

Liberty Charter High School

9955 Kris Jensen Lane

Nampa, Idaho 83686

208-466-7952

Dear Professional,

At Liberty 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 466-7952 or e mail me at julieschmidt@libertycharterschool.com. 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
Liberty/Victory Charter High School

Apprenticeship Checklist

The following tasks need to be completed before you start counting hours toward your apprenticeship:

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.

Both my supervisor and I have read the Apprenticeship Responsibilities outline and signed it.

I have met with my supervisor to decide a schedule that will be appropriate for him/her and me.

Grading Criteria:

Apprenticeship grades are based on the following criteria:

Initial Paperwork (20%) Contract, parent insurance, and responsibility pages are signed appropriately before the Apprenticeship begins.

Completed/Signed time timecard (20%)

Supervisor's Evaluation completed (10%)

Completed Reflection Paper (50 %)

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Dear Parent or Guardian,

At Liberty 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
Liberty/Victory Charter High School
julieschmidt@libertycharterschool.com

Date:

Student's Name:

Parent/Guardian Name:

Insurance Company:

Policy Number:

Group Number:

Apprenticeship Contract

Employer: _____

Student: _____

Place of Business: _____

Address: _____

Phone: _____

Duration of Apprenticeship: _____

Number of hours to be completed: _____

Program Goals:

Student will participate in daily responsibilities and tasks of employer
Student will be held responsible for the same expectations as his/her employer
Student will produce/complete a specific task for the employer

Student's Personal Goals:

1. _____
2. _____
3. _____

Student Project Description: _____

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

Employer: 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:

Supervisor/Employer: _____ **Date:** _____

Student: _____ **Date:** _____

Teacher: _____ **Date:** _____

Liberty 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, and 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/weekly 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.

Supervisor/Employer: _____ **Date:** _____

Student: _____ **Date:** _____

Teacher: _____ **Date:** _____

Apprenticeship Evaluation

Student Name: _____

Supervisor Name: _____

Company Name: _____

Date: _____

Please evaluate the above apprentice on the basis of the following areas (as applicable):

SKILL	Poor	Adequate	Above Average	Excellent
Attention to detail				
Follow-through				
Accurately following instructions				
Consistently on-time				
Honesty				
Trustworthiness				
Initiative				
Self-discipline				
Effort/Work ethic				
Respect for authority				
Ability to learn well and quickly				
Desire to excel				
Mature behavior				
Other:				

Overall, if you were looking for individual to hire, what advice would you give to this apprentice based on his or her work with you?

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: _____