

To: Training Site Supervisors

From: Kim J., Aviano High School Counselor and Career Practicum

Thank you for agreeing to supervise and mentor a high school student in your career area. You are helping a young person decide whether they want to pursue a career in your field. As the CP Coordinator I am committed to helping facilitate student learning and providing you with a quality student-employee.

The student is responsible for reporting directly to you if they are going to be absent due to illness, etc. In the event of an *anticipated* absence (i.e. sporting event, family trip, assembly, or test schedule) they should notify you at least the day before. Please email me as soon as possible if the student is significantly tardy so that I can note it in their attendance records and speak to them. Please indicate whether they notified you of their absence.

The student will keep a time sheet listing the times they arrive and depart daily and what they worked on each day. Please verify time sheets with your signature at the end of each week. Please note if there are any discrepancies with the student's recordings.

The student-employee should not receive special allowances. Please treat the student the way you would any employee under your supervision. The student should be held to the same behavioral expectations and dress code as any employee at the site. Students expect and want to feel useful so please put your student-employee to work. This conveys to the student that (s)he is a valuable contributor to the site and that (s)he is gaining valuable experience. Nothing is more disappointing to students than to be unable to demonstrate their skills/talents.

At the end of a nine-week grading period the student will provide you with a Site Evaluation form. Please complete it and return it with the student in a sealed envelope. Your honest evaluation will provide very meaningful feedback to the student regarding their employability and performance.

I will be visiting your site once per quarter (9 week period) to observe the student. Some of these visits will be spontaneous unless you let me know when you would like me to visit. I would like the student to know that I can be stopping in anytime. If at anytime you need or want to reach me, please don't hesitate to contact me at 632-5919. If you should experience any problems with the student, you should contact me *immediately*. The sooner a problem is addressed, the greater the learning experience and the more opportunity there is for correction.

I want to thank you again for investing the time into a young person's future. I look forward to working with you over the next semester and school year!

Sincerely,

Kim J.