

# CONNECTING SCHOOL TO LIFE



## V'ACTE/WORK EXPERIENCE PROGRAM

### BUSINESS PARTNER INFORMATION

**INCLUDED FOR BUSINESS PARTNER:**

- ✓ PURPOSE AND EXPECTATIONS OF THE PROGRAM
- ✓ INTERVIEW FORM
- ✓ TRAINING AGREEMENT
- ✓ MEDIA RELEASE
- ✓ STUDENT TRAINEE EVALUATION FORM

**V'ACTE WORK EXPERIENCE COORDINATOR:**

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***THANK YOU FOR YOUR COMMITMENT TO THIS WORK EXPERIENCE PROGRAM.  
THE OPPORTUNITY YOU ARE PROVIDING IS INVALUABLE.***

## VALLEY ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION STUDENT WORK EXPERIENCE PROGRAM

### **PURPOSE OF V'ACTE/WORK EXPERIENCE PROGRAM:**

1. To provide the students with an opportunity to learn about career areas, and in doing so better prepare for future career choices.
2. To allow the student to demonstrate appropriate workplace skills and habits and experience actual demands and expectations of the workplace.
3. To establish an avenue of communication that will give business a voice in education.

### **BENEFITS FOR THE BUSINESS PARTNERS:**

- ✓ Helps create a pool of skilled and motivated potential employees
- ✓ Improves employee retention
- ✓ Reduces training and recruiting costs
- ✓ Encourages involvement in the curriculum development process
- ✓ Offers opportunities to provide community service



**NOTE:** If a student withdraws or drops the Career and Technical Education (CTE) course at any point during the school year, they can no longer continue at their work experience site. The work experience site is a privileged placement for those students enrolled in the final course of a V'ACTE approved CTE program.

### **PARTICIPATING BUSINESS PARTNERS WILL PROVIDE:**

1. A training and work experience plan for the student that:
  - Provides a broad exposure to as many aspects of the business as possible.
  - Gives the student exposure to a well defined set of work and learning experiences within the business.
  - A safe working environment.
2. Consider the program objectives when developing a work experience plan.
3. Designate a contact person to interact with the student trainee and the work experience coordinator during the work experience and after.
4. At the conclusion of the Work Experience Program, the Business Partner will complete an evaluation of the student's performance in the workplace.

**NOTE:** The Business Partner is expected to communicate to V'ACTE (before the work experience begins) the presence, or possible presence, in the work site, of any personnel that is participating in any penal program (work release, trustees, etc.) or has ever been convicted of a crime against minors.

**PARTICIPATING STUDENTS WILL DO THE FOLLOWING:**

1. Complete the designated work schedule according to the plan provided by the employer.
2. Follow business and school policies during the work experience.
3. Ask for meetings as needed to meet expectations of the work experience program.
4. Schedule and complete an exit interview and program evaluation with the Business Partner
5. Comply with the “Code of Conduct” signed during the application process.

**THE VALLEY ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION (V’ACTE) WILL PROVIDE THE FOLLOWING:**

1. V’ACTE will select the students based on the students expressed interest in a career area, high school CTE program teacher recommendation, and interview with the Business Partner.
2. V’ACTE will provide daily (or as is appropriate for the employer) contact with the business to provide support to the employer and the student.
3. V’ACTE will assist the business site in any clerical matters necessary.

**STUDENTS WILL BE INTERESTED IN OPPORTUNITIES TO DO THE FOLLOWING:**

1. Learn about various departments in the organization.
2. Participate in appropriate staff meetings.
3. Learn about training programs and when appropriate, access training materials that apply to their instructional area.
4. Learn current industry standards.
5. Learn about requirements for new employees (including occupational skills, academic requirements, and how new employees are found and hired).



**VALLEY ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION  
BUSINESS PARTNER INTERVIEW FORM**

Name of Business \_\_\_\_\_

Physical Address \_\_\_\_\_ City/zip code \_\_\_\_\_

Address \_\_\_\_\_ City/zip code \_\_\_\_\_

Business Partner/Work Site Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Fax: \_\_\_\_\_

Minimum age requirements of student trainee: \_\_\_\_\_

Brief description of business (type and function):

Type of work student trainee would be expected to perform:

Skills student trainee should bring to the workplace (e.g., communication, computer literacy, other technologies, academic background):

Special needs of business:

Optimum schedule (times and dates):

**VALLEY ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION  
STUDENT WORK EXPERIENCE PROGRAM**

**TRAINING PLAN**

Business Partner Name \_\_\_\_\_

Student Trainee Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

Work Experience Dates: \_\_\_\_\_

Work Hours: \_\_\_\_\_

Below, describe the activities to be performed during the time of the student work experience.

Activity	Number of Hours	Objective	Supervising Employee

**VALLEY ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION  
WORK EXPERIENCE PROGRAM MEDIA RELEASE**

I, \_\_\_\_\_  
*Print name here*

thereby irrevocably authorize the Valley Academy for Career and Technology Education (V'ACTE) to use photographs of me and or my property and authorize them to use and publish (with or without my name) photographs, pictures, portraits or images herein described in any and all forms and media and in all manners including composite images or distorted representations, and the purposes of publicity, illustration, commercial art, advertising, publishing (including publishing in electronic form on CDs or internet websites), for any product or services, or other lawful uses as may be determined by V'ACTE.

I further waive any and all rights to review or approve any uses of the images, any written copy or finished product, have read and fully understand the terms of this release. Parent or legal guardian must sign below for minors.

**Description of images**

The photos to be taken will relate only to the student's participation in high school Career and Technical Education classes, and the high school Work Experience Program through the Valley Academy for Career and Technology Education, for the purposes of promoting Career and Technology Education classes.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**VALLEY ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION  
BUSINESS PARTNER EVALUATION OF STUDENT TRAINEE PERFORMANCE**

Student Trainee Name \_\_\_\_\_

For the Time Period \_\_\_\_\_ through \_\_\_\_\_

Business \_\_\_\_\_ Supervisor \_\_\_\_\_

**Instructions:**

This report is to be completed by the student trainee's immediate work site supervisor, discussed with the student, signed by both the supervisor and the student and returned to the Work Experience Coordinator at the Valley Academy for Career and Technology Education either by mail or during an onsite visit.

In the space at the left of each section, check the phrase that describes this student trainee most accurately. Total the value for all the responses and record in the Total Score section. Thank you, business partner, for taking the time to help make this a better, more useful *program*.

**Productivity**

- 0 \_\_\_\_\_ Fails to do an adequate job
- 1 \_\_\_\_\_ Does just enough to get by
- 2 \_\_\_\_\_ Maintains constant level of performance
- 3 \_\_\_\_\_ Very industrious; does more than is required
- 4 \_\_\_\_\_ Superior work production record

**Ability to Follow Instructions**

- 0 \_\_\_\_\_ Seems unable to follow instructions
- 1 \_\_\_\_\_ Needs repeated detailed instructions
- 2 \_\_\_\_\_ Follows most instructions with little difficulty
- 3 \_\_\_\_\_ Follows instructions with no difficulty
- 4 \_\_\_\_\_ Uses initiative in interpreting and following instructions

**Initiative**

- 0 \_\_\_\_\_ Always attempts to avoid work
- 1 \_\_\_\_\_ Sometimes attempts to avoid work
- 2 \_\_\_\_\_ Does assigned job willingly
- 3 \_\_\_\_\_ Does more than assigned job willingly
- 4 \_\_\_\_\_ Shows originality/resourcefulness in going beyond assigned job

**Quality of Work**

- 0 \_\_\_\_\_ Does almost no acceptable work
- 1 \_\_\_\_\_ Does less than required amount of satisfactory work
- 2 \_\_\_\_\_ Does normal amount of acceptable work
- 3 \_\_\_\_\_ Does more than required amount of neat, accurate work
- 4 \_\_\_\_\_ Shows special aptitude for doing neat, accurate work beyond required amount

**Dependability**

- 0 \_\_\_\_\_ Unreliable, even under careful supervision
- 1 \_\_\_\_\_ Sometimes fails in obligations, even under supervision
- 2 \_\_\_\_\_ Meets obligations under supervision
- 3 \_\_\_\_\_ Meets obligations under very little supervision
- 4 \_\_\_\_\_ Meets all obligations without supervision

**Cooperation**

- 0 \_\_\_\_\_ Uncooperative, antagonistic
- 1 \_\_\_\_\_ Cooperates reluctantly
- 2 \_\_\_\_\_ Cooperates willingly when asked
- 3 \_\_\_\_\_ Cooperates eagerly and cheerfully
- 4 \_\_\_\_\_ Always cooperates eagerly and cheerfully

**Ability to Get Along with People**

- 0 \_\_\_\_\_ Frequently rude and unfriendly – uncooperative
- 1 \_\_\_\_\_ Has some difficulty working with others
- 2 \_\_\_\_\_ Usually gets along well with people
- 3 \_\_\_\_\_ Is poised, courteous, and tactful with people
- 4 \_\_\_\_\_ Exceptionally well accepted by peers, customers and supervisors

**Attendance**

- 0 \_\_\_\_\_ Often absent without acceptable excuse and or frequently late
- 1 \_\_\_\_\_ Lax attendance and/or frequently late
- 2 \_\_\_\_\_ Usually present and on time
- 3 \_\_\_\_\_ Very prompt and regular in attendance
- 4 \_\_\_\_\_ Always prompt and regular in attendance; volunteers for overtime when asked

**Appearance**

- 0 \_\_\_\_\_ Untidy or inappropriately groomed
- 1 \_\_\_\_\_ Sometimes neglectful of appearance
- 2 \_\_\_\_\_ Satisfactory appearance
- 3 \_\_\_\_\_ Careful about personal appearance
- 4 \_\_\_\_\_ Exceptionally neat and appropriately groomed

**TOTAL SCORE:**

Overall Estimate of Student's Work Performance

- Poor (Below 17)
- Below Average (17 – 21)
- Average (22 – 26)
- Above Average (27 – 31)
- Outstanding (32 – 36)

In your opinion, does this student demonstrate those skills necessary for success in entry-level employment? \_\_\_ Yes \_\_\_ No

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please indicate anything that VACTE should start, stop or continue doing in this program:

Business Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Trainee Signature \_\_\_\_\_

Date \_\_\_\_\_

