

Checklist

- Identify job tasks
- Request a student (complete form and send in by January 22, 2007)
- Attend Orientation (to be announced)
- Receive request form(s) back with student information completed. If a suitable match cannot be made because of having more requests than students in some program areas or other reasons, then this will be noted on your form. Hopefully this won't happen! If it does, please know your willingness to participate is greatly appreciated.
- Let others at worksite know you are hosting a student.
- Receive a call from the student to make an appointment to meet with you (Week One students should have interviews done by March 5, 2007 and Week Two or in some circumstances Week Three students by March 12, 2007).
- Meet/interview the student and sign **Work Education Agreement** (the student will bring this to the interview). Notify Julianna immediately if the form is not signed and completed.
- Work experience placement begins (March 12 for first week placements and March 26 for second week placements, there may be third week placements for some work sites, e.g., Parks and this would occur during Spring Break starting March 19).
- Receive a call/visit from the supervising teacher during the placement week
- Complete the student evaluation (return to student).
- Complete the supervisor's project evaluation (return to name on form).
- Work experience placement ends on Friday March 16 & Friday March 30 at 12:00 noon.

***Note:** Students are expected to attend the 1:00 p.m. Friday wrap-up session at City Hall - Council Chambers. Please ensure your student(s) are allowed to leave in time.*