

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## Describe Program Guidelines

### Objectives:

- A. Document understanding of program guidelines.
- B. Document agreement with program guidelines.

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### MODULE 1B: INFORMATION SHEET

*TO THE STUDENT:* Read and study this information sheet, discuss the content with your Coordinator and your Parent/Guardian. Sign the last page indicating you have read and understand the guidelines for your program.

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### PHILOSOPHY/OBJECTIVES

The Diversified Occupations Program is a vocational cooperative education program created by the Department of Education to be offered at academic high schools. It combines classroom instruction with on-the-job training in a career area of the student's choice. This unique program of education is designed to integrate classroom study in employability and life skills with planned, supervised, practical work experience.

The Diversified Occupations Program is a partnership between local businesses and Career Institute of Technology. Career competency and the manipulative aspects of a skill are developed at the job-training site. Related classroom theory is offered through planned periods of instruction at the high school. Diversified Occupations serves heterogeneous groups of students whose career objectives cannot be met by attending any of the existing programs offered at the local vocational technical school. Maintaining employment and class attendance is essential to successful completion of the course requirements.

The Diversified Occupations Program was designed to:

1. Provide training in those vocational-technical areas not presently being offered at the vocational-technical school.
2. Serve students who are unable to gain admission to a vocational-technical program due to excessive applicants.

3. Serve students who may drop out of school because of financial, domestic, and/or scholastic problems.
4. Provide training for students who need an alternative form of education, which meets their unique needs.

## **COURSE DESCRIPTION**

The Diversified Occupations Program is offered to 11<sup>th</sup> and 12<sup>th</sup> grade students. A student enrolled in the Diversified Occupations Program must:

1. Be supervised on-the-job by a cooperating employer on a one-to-one basis.
2. Be visited on-the-job, at least once every 30 days by the teacher-coordinator.
3. Experience classroom instruction related to the student's part-time training position, along with the required academic course work.
4. Be employed at least 3 days (or shifts) and 15 hours Monday through Friday during hours that the instructor is available for supervision.
5. Have a written Training Agreement and Training Plan between the student and cooperating employer, which agrees, in writing, to train the student learner in a diversity of skills on the job.

## **SCOPE OF INSTRUCTION**

1. General-Related Instruction in a Diversified Occupations Program encompasses the competencies necessary to succeed as employees in the world of work. Learning activities, based on career planning and development, are generated through classroom group instruction.

The curriculum areas include, but are not limited to:

- Career Development and Planning
- Employment Acquisition and Retention
- Human Relations
- Health and Safety On-The-Job
- Communications Skills

- Legal Awareness
- Understanding Income and Taxes
- Money Management
- Entrepreneurship
- Self-Awareness

2. Technical-Related Instruction is a teacher directed individualized method of study that allows each student to obtain theory about an area related to his/her current job or career objective. Technical-Related instruction uses the student's training plan as a learning guide. The students practice and demonstrate their occupational competencies on-the-job, and reinforce their technical theory through classroom instruction.

### **ADVANTAGES TO THE STUDENT**

1. Students are encouraged students to obtain employment in the local community.
2. Students develop good work habits and life skills.
3. Students make a better transition from school to work.
4. Students earn wages and earn school credits.
5. The program helps the students experience employment opportunities and develop responsibilities.

### **ADVANTAGES TO THE EMPLOYER**

1. It establishes a partnership between the school and the employer.
2. It gives the employer an opportunity to evaluate potential regular employees.
3. It increases the pool of skilled workers in the community.
4. It provides the employer with a training program that stresses employability skills and good work habits.
5. It reduces the time and cost of training when Diversified Occupations students are hired for regular employment after graduation.

**ADVANTAGES TO THE SCHOOL**

1. The skills and experiences of experts in business and industry are utilized in the training of student-learners.
2. Students who are potential dropouts are more likely to complete their high school education.
3. Through good employer relationships, the program demonstrates the concept of education as a practical community-wide service.

**TRAINING AGENCY (EMPLOYER) RESPONSIBILITIES**

1. The training agency will adhere to all state and federal regulations regarding employment, child labor laws, minimum wage, and workmen's compensation. The student-learner must be covered by workmen's compensation by the employer. The employer must submit the insurance company name and policy number to the Diversified Occupations instructor. Student-learners under 18 years of age must have working papers.
  - a. The student will be given a variety of work assignments. He or she will be instructed how to do the work and be supervised by an experienced person.
  - b. The employer agrees to instruct the student-learner in safety procedures and safe work practices.
  - c. The student-learner must work a minimum of 3 days (shifts) and 15 hours per week Monday through Friday, during the hours the Diversified Occupations instructor is available for supervision.
  - d. If the student-learner operates a motor vehicle owned or provided by the employer, the employer must submit a "Certificate of Insurance" to the Diversified Occupations teacher, indicating the student is covered by appropriate auto insurance.
2. The employer will be provided with student-learner rating forms for each marking period, which must be filled out and returned to the school.
3. The employer agrees to permit the Diversified Occupations teacher to visit the student at his/her place of employment once a month.

4. The employer will notify the Diversified Occupations instructor if the student's job is terminated, or in the case of a temporary layoff or extended absenteeism.
5. The employer is not liable to the unemployment compensation fund for wages paid to the student while under the training program. This is provided in section 4L4-10C in Pennsylvania Unemployment Compensation Law.
6. Employers of Diversified Occupations students will not discriminate in employment, educational programs or activities, on the basis of race, color, national origin, sex, or disability as required by Title IX, Title VI, and Section 504.

### STUDENT/PARENT/GUARDIAN RESPONSIBILITIES

1. The student-learner agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. The student-learner agrees to report promptly any job problems to his/her supervisor and Diversified Occupations instructor.
3. The student and parents are responsible for transportation between the school and employment site.
4. The student-learner will be required to remain in school all day under the Following conditions:
  - a. Lack of a job site, i.e., layoffs, termination.
  - b. Injury, which prohibits working.
5. The student-learner will submit a weekly time sheet to the Diversified Occupations instructor.
6. The student-learner is required to attend all regularly scheduled Diversified Occupations classes where he or she will receive instruction on general related theory. Missing class and reporting to work is not acceptable.
7. The student-learner must be in regular attendance at school and on the job. If unable to report to work, the employer will be notified before the start of the normal workday.
8. The student-learner and his or her parents/guardians acknowledge that the school is not responsible for his or her safety after being formally released and excused at the end of the school day. Also, they realize that the student-learner will not necessarily

work daily Monday through Friday and that the work may, at times, not begin until after 3:00 p.m. School insurance is available at the home school at a reasonable fee to assist if there should be an accident while going to or from work.

## SUMMARY OF RULES AND REGULATIONS

1. It is the responsibility of the student-learner to obtain the signatures of all parties involved on the training agreement. The training agreement must be returned to the Diversified Occupations instructor. The date the Diversified Occupations instructor signs the training agreement will be considered the employment start date of the student.
2. The student-learner is required to attend all regularly scheduled Diversified Occupations classes where he or she will receive instruction on general related theory. Missing class and reporting to work is not acceptable and will affect the student's grade and awarding of credits.
3. If there is a temporary layoff or suspension of work, the student will report back to the Diversified Occupations instructor immediately.
4. The student will report promptly to the employer any absence from work caused by sickness or other legal excuses.
5. The student will submit a written excuse signed by his or her parent(s) for any days absent from school and work within three (3) days of his or her return to school.
6. The student will operate his/her vehicle in a safe and legal manner to and from the job. At no time should other students be riding in the Diversified Occupations student's vehicle without prior approval.
7. The student may not change training stations without prior approval from the Diversified Occupations instructor.
8. The student may not terminate his or her employment without the advanced approval of the Diversified Occupations instructor.
9. The student must be dressed appropriately for his or her job. This includes safety equipment!
10. The student must have employment to be part of the Diversified Occupations Program.

**NOTE:** Failure to comply with the rules and regulations as stated by the Pennsylvania Department of Education and Career Institute of Technology could result in withdrawal from the Diversified Occupations Program and loss of credits.

## GRADING SYSTEM

**PURPOSE:** In order to succeed in business a student must develop attributes that will make him or her a good employee. A student may have the skill to do the duties and tasks of a job, but may not make a good employee unless he or she also develops good work habits. The Diversified Occupations grading system is used to encourage good employee attributes. It takes into account student school and job attendance, student conduct, and classroom assignments and participation.

GRADE PER MARKING PERIOD - Will be determined by:

1. Class Grade - 50%
  - Attendance/Participation
  - In-class Assignments
  - Out-of-class Assignments
  - Quizzes/Tests
  - Notebook

Makeup work – Any work missed during absences must be made up. A student has one-day makeup time for each day absent. It is the student's responsibility to get the assignment from the teacher.

Class Cuts - Students found to be absent from class who are not on the absentee or early dismissal list, will receive a class grade of zero for the day with no opportunity to make up missed assignments or quizzes. A discipline report will be filed with the proper grade office.

2. Employer Grade - 50%

The employer will conduct an informal performance evaluation of the student-learner each marking period. By completing an Employer Grade Sheet, a student's strengths and weaknesses can be identified with regards to job performance. (See Employer Rating Sheet)

Under the following conditions the employer grade will not be affected:

- a. The student gets laid off through no fault of their own and the instructor is immediately notified.

- b. The student is temporarily not working because of a medical reason stated in writing from a physician.

The marking period grade will be affected under the following conditions:

- a. The student gets fired due to illegal activities or violation of job rules that were clearly stated or provided to the student in writing.
- b. The student cuts a Diversified Occupations class and goes to work. When a student does not attend class, it is assumed that the student is ill and, therefore, should not report to work.

Except for the noted exceptions, a student's employer grade will be adjusted to reflect time of no employment, time after an unapproved leaving of a job site, time absent from work, and also time absent from school and reporting to work. Students who are suspended from school are required to obtain assignments before leaving school and must return to class with completed assignments.

**Example of grade adjustment to an Employer Grade Report:**

Maximum Employer Grade per marking period = 100

Approximate school days per marking period = 45

Each day of the quarter is, therefore, valued at approximately 2 points

If a student was absent from school and went to work for 4 days, 8 points will be deducted from the quarterly Employer Grade Report as follows:

4 days X 2 points per day = 8 points

Adjusted Employer Grade =  $100 - 8 = 92$

**JOB CHANGES**

Students admitted to the Diversified Occupations Program will be expected to remain employed at the job of their choice for the entire school year. The Diversified Occupations teacher must approve all job changes. If a student makes more than 2 unapproved job changes, the student will be withdrawn from the program. Job changes will be permitted only under the following circumstances:

1. The student is unable to fulfill the requirements of the job. Requests for removal from the job under these circumstances can come from either the employer or the student.
2. The student becomes ill and is unable to continue the job because of the illness.
3. The student's job is terminated due to seasonal fluctuations, layoffs, or by the employer going out of business.
4. The student loses his or her means of transportation to and from the job and is unable to secure other means of travel.

Any student desiring a job change will be responsible for finding a new job subject to the approval of the instructor. A time limit and regulations for seeking new employment will be the same as set forth in section the following section.

**LOSS OF EMPLOYMENT**

Any student terminating his or her employment during the school year is subject to the following:

1. The student must meet the very next school day with the Diversified Occupations instructor for complete evaluation to either commence a job search for new employment or transfer into a full-time academic schedule. The Guidance Department will be responsible for assigning students to full-time classes should this be necessary.
2. Whenever necessary, a parent conference will be held with regard to the student's employment termination. Written permission to have the student drive or walk on school time to seek additional employment must be secured if the student is recommended for continuance in the Diversified Occupations Program.
3. The guidance counselor and Diversified Occupations teacher will determine which of the reassignments are to be made. The reassignment will be made only after a full review, taking into account the student's promotion and/or graduation requirements.
4. If the student is terminated for illegal or suspected illegal activity, the student will be immediately removed from the Diversified Occupations Program.

## **REASSIGNMENT**

1. The Diversified Occupations instructor will assist the students in seeking new employment, however, the responsibility of obtaining employment rests with the student.
2. Students are to look for new employment with regard to the following:
  - a. The student has two weeks (10 school days) to search for and obtain employment. In doing so, the student must, prior to leaving the school each day, submit an itinerary to the Diversified Occupations instructor as to where he or she is going on the job search and the type of employment he or she is seeking. Upon returning to the next class the student must report the results to the instructor.
  - b. At the end of this process, if the student is without approved employment, he or she will be assigned a schedule of full-time academic classes and/or study halls for the remainder of the school year.

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**MODULE 1B: STUDENT ACTIVITY**

*TO THE STUDENT:* After reading the information sheet, discuss any questions you may have about these guidelines with your Coordinator and your parent/guardian. You and your parent/guardian must sign and return the last page of this module to your Coordinator.

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**MODULE 1B: STANDARDS ADDRESSED IN THIS MODULE**

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**Pennsylvania’s Academic Standards for Reading, Writing, Speaking and Listening (RWSL)**

**1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

## Diversified Occupations Program Guidelines

~ RETURN THIS PAGE TO YOUR COORDINATOR ~

### Student and Parent/Guardian Signature Page

Student Name (Please Print): \_\_\_\_\_

***We have thoroughly read and reviewed the Diversified Occupations Program Guidelines and understand the rules, regulations, and requirements for the course.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_