based placements.

In order to be accepted into the WBL program, you must meet the criteria listed below. In addition, **you will be interviewed by administration** regarding your desire to participate in the program.

CRITERIA FOR WORK BASED LEARNING

1. Be a junior or senior.
2. Required Prerequisites: 4 credits of introductory and advanced courses related to a student's pathway.
3. Have NO failing grades in the preceding semester.
4. Maintain a good record of attendance and timeliness. This means your attendance does not exceed the allowed amount; you have NO truancies, and few or no tardies.
5. Have no significant disciplinary problems.

HHS OFFERS THE 5 PATHWAYS and 16 CAREER CLUSTERS LISTED BELOW:

School of Human Services

1. Education & Training
2. Government & Public Administration
3. Hospitality & Tourism
4. Human Services
5. Law, Public Safety, Corrections & Security

School of Health and Natural Sciences

10. Agriculture, Food & Natural Resources
11. Health Science

School of Communication and Fine Arts

16. Arts, A/V Technology & Communication

School of Business Services and Information Technology

6. Business Management & Administration
7. Finance
8. Information Technology
9. Marketing

School of Engineering and Industrial Technology

12. Architecture & Construction
13. Manufacturing
14. Science, Technology, Engineering & Mathematics
15. Transportation, Distribution & Logistics

Copy of WBL Program Student Application

Work Based Learning Program Application 2015-2016 School Year

Name: _____ Current Grade: _____

Career Pathway: _____

Based on your current Career Pathway, what Career Cluster are you most interested in learning more about?
(Refer to cover sheet if needed)

What specific career are you interested in pursuing or learning more about through this program?

Prerequisites 4 Credits of introductory / advanced courses related to student's above pathway:
(List the courses you have taken / received credit that meet the above requirement)

1. _____

3. _____

2. _____

4. _____

If you have a suggestion regarding your placement for the WBL program, please indicate below.
**Please note– suggestions are considered– not guaranteed. The ultimate goal is to ensure students further explore their career interest and prepare for the future.

Listed below are expectations for students in the WBL Program. Initial each one to indicate your acceptance of the guidelines.

_____ I understand that while in WBL program, I must continue to follow all rules outlined in the HHS handbook.

_____ I understand that I must continue to follow the dress code while on site for the WBL program.

_____ I understand that I must be punctual and follow attendance guidelines while also signing in and out of the office each time I leave or return to the building.

_____ I understand that while taking part in the WBL program, I may come into contact with confidential information. It is my responsibility to treat all confidential information with the proper respect and follow all rules and regulations.

_____ I understand that I will be expected to maintain the required forms, checklists, journals or anything else required by the HHS program mentor / supervisor. I also understand that I will be required to take a final exam (essay).

_____ I understand that I am responsible for transportation to and from my WBL site.

_____ I understand that I may be removed from the WBL program at any time for failure to follow rules and policies or failure to fulfill assigned duties.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Copy of WBL Program Weekly Evaluation



Work Based Learning Program Employer / Field Supervisor Weekly Checklist



Name _____

Employer / Site Supervisor _____ Location: _____

INSTRUCTIONS: Students in the Work Based Learning Program are responsible for picking this form up and returning it each week to the assigned high school supervising teacher. Each week, the supervising teacher will record a grade based on the evaluation below. **Failure to comply can cause a W/F grade and removal to ISS.** At the end of each grading peri-

EMPLOYER / SITE SUPERVISOR:

Please evaluate the progress of your student each week on the criteria below. Please use the following numerical equivalents:

3.2-4—exceeds/masters;
(87-100%)

2.4-3.1---meets/proficient;
(79-86%)

1.5-2.3 developing;
(70-77%)

0-1.4—beginning
(0-69%)

STUDENT'S NAME:	Week 1	Week 2	Week 3	Week 4
1. Present at learning site at designated time/punctual; on time & prepared				
2. Honest and dependable; Exhibits a positive attitude				
3. Recognizes problems and finds solutions / takes initiative.				
4. Follows oral & written directions as well as rules / polices of site.				
5. Effectively manages time so as to appropriately complete tasks				
6. Works well with others regardless of ability, gender, racial or ethnic background				
7. Applies good listening skills; Remains focused and not disruptive to others				
8. Seeks feedback on how to improve; asks questions when necessary				
9. Dresses properly and practices good grooming				
10. Helps maintain a safe & productive environment in which to work				

SIGNATURE OF MENTOR/EMPLOYER

Please write any additional comments on the back of this form. Thank you again for your continued support of our program!

CONTACT: Mrs. Roach at 219-942-8521, ext. 8165 email: roachclass@hobart.k12.in.us

Copy of WBL Program 9 Week Evaluation

Work Based Learning Program End-of-Grading Period Evaluation

Name: _____ HHS Supervising Teacher: _____

Site Supervisor: _____ Location: _____

INSTRUCTIONS: Please review the student's performance for each competency area below by entering a numerical value between 4 and 0. Please consider the student's progress over the entire 9 week period.

- 4- Exceeds expectations
- 3- Meets expectations
- 2- Inconsistently attempts to meet expectations
- 1- Needs improvement
- 0- Not visible

STUDENT'S NAME:	Numerical Score
1. Present at learning site at designated time/punctual; on time & prepared	
2. Honest and dependable; Exhibits a positive attitude	
3. Recognizes problems and finds solutions / takes initiative.	
4. Follows oral & written directions as well as rules / policies of site.	
5. Effectively manages time so as to appropriately complete tasks	
6. Works well with others regardless of ability, gender, racial or ethnic background	
7. Applies good listening skills; Remains focused and not disruptive to others	
8. Seeks feedback on how to improve; asks questions when necessary	
9. Dresses properly and practices good grooming	
10. Helps maintain a safe & productive environment in which to work	
TOTAL	/40

Additional Comments:

Site Supervisor's Signature: _____ Date: _____

HOBART HIGH SCHOOL

2211 East 10th Street
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BUSINESS / ORGANIZATION PARTNERSHIP REQUEST FORM

Date Submitted: _____

Name of Organization / Business: _____

Address: _____ City: _____ Zip: _____

Contact Person: _____

Title: _____ Phone: _____

Fax: _____ Email: _____

Number of work based learning student positions: _____

BRIEF DESCRIPTION OF YOUR BUSINESS / ORGANIZATION:

ADDITIONAL INFORMATION:

RETURN FORMS TO:

Colleen Newell HHS Assistant Principal
Hobart High School
2211 East 10th Street
Hobart, IN 46342
FAX: 219-942-3326
EMAIL: cnewell@hobart.k12.in.us

Thank you for your interest in partnering with Hobart High School's Work Based Learning Program.
We will be in contact with you to start planning for the 2015-2016 school year!