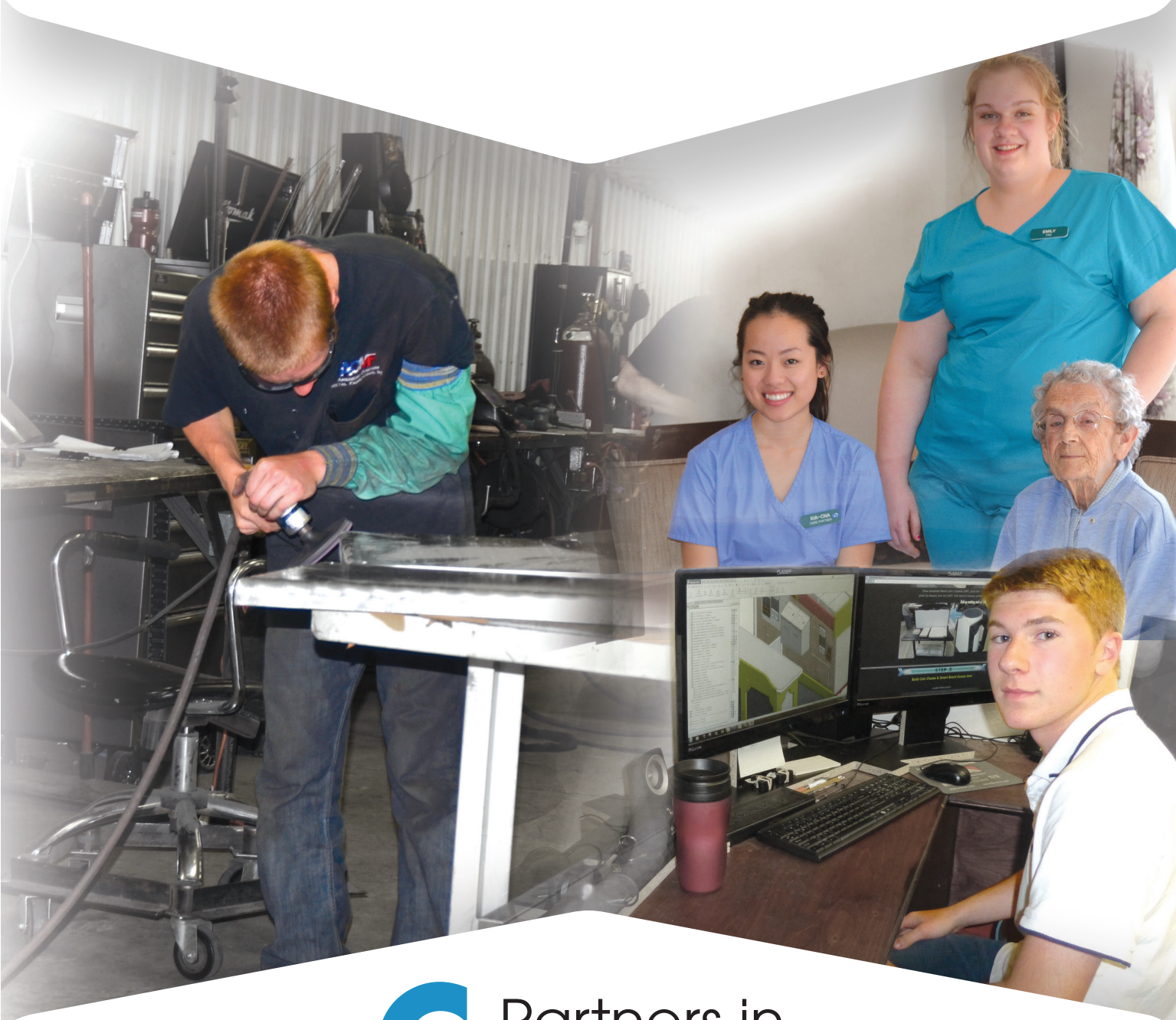




 **YOUTH** ● ● ● ● ● ●
APPRENTICESHIP
2015-2016 PROGRAM HANDBOOK



Partners in
Education

GREATER GREEN BAY CHAMBER



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DIRECTORY OF KEY PERSONNEL

Youth

(Your Future Greater Green Bay website will connect with 30,000)

Adult

FYI

4,000 8th graders projected to attend

Brown County Teen Leadership

35 high school sophomores participate each year

Career Conversations

50-60 educators per business visit; 4 times a year

Youth Apprenticeship

55-60 participating high school juniors/seniors

Current Young Professionals

1,800 members; ages 21-40

Leadership Green Bay

40 annual participants

GREATER GREEN BAY CHAMBER: PARTNERS IN EDUCATION STAFF:

David Schultz, Partners in Education Youth Apprenticeship Manager, administers the Youth Apprenticeship (YA) program at the Greater Green Bay Chamber office located at 300 N Broadway St. Suite 3A Green Bay, WI 54303. David can be reached at 920.593.3406 or dschultz@titletown.org.

YA Manager's responsibilities include:

- ✓ Market the Youth Apprenticeship Program
- ✓ Oversee the application and screening process
- ✓ Recruit and screen new students
- ✓ Recruit new employers
- ✓ Ensure proper classes are being taken by students
 - Schedule industry related classes at a secondary education provider
 - Confirm that Advanced Placement courses are being taken at the high school
- ✓ Work with students, parents and school-to-career coordinators to find job placement for program students
- ✓ Communicate expectations of the program to students, parents, schools, businesses and instructors





DISTRICT SCHOOL-TO-CAREER COORDINATORS:

Eleven area school districts are involved with the Partners in Education Youth Apprenticeship Program—Ashwaubenon, Denmark, De Pere, Green Bay, Howard-Suamico, Luxemburg-Casco, Oneida, Pulaski, Seymour, West De Pere, and Wrightstown. Each school district has a school-to-career coordinator who serves on the PIE School-to-Career Committee and works with the Youth Apprenticeship students from their district.

Ashwaubenon High School

John Hilbert
jhilbert@ashwaubenon.k12.wi.us
920.492.2955 extension 5395

Bay Port High School

Kelly Mierow
kellmier@hssd.k12.wi.us
920.662.7261

De Pere High School

Carrie Knutson
cknutson@depere.k12.wi.us
920.337.1020 extension 4618

Denmark High School

Kathy Farr
farrk@denmark.k12.wi.us
920.863.4228

Green Bay Area Public School District

Angela Buchenauer
albuchenauer@gbaps.org
920.448.2018

Luxemburg-Casco High School

Peter Geissler
pgeissler@luxcasco.k12.wi.us
920.845-2336

Pulaski High School

Katrina Mayer
kmmayer@pulaskischools.org
920.822-6725

Seymour High School

Amie Secor
alsecor@seymour.k12.wi.us
920.833.718 extension 433

West De Pere High School

Lisa Boyd or Reiny Klingeisen
LBoyd@wdpsd.com or
RKlingeisen@wdpsd.com
920.338.5208

Wrightstown High School

Amanda Kabat
Kabat@wrightstown.k12.wi.us
920.532.0525 extension 5017



PROGRAM DESCRIPTION

WHAT IS YOUTH APPRENTICESHIP?

Youth Apprenticeship is an opportunity for high school juniors/seniors to prepare for a career while still in school. YA, a one or two-year program, combines academic education, occupational instruction and work-based learning. This program helps students develop skills needed for the jobs of tomorrow and helps business develop, attract and retain a highly-skilled workforce.

YA STUDENT EXPECTATIONS:

The YA program is a significant commitment (both time and personal) and all program students must be willing to do the following in order to successfully complete the program (after acceptance into the program):

1. **Develop and update a resume.** The focus of your resume should be on the skills and education you currently have. You do not need a lot of work experience to get a job placement but you do need to show an employer why you are someone they should want to work with.
2. **Develop and update a letter of interest.** This can be a general letter related to overall goals and why you would be a strong candidate for a business to hire.
3. **Participate in mock interviews** with your school to work counselor, high school teachers, YA Manager, or businesses in our community. The more prepared you are the more likely you are to be placed.
4. **Actively research businesses and job opportunities** in your program area. You should be learning about businesses in our community and also searching for potential placements.
5. **Be knowledgeable of the “student learner” laws and other key program components.** It is important that everyone involved in the YA program is aware of the laws, rules and expectations associated with it.
6. **Interview with employers when an opportunity arises.** Every opportunity may not be exactly what you are looking for but it is important that you engage and are willing to explore opportunities.
7. **Complete any and all work in your high school and secondary education classes.** Your academic performance should not be negatively impacted by your job placement or the transportation requirements of this program. In fact your organizational skills should improve over the course of completing the YA program.
8. **Attend all high school and secondary education courses** with no unexcused and very few excused absences. When classes are missed it is expected that all work be completed upon return from the absence. Secondary education rules may differ considerably from your high school expectations. It is important that you actively communicate with your instructors.
9. **Communicate effectively with employers and instructors** about any paperwork that is required for the program. Your employers will be completing worksite evaluation forms for midterm (October/ March) and final (December/ May) semester grades. It is important that you are aware that these are getting completed and that you are using these to improve work performance.
10. **Complete all work responsibilities at a high level and get everything you can from your YA experience.** It is important to note that this is a career development program. There are state checklists and rules that need to be followed. Your participation makes you accountable to the YA Manager, your school, and your employer. Make sure you are trying to make the most of your experience and aware of all YA expectations.

If you do well in your high school classes, your secondary education or advanced placement classes, and your work site placement, then you will be a step ahead of your peers. Upon high school graduation you will have your diploma, a certificate of proficiency in your program area from the State of Wisconsin, credits toward post-secondary education and relevant work and training experience in a specific career field. These achievements will make your resume and job application stand out in your future job-search.



Youth Apprenticeship is a program of the Wisconsin Department of Workforce Development and (DWD) is administered by the Greater Green Bay Chamber. Below, you will find information about the program policies:

MUST SIGN

1. Tuition and books agreement (with your school district)

- ✓ **Tuition Policy:** The school district will cover the cost of classroom instruction for secondary education classes (tuition and books). Incidental expenses **WILL NOT** be covered by the district and is the responsibility of the student. **In the event the student fails or drops the class, the school district will seek reimbursement for tuition and books.**
- ✓ You will not participate in the YA program if the Tuition and Books Agreement is not signed and returned to your school district.
- ✓ **All training required by a YA employer is not covered by your school district or the Greater Green Bay Chamber. All training agreements and arrangements are made between the student and the employer.**

2. Education/training agreement

Outlines responsibilities of all parties involved in the training program.

- ✓ Student
- ✓ Parent/Guardian
- ✓ Employer
- ✓ School District
- ✓ **A copy of the employer/ training agreement is attached at the back of this handbook.**

3. Student authorization release account information form

This form provides permission for the YA Manager to request grades from instructors for the students' industry-related classes.

OPTIONAL

Work permit

- ✓ A work permit is not required to participate in the YA program.
- ✓ However, YA employers can request that students attain a work permit. A work permit can be attained at most high school offices or at the Clerk of Courts Office, 100 S. Jefferson Street, Green Bay, WI, telephone number 920.448.4155. You need to have the following to secure a work permit:
 - Proof of age (driver's license or birth certificate)
 - Employer's written intent to hire, including job duties to be performed and the hours and time of day of training
 - Parent/guardian written consent
 - Social Security Card
 - Payment of \$10 permit fee (the employer must reimburse the student for this cost)



EXPECTATIONS

There are expectations for all parties involved in the YA Program.

STUDENT EXPECTATIONS

Listed on page 3 of this handbook.

PARENT/GUARDIAN EXPECTATIONS:

- ✓ Support student in their schooling and employment skill development
- ✓ Remind students of payroll and other program-related deadlines
- ✓ Assist with transportation to and from school and training
- ✓ Direct students to the proper adult when they have a program-related issue
 - School-to-career counselor
 - YA Manager
 - Class instructor
- ✓ Encourage students to show responsibility and communicate with the YA Manager directly

SCHOOL DISTRICT EXPECTATIONS:

- ✓ Be an advocate for the student and the YA Program
- ✓ Monitor the students' progress on a regular basis
- ✓ Schedule meetings when necessary to aid in success
- ✓ Monitor high school grades to ensure the student is on track for graduation
- ✓ Maintain communication with the Greater Green Bay Chamber YA Manager to discuss issues
- ✓ Record grades in students' files to reflect grades from worksite and secondary education classes

GREATER GREEN BAY CHAMBER EXPECTATIONS:

- ✓ Work with businesses to help find placement for students enrolled in the program
- ✓ Monitor placements by maintaining regular communication with mentors
- ✓ Conduct worksite visits as needed
- ✓ Process payroll for students twice a month (only if the business is not paying the student directly)
- ✓ Compile grades from employer sites and secondary education classes twice a semester
- ✓ Meet with students, parents, employers and school representatives as necessary

EMPLOYER/ MENTOR EXPECTATIONS:

- ✓ Assign mentor(s) for the student placed at the business
- ✓ Provide opportunity for student(s) to see all aspects of the business and learn all components of the industry work
- ✓ Twice a semester, complete student evaluation on job performance
- ✓ Maintain communication with Greater Green Bay Chamber YA Manager to discuss issues and successes
- ✓ If payment is going through the Greater Green Bay Chamber, submit payroll (in conjunction with student) twice per month
- ✓ Treat student as you would an employee in regard to random drug testing, attire, phone and Internet usage, etc.
- ✓ Complete the student skills standards checklist on an ongoing basis



PLANNING YOUR SCHEDULE

You will have three schedules during the course of the YA Program:

HIGH SCHOOL:

Most YA students will be attending high school classes in the morning. Each school district has their own rules and regulations about how many hours you must be in school to meet graduation requirements. Meet with your school-to-career coordinator to discuss your schedule.

SECONDARY EDUCATION OR ADVANCED PLACEMENT COURSES:

Each semester, you must be enrolled in one class at a secondary institution or an advanced placement course at your high school in your program area.

EMPLOYER SITE:

Employers will set a training schedule around your high school and secondary education classes.

It is important you follow the schedule established for you. **Please discuss potential conflicts with the appropriate people as soon as possible — employer, school-to-career coordinators, YA Manager or instructor.**



GRADING

You will be formally graded twice per semester. The YA Manager provides each instructor and employer with grading sheets and quarterly due dates. The YA Manager will forward grades to the school-to-career coordinators. The high schools send a copy of the grades to the student's home. Employers are asked to meet with the students to discuss their evaluations.

You will earn high school credit for the course- and work-related experience. Therefore grading consists of two parts — a grade for the related course instruction and a grade for the workplace experience. Students are graded, using a 3-point scale, on skills and competencies of the industry area. The worksite evaluation is attached at the end of this handbook.



PROGRAM COSTS

Tuition and book costs are covered by the student's school district. Other incidental costs (uniforms, tools of the trade, physical examinations, testing, etc.) will vary with individual industry areas; students and their parent(s) or guardian(s) are responsible for these costs.



SKILL STANDARD CHECKLIST

Specific skill competencies in each area are taught, practiced and evaluated throughout the one or two-year program. A certificate from DWD is presented at the end of the program to students who have met the competencies. The DWD will not award an apprenticeship certificate if students do not receive a high school diploma.

In order to graduate from the YA Program, your worksite must complete the skill standards/competency checklist. The checklists are available at the DWD website by searching under Youth Apprenticeship.

Students, it is your responsibility to review your checklist regularly. Schedule time to discuss the checklist with your mentor and ask questions throughout your training. Your mentor will maintain the original checklist, which will need to be submitted to the state at the end of your training.



DROPPING THE PROGRAM

STUDENT REQUEST TO DROP

If a student is contemplating dropping the program, it is highly recommended he/she do so at semester break to avoid costs of the program and must talk with their school-to-career coordinator and/or the YA Manager before dropping. If the request to drop the program in the middle of a semester is approved, the student is subject to the tuition reimbursement policy. Students dropping the program must work with their school-to-career coordinator to ensure full class loads at their high school and submit a letter of resignation to the YA Manager and their employer.

STUDENT REQUEST TO CHANGE INDUSTRIES

Students may not change industries mid-program.

STUDENT REQUEST TO CHANGE EMPLOYERS

Students may not change employers, unless under extreme conditions and the change is approved by the YA Manager. Employment relocation is not guaranteed or advised.

FAILING CLASSES

Students must pass classes at their high school and secondary education institution in order to remain in the YA Program. Students who fail classes will be dropped from the YA Program and will be subject to the tuition reimbursement policy. Students struggling with classes should take advantage of the tutoring center at their high school or secondary education provider.

TERMINATION FROM EMPLOYMENT

Should a student be terminated by their employer during the course of the program, it will result in termination from the YA Program. If terminated, students and families may be subject to tuition reimbursement policy.

YA employers have the option to pay the YA student through the Greater Green Bay Chamber's payroll. If the Youth Apprenticeship worksite chooses this option, the Greater Green Bay Chamber has a direct deposit payroll system; therefore, student checks are deposited into either a checking or saving account. Additionally, the following forms must be completed and on file before the first direct deposit can be made: W-4, Employment Eligibility Verification Form – I-9, and Authorization Agreement for Automated Deposit (direct deposit).

Federal and state laws require certain withholdings be made on employee's salary. The amount of Federal and State Income Tax is in accordance with salary exemptions claimed on the W-4 form. Social Security tax is withheld as required by law.

Payroll deposits are made on the 15th and the last day of each month (if the 15th or last day of the month is on a weekend or holiday, deposits will be made the business day prior). The money should be in the students' account at the start of the business day. A confirmation is emailed to the students' email address with the exact amount deposited. Students can expect to receive the confirmation prior to the date of the deposit.

Since the Greater Green Bay Chamber's payroll department needs several days to process timesheets and complete the direct deposit, timesheets are due by the 8th and 23rd of every month (if the 8th or the 23rd is on a weekend or holiday, timesheets are due the business day prior). Timesheets must be faxed to 920.593.3451 or emailed to jmaino@titletown.org. **If timesheets are not received by 4 p.m. on the due date, students will not be paid that pay period.** Be sure your current email address is on file at the Chamber if you wish to be alerted of payroll deadlines.

A work site mentor/supervisor is asked to validate timesheets by signing and sending from their business fax number or sending from their business email. Payroll payment is based on the number of hours the business has submitted to the Greater Green Bay Chamber. At month's end, businesses will be billed for their YA students' wages, taxes, processing fee and workers' compensation insurance. The total cost per hour is in proportion to the student's hourly rate.

If students have training over 40 hours/week, the student will automatically be paid time and a half for any hours over 40. Consequently, the employer will be billed for this overtime rate at the end of the month.

WORKERS AND UNEMPLOYMENT COMPENSATION

All students on the Greater Green Bay Chamber's payroll program are covered under the Greater Green Bay Chamber's workers compensation insurance for all hours paid through the Greater Green Bay Chamber's payroll.

If an accident or injury occurs on the job, the worksite mentor must immediately report the accident to the Greater Green Bay Chamber office. An employer's first report of injury (accident report) must be filled out within 24 hours of the accident or injury. Please call the Greater Green Bay Chamber office immediately and ask the Human Resource Manager (Amy Mattek: mattek@titletown.org) to fax the form for a witness or the person injured to complete. The workers compensation insurance company will monitor the situation.

YA students are enrolled in a public educational institution and receive school credit for their participation; therefore, they are not eligible to file for unemployment compensation from the YA employer and/or the Greater Green Bay Chamber.

ATTENDANCE

Youth Apprentices' are students and employees. The learning and training are intensive and concentrated at the high school, related classes and work site. Miss a day of school, class or training, and you will miss a great deal of learning. The following attendance policies are intended to:

- ✓ Provide answers to frequently asked questions,
- ✓ Provide a structure to use when outlining school and work obligations, and
- ✓ Give rationale for attendance in new learning environments.

If students do not attend their high school classes because of illness, injury, etc., the student **SHOULD NOT** attend the related class or work that day. If students report to work and not school, the student should be sent home and will not be paid for that day of work.

If students are unable to attend school or training due to illness, injury, etc., it is the responsibility of the **STUDENT** or **PARENT(S)/GUARDIAN(S)** to call the student's high school, worksite mentor, and related class instructor if there is class and training scheduled that day. Failure to do so is an unexcused absence. Students can be removed from the program for excessive tardiness and/or absences, which will vary with individual industry areas because of the related class and work site structures.

If a day off is needed, it is the apprentices' responsibility to arrange it with their employer well in advance. Advance notice **MUST** be given. Mentors will decide if students can have the time off from work.

Snow days

High school is usually cancelled when the bus companies cannot safely bring students to school; secondary education facilities and businesses seldom close due to weather. Do not assume if school is closed, work and related class are cancelled. Each situation will be handled on an individual basis.

Vacations

Apprentices are to discuss any vacations with their worksite mentors and class instructors. Students are not to assume a school vacation includes the related class or their work site. Students must make requests for family vacations with their mentors.

School breaks

Apprentices are to discuss training or vacations during all breaks and holidays with their work site mentor. Each situation will be handled on an individual basis.

School activities

If students want to participate in a school activity, a request should be made to their work site mentor prior to the activity. Each activity will be handled independently and the results will vary because of different worksites and class structures.

Secondary education classes

Attendance of non-high school class is mandatory. If an unavoidable absence is necessary, contact your instructor as soon as possible to discuss the absence.



ATTIRE

The clothing students wear must be appropriate for the type of training being performed. Students are expected to exhibit the same professionalism as other workers. If an apprentice is unsure whether something is appropriate, ask the work site mentor.

DRUG AND ALCOHOL POLICY

The YA Program is committed to providing a safe and productive work environment for its students and adheres to a **ZERO Tolerance Policy** for any substance abuse. Using or being under the influence of drugs or alcohol, on or off the job, may pose serious health risks. To ensure a safe and healthy working environment, students may be required to provide a body substance sample, urine or blood, to determine illicit or illegal use of drugs and/or alcohol. Drug screenings may be conducted prior to employment, at random or following a work injury.

Should a YA student be suspected of illegal or illicit drug use, possession or association by one of the following: school official, mentor, an authority within the YA Program or law enforcement agency; he/she will be subject to disciplinary action up to and including a drug test. The test must be taken **IMMEDIATELY** and will be at no cost to the student. A positive test will result in immediate termination. Failure to submit to drug testing will also result in immediate termination.

Any behavior that leads to the possibility of a citation for underage drinking, driving under the influence and other alcohol-related offenses or illegal substance use/possession may result in disciplinary action up to and including termination. Should a student receive an alcohol or illegal substance-related citation, he/she is responsible for reporting that information to their school-to-career coordinator **IMMEDIATELY**. Failure to follow proper notification procedures will result in termination. The school-to-work program does not recognize an Occupational License as a valid form of transportation/licensure. Any unsubstantiated alcohol or illegal substance-related occurrence/incident may result in a Letter of Warning reiterating the policies of the YA Program.

CELL PHONE AND INTERNET USAGE

YA students are not to use their cell phones at worksite or classroom settings. Text messaging, receiving incoming or making outgoing cell phone calls, playing games on your phone, etc. are not permitted during training or school hours. All students are required to follow the guidelines and rules of the work site regarding Internet usage.



GRIEVANCE PROCEDURE

If students in the YA Program, their parent(s)/guardian(s), or work site have concerns about any aspect of the program, they should first contact the school-to-career coordinator. The school-to-career coordinator will work with the YA Program Manager to resolve the issue and will include, if necessary, the worksite mentor. If future discussion is needed, a meeting will be arranged with the student, parent(s)/guardian(s), school-to-career coordinator, worksite mentor, and YA Manager.

Once assigned to a work site, students may not pursue alternate employment for their work site. If problems occur at the work site, the student needs to communicate concerns to the school-to-career coordinator or the YA Manager. Problem resolution will be discussed. If the problem cannot be resolved, an alternate work site might be considered. If the student just quits their YA job, a meeting will be arranged with the student, parent(s)/guardian(s), school-to-career coordinator, worksite mentor and YA Manager. In the event a YA's employment is terminated, the student will be removed from the YA Program and it will be the responsibility of the student's school district to arrange for an alternate program of study.

HARASSMENT

The YA Program will not condone the harassment of individuals as an explicit or implicit condition of employment by anyone—supervisors, other employees, volunteers, instructors, and customers. Harassment can include bullying, emotional, racial, religious and sexual harassment, as well as hazing, backlash, stalking, and mobbing.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees acceptable to both parties are not considered harassment. Any acts committed by employees or volunteers of the YA Program which may constitute harassment should be reported to the YA Manager immediately. The YA Manager will promptly investigate all complaints and will contact the worksite to initiate corrective action.

SAFETY

Students' safety and the safety of those around them are very important to the program. Employers are responsible to instruct students on proper fire and evacuation procedures. Students may be exposed to potentially harmful agents in the work environment; some chemicals may be toxic. Please refer to the employer's procedure manual dealing with these hazards in a safe manner and regarding emergency treatment. Students, please keep yourself and others safe by following your worksites' safety regulations and rules.

Education/Training Agreement: Wisconsin Youth Apprenticeship

The Employer, School, and DWD must have a completed and fully signed copy of this Education/Training Agreement on file within 30 days of the student's start date.

This agreement is between

_____ (Youth Apprentice)

and

_____ (Primary Employer)

and

_____ (Secondary Employer, if applicable)

The Youth Apprentice agrees to:

- maintain the academic and attendance requirements required by the youth apprenticeship consortium;
- observe company rules and other requirements identified by the employer; and
- participate in progress reviews scheduled with mentors, school personnel and parent(s) or guardian(s).

The Youth Apprentice's Parent or Guardian agrees to:

- assist the youth apprentice in meeting the academic and attendance requirements of the program;
- ensure transportation to and from the work site is provided; and
- participate in progress reviews scheduled with mentors, school personnel and the youth apprentice.

The Employer agrees to:

- provide a work based learning experience for the length of the agreement (or as specified if one of multiple employers);
- pay the youth apprentice for all work performed during the program at no less than minimum wage;
- provide worker's compensation for the youth apprentice for all hours worked;
- instruct the youth apprentice in the required competencies provided for this program;
- comply with all applicable state and federal child labor laws;
- ensure that any work performed in occupations declared hazardous shall be under the direct and close supervision of a qualified and experienced person;
- ensure that the work of any student learner in the occupations declared hazardous are incidental to his/her training, shall be intermittent and only for short periods of time;
- ensure that safety instruction will be provided;
- authorize the mentor to attend training related to the program; and
- authorize the mentor to participate in progress reviews scheduled with the youth apprentice, the youth apprentice's parent or guardian, and school personnel.

The School District agrees to:

- ensure the youth apprentice will meet high school requirements and the student will have the opportunity to successfully complete all requirements of the youth apprenticeship program;
- participate in progress reviews scheduled with mentors, the youth apprentice, and youth apprentice's parent or guardian;
- award credit toward graduation for both the related instruction and work-based component; and
- provide safety instruction for work considered hazardous under child labor laws.

The parties to this agreement also agree to comply with the following assurances:

- A. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any youth apprenticeship program on the basis of race, color, religion, sex, national origin, age, handicap, political affiliation or belief, or sexual orientation.
- B. Youth apprentices will be provided with adequate and safe equipment and a safe and healthful workplace in conformity with all health and safety standards of Federal and State law.
- C. The local youth apprenticeship consortium will establish and maintain a grievance procedure for youth apprentices, a copy of which will be given to and explained to the youth apprentice at the beginning of the program.
- D. Youth apprentices will not displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
- E. The youth apprenticeship program will not impair existing contracts for services or collective bargaining agreements. Any youth apprenticeship program that would be inconsistent with the terms of a collective bargaining agreement shall be approved only with the written concurrence of the labor organization and employer involved.
- F. An employer will not hire a youth apprentice when:
 1. Any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent jobs, or
 2. The employer has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created with a youth apprentice.
- G. A work permit is recommended for youth apprentices for work performed as a part of this program.
- H. Pupil records released pursuant to this agreement will not be further disclosed without prior written consent of the youth apprentice and/or the parent or guardian.

Responsibilities in the implementation of this agreement:

The undersigned parties agree to enter into a youth apprenticeship authorized by Chapter 106.13 of the Wisconsin statutes for the purpose of educating the student named above in the industry area of:

_____ Starting wage for the youth apprentice will be \$ _____ per hour.
(YA Program Area) (minimum wage or higher)

The apprenticeship will begin on _____ and be completed by _____.
(Month / Day / Year) (Month/Day /Year)

Employer Representative:

Printed (Typed) Name	Signature	Date Signed	
Street Address	City	State	Zip Code
Email Address		Telephone Number	

The youth apprentice's signature and that of his/her parent or guardian authorizes the school to release progress, grades and attendance reports and to disclose any challenges or roadblocks to the student's success as an apprentice to the Youth Apprenticeship Coordinator identified on this agreement and the Youth Apprenticeship Program staff at Wisconsin Department of Workforce Development while this agreement is in effect for the purpose of assisting the youth apprentice.

Youth Apprentice:

Printed (Typed) Name	Signature	Date Signed	
Email Address	Telephone Number	Date of Birth	

Parent or Guardian:

Printed (Typed) Name	Signature	Date Signed	
Email Address	Telephone Number		

School Principal (or designee):

Printed (Typed) Name	Signature	Date Signed	
Title	Telephone Number	Email Address	

Youth Apprenticeship Coordinator:

Printed (Typed) Name	Signature	Date Signed	
Email Address	Telephone Number		

2015-2016 PROGRESS REPORT FOR YOUTH APPRENTICESHIP

The following Progress Report form is used to determine the academic standing of Youth Apprentice (YA) students participating in your class.

Student name: _____ School: _____

Course name: _____ Instructor: _____

Date: _____

Please check the grade range that the student demonstrates at the present time.

- 100-95%
 94-90%
 89-85%
 84-80%
 79-75%
 74-70%
 69-60%
 59% or below

Please check the box that best describes the student's current ability in that area.

POOR

GOOD

EXCELLENT

ATTENDANCE

Missed more than 2 classes (excused or unexcused)

Excused absences only but no more than 2

Never misses a class

COMMUNICATION

(Blackboard, email, office hours, etc.)

Does not communicate effectively

Could learn to use email and Blackboard more effectively

No issues with communication through email or Blackboard

QUALITY OF CLASS WORK

Work and participation lack consistency and effort

Participation and work is done at an average level of completion

Always participates and completes work at a high level

ASSESSMENTS

(exams, projects, essays, etc)

Scores are in the bottom 25% of the class

Scores are middle 50% of the class

Scores are in the top 25% of the class

Comments: What is something you could tell this student that would make them more successful in class?

Please contact David Schultz if you have any questions at 920.593.3406 or dschultz@titletown.org.

2015-2016 YOUTH APPRENTICESHIP WORKSITE EVALUATION

The following worksite evaluation is used to determine areas of strength and areas of improvement exhibited by the Youth Apprentice (YA) student working for your organization.

*This form must be filled out by the following dates: **Oct. 2, Dec. 11, March 4, and May 20.***

Student name: _____ School: _____

Worksite: _____ Mentor: _____

Date: _____

Check the box that best describes the YA student's current ability in that area. Any area marked as "poor" is something that needs to be changed by the YA student moving forward.

POOR GOOD EXCELLENT

TECHNICAL SKILLS: How strong are the student's overall technical skills?

TRAINABILITY: Does the student show a willingness to be trained and learn on the job site?

CONTENT KNOWLEDGE: How much content knowledge does the student show?

TEAMWORK: Is the YA student willing to help out others without being asked?

OVERALL EMPLOYABILITY: How strong of a candidate is this student at the current moment?

Comments: What is one thing this student can improve on? And one thing they are doing well?

*Attendance: Tardiness and absenteeism will not be tolerated in the YA Program.

Attendance is not part of this evaluation form but if there are any attendance related issues please inform the YA Manager immediately.

Please contact David Schultz if you have any questions at 920.593.3406 or d Schultz@titletown.org.

