

Victory Charter High School

9779 Kris Jensen Lane
 Nampa, Idaho
 Phone: (208)442-9400
 Fax: (208)442-9401



Application for Apprenticeship

(This form must be turned in to the Victory Apprenticeship Coordinator before students can begin an apprenticeship.)

Student Name:		Grade:	
Proposed Apprenticeship Start Date:		Name of Proposed Apprenticeship Mentor:	
Apprenticeship Occupation: <i>(Please provide a brief description of the specific work experience you hope to gain.)</i>			
Number of Apprenticeship Hours to be completed: <i>(please circle appropriate number)</i>		<u>30</u>	<u>60</u>
Mentor's Place of Employment:			
Address of Apprenticeship placement:		Mentor's Phone #: ()	
The following tasks <u>must</u> be completed <u>before</u> you start earning hours toward your apprenticeship:			
Please Initial below:			
	I have given my supervisor the introductory letter from school and he/she has agreed to work with me.		
	I have given my parent/guardian the parent letter from school and my parent/guardian has signed the release form and written down my insurance information.		
	I have filled out my contract and my supervisor has agreed to my goals and project by signing the contract.		
	I have met with my supervisor to decide a schedule that will be appropriate for him/her and me.		
	I have had my apprenticeship packet goals and contract signed by the Victory Charter School Apprenticeship Coordinator (Mrs. Schmidt)		
	I have provided my apprenticeship supervisor with parental/guardian emergency contact information.		
	Both my supervisor and I have read the Apprenticeship Responsibilities outline and signed it.		
For Apprenticeship Coordinator Only:			
Date Contract signed:		Student Approved to start Apprenticeship: Y N	
Apprenticeship End Date:		Insurance Information/Release Form complete: Y N	



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Dear Professional,

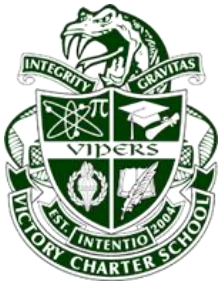
At Victory Charter High School, students are given the opportunity to earn academic credit through work in the community with a professional in their area of interest. We believe that when our students are able to learn real life lessons outside the classroom, they will be much better prepared to enter the work force after they complete their education. This letter is intended to introduce you to our Apprenticeship Program, and let you know that _____ has expressed interest in working with you.

If you agree to work with one of our students, we ask that the student spend 30 to 60 hours with you or in our place of business learning about what is involved in our occupation, what skills are necessary to be successful in your industry, how you handle challenges in your job, and what are realistic expectations if he or she should choose to pursue your line of work. You and your student would work out a schedule that fits both of your needs. Students are expected to identify three goals that they would like to accomplish during their time with you and a project that he or she could complete that ties into your line of work. This is part of a contract that he or she will present to you. If you feel that the goals and project are realistic and appropriate, we ask that you and the student sign the contract in addition to an outline of the student's behavior expectations as your "apprentice". In addition, when the student completes his or her hours with you, we ask that you fill out an evaluation of the student's performance. The student will then write a substantial reflection paper about his or her experience.

I want to thank you in advance for considering giving your time to work with this student. If you have any questions, please do not hesitate to call me at 442-9400 or e mail me at jschmidt@victorycharterschool.net . I would also be glad to meet with you and the student in order to solidify any plans or answer questions.

Sincerely

Julie Schmidt
Apprenticeship Coordinator
Victory Charter High School



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Dear Parent or Guardian,

At Victory Charter High School, students are required to complete 120 Apprenticeship hours in order to graduate. This means that students are given the opportunity to earn academic credit for spending time in the community with a professional of his or her choice. Your student has expressed interest in working with _____ . Because of the potential risks at the above place of business and because he or she needs to complete the apprenticeship hours outside of the academic day, it is important that parents be able to provide insurance coverage for their child during the hours of his/her apprenticeship.

Please sign below and provide the name of your insurance coverage if you agree to provide the necessary coverage. Also, please contact me with any questions you may have about your student's desired placement and/or the insurance information.

Thank you for supporting your student in this endeavor.

Sincerely,

Julie Schmidt
Apprenticeship Coordinator
Victory Charter High School
jschmidt@victorycharterschool.net

Date:	
Student's Name:	
Parent/Guardian Name:	
Insurance Company:	
Policy Number:	Group Number:

Apprenticeship Contract



Employer: _____

Student: _____

Place of Business: _____

Address: _____

Phone: _____

Start Date of Apprenticeship: _____

Number of hours to be completed: (please circle) 30 or 60

Program Goals:

1. Student will participate in daily responsibilities and tasks of mentor
2. Student will experience professional work expectations and interpersonal relationships
3. Student will produce/complete a specific task for the mentor

Student's Personal Goals:

*Examples: Become familiar with the preparation and education required to work to as a _____.
Observe how my mentor communicates with his/her co-workers and clients.
Understand how my mentor manages resources to best perform his/her job.*

Mentors Initial below

_____ 1. _____
_____ 2. _____
_____ 3. _____

Student Project Description: _____

***The mentor should choose a project that will satisfy a need of the company or employer or that is highly relevant to the career of the mentor.**

***Mentor:** Please initial each program goal and each of the student's goals to acknowledge that you believe that the goal can and will be met during the student's apprenticeship hours with you. If a goal cannot be met, simply clarify next to the goal.*

Agreement of Apprenticeship:

Mentor/Employer: _____ **Date:** _____

Student: _____ **Date:** _____

Teacher: _____ **Date:** _____

Victory Charter High School Apprenticeship Responsibility Outline

School Responsibilities:

- Provide both the student and the supervisor with updated, accurate information about the requirements of the Apprenticeship Program
- Provide support to both the student and the supervisor in order to facilitate a successful experience for both parties
- The school reserves the right to visit the facility in order to observe the student. These observations can be unannounced; however, we love seeing our students take part in tasks the supervisor deems especially meaningful.
- Provide written evaluations for the supervisor (unless the company has their own they wish to complete).
- The student's parents/guardians provide insurance coverage for our students during the hours outside school or waive coverage for the student.

Student Responsibilities:

- Act in a responsible manner while in the supervisor's place of business. This includes being on time for work, dressing appropriately, maintaining confidentiality when necessary, notifying the supervisor if he or she is unable to make a scheduled appointment and showing mature, professional behavior.
- Provide Apprenticeship paperwork to his or her supervisor, which includes the Apprenticeship Contract and the Responsibilities Outline.
- Communicate with the supervisor and the apprenticeship coordinator when questions arise about the placement or if he or she feels that expectations are not being met.
- Abide by the weekly/monthly schedule set up by the student and his or her supervisor
- Keep a daily/weekly time card that is signed by the supervisor.
- **Keep a daily journal of his or her experiences to be turned in with the reflection paper.**
- Write a substantial reflection paper describing his or her insights gained and skills acquired. A copy will be provided to the student's supervisor if requested.

Supervisor Responsibilities

- Expect mature, professional behavior from his or her apprentice.
- Communicate any concerns or questions to the Apprenticeship Coordinator
- Provide his or her apprenticeship with appropriate job related tasks that will foster an accurate understanding of the occupation or industry.

Mentor: _____ **Date:** _____

Student: _____ **Date:** _____

Apprenticeship Coordinator: _____ **Date:** _____

Apprenticeship Reflection Paper

In order to receive credit for your apprenticeship, you must write a paper that addresses all of the following areas. Your paper needs to be **typed and double-spaced**. In addition you need to turn in the journal that you kept during your apprenticeship. **Each item should be given adequate thought and attention. A good goal is to aim for at least 1/3-1/2 page per item.**

1. Briefly explain your apprenticeship. Where you worked, what you did, who you worked with...
2. What were your feelings and expectations before you started the apprenticeship?
3. Describe a typical day at your apprenticeship.
4. Why did you choose this career/occupation?
5. What were some of the key concepts you learned that would help you do well in this career?
6. Describe a time when you felt excited about choosing this career.
7. Describe a time when you felt uncomfortable or anxious.
8. What kind of leadership style did your supervisor exhibit? For example, did he/she stick close to you while you were working or did he/she trust you to get it done?
9. What was your favorite part of your experience?
10. What kind of preparation is needed in order to go into this field? (i.e., college degree, vocational training, etc..)
11. How did your supervisor handle stressful situations?
12. What would you enjoy about this career?
13. Describe the work environment. Is this an environment you enjoyed? Felt comfortable in?
14. What were your three goals and how did you accomplish them?
15. Describe your project and the process for completing it.
16. If this is your first or second apprenticeship, what did you learn that you can take into a future apprenticeship or job? If this was your last apprenticeship, how did all of your apprenticeship experiences build on each other and what will you remember about this particular experience?



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Emergency Contact Information

Please fill out this emergency contact information for your apprenticeship supervisor.

Student Name: _____

Address: _____

Student's Phone: _____

Parent/Guardian Name: _____

Parent/Guardian Phone: _____

Emergency Contact: _____

Relationship to Student: _____

Emergency Contact Phone: _____

WORK RELATIONSHIPS								
Communication	Consistently lacked skills in appropriately addressing co-workers, supervisors, or clients.							Ability to appropriately address co-workers, supervisors or clients consistently exceeded expectations.
Cooperation	Consistently unable to complete work/tasks in cooperation with co-workers, clients, and supervisors.							Consistently exceeded expectations in ability to complete work/tasks in cooperation with co-workers, clients, and supervisors.
Respect for Authority	Consistently failed to show respect for and address supervisors appropriately.							Consistently exceeded expectations in ability to show respect for & address supervisors appropriately.
Response to Change	Consistently failed in responding positively to changing direction, and/or additional assignments.							When asked to change direction of work, switch to another assignment, add a new assignment, etc., a positive response was provided in all circumstances.
WORK ETHIC								
Attendance	Consistently failed to be punctual to work and/or complete the hours scheduled.							Consistently exceeded expectations in punctuality, completing scheduled hours, & staying until work was completed, if necessary.
Observance of Company Rules & Policies	Consistently failed to observe company rules & policies, and demonstrated an overall lack of regard for such policies.							Consistently exceeded in demonstrating an understanding of and respect for adapting to and working in accordance with company rules & policies.
Desire to Excel	Demonstrated no desire to go above and beyond work assignments and little desire to carry out basics of the work.							Consistently went above and beyond in completing all work assignments, and looked for additional ways to learn, be productive, and useful to the organization.
Initiative	Consistently failed to seek out appropriate work or tasks in order to be a productive presence.							Consistently exceeded expectations in seeking out additional work or tasks in order to be a productive presence at all times.

Creativity	Consistently unable to creatively address within the organization's parameters work or tasks when assigned.							Exceeded expectations in creatively addressing work or tasks when assigned and demonstrated knowledge to do so within the organization's parameters.
KNOWLEDGE ACQUISITION								
Ability to follow instructions	Submitted work, or carrying out of tasks showed inability to accurately follow instructions.							The ability to accurately follow instructions was evident in every work or task completed.
Ability to learn	Consistently unable to put training/education into practice quickly.							Exceeded expectations to learn quickly and put what was learned into practice Immediately in almost all circumstances.

Overall, if you were looking for individual to hire, what insight would you offer to this student based on his or her work with you?