

# WORK STUDY APPLICATION FORM

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## (Internship / Practicum)

### General Information

### Pine Grove Area High School

FOR OFFICE USE ONLY:

DATE RECEIVED: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Parent/Guardian (father, mother, guardian, other)

Name	Relationship	Work/Cell Phone
_____	_____	_____
_____	_____	_____

Do you live with either or both of these people?      Both      One      None

**If you live somewhere other than the address above, please list here:**

Street and/or Box number : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Your Present Employer

Name of Company/Business: \_\_\_\_\_

Street and/or Box#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Position: \_\_\_\_\_

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**Please list five objectives you hope to learn from your work experience:  
(List in complete sentences)**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

If you have any questions about the program, grading procedures, placement in a job, credits that you will earn, or any other concerns, please contact the Guidance Office at (570) 345-2731 ext. 216

**If you wish to be considered for the Work Study Program at Pine Grove Area High School sign below and get the following signatures for approval. Signature of Employer below indicates the ability to provide a reportable/legal wage.**

**Student's Signature:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

**Employer's Signature:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_

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## **(Internship / Practicum)**

### **Student Agreement - Pine Grove Area High School**

Before a student is given any grade or credit in the Work Study Program you must meet and agree to all the following criteria:

1. I will always be present for class/work except for due cause.
2. I will always be on time for work.
3. I will call my employer if I am not going to work.
4. I will notify the high school main office if I am not going to work.
5. I will remember that I am representing Pine Grove Area High School.
6. I will not quit or change jobs without talking to my guidance counselor.
7. If I quit, get fired, or lose my job for any reason, I expect to have a conference with my guidance counselor. I will need to have a written explanation of what happened. There will be a strong possibility of a reduction in the credits that I will receive. The reduction will be the result of a written agreement between my guidance counselor, principal and myself.
8. I agree to turn in all school work assignments in a timely manner.
9. I agree to attend meetings, field trips, and other activities as required by the Work Study Program.

**If you have any questions** about the program, grading procedures, placement in a job, credits that you will earn, or any other concerns, please contact the Guidance Office at (570) 345-2731 ext. 216.

If you wish to be considered for the Pine Grove Area High School Work Study Program sign below:

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Program Overview - Pine Grove Area High School

**Any student who would like to earn credit while working at a part-time job / internship / practicum may register for this course. Requirements of the program are as follows:**

1. The student will be responsible for securing their own part time job.
2. The student will be responsible for providing their guidance counselor with the contact information for their work supervisor. See Employer Information Sheet. If you have questions on whom your supervisor is please contact the Guidance Office.
3. The student will be responsible for keeping a log that includes information about the number of hours worked each week, their job description, the skills needed for their job(s) and reflections about valuable lessons their job has taught them. See Student Log Sheet and Student Log Reflection.
4. The student will be responsible for turning into the Guidance Office an evaluation completed by their employer for each quarter/semester they complete the Work Study Program. See Employer/Employee Evaluation Sheet.

If a student changes jobs in the middle of the program, then the student must repeat steps 2 thru 4 each time they switch a job. If a student is working at more than one part-time job throughout the program they may combine jobs and complete steps 2 thru 4 in order to complete the program.

**Students can earn up to 2.0 credits per year. (1.0 credit per semester). See Formula below for earning credit**

*At least 90hrs worked + Information Sheet + Student Log Sheet & Reflection + Student Evaluation Sheet = .5 credit.*

**or**

*At least 180hrs worked + Information Sheet + Student Log Sheet & Reflection + Student Evaluation Sheet = 1.00 credit.*

*\*If all paperwork is not submitted by the end of the semester, a 59% will be given as a grade on the report card and no credit will be earned for that semester. Also, if all paperwork is not submitted after the 1<sup>st</sup> semester, you could potentially be dismissed from the Work Study Program for the remainder of the year.*

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## **Employer Information Sheet - Pine Grove Area High School**

Name of the Business/Company that employs you:

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Business/Company Address (address you work at):

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Supervisor's Name:

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Supervisor's Work Phone Number:

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Supervisor's Email Address (if that is a preferred means of communication):

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Supervisor's Work Hours:

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When is a good time to talk to the Supervisor by phone?

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**Supervisor Signature:**

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## **Student Log Reflection/Evaluation – Pine Grove Area High School**

*Use additional paper as needed, list in complete sentences.*

What job skills did you need to successfully complete your job?

What job skills did you learn while working at your job?

What other things did you learn from your experience that will help you in future jobs or careers?

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Employer/Employee Evaluation - Pine Grove Area High School

**Student Name:** \_\_\_\_\_ **Job Description:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_ **Evaluation Date:** \_\_\_\_\_

**Rating Scale:**

- 4 = Better than average employee      3 = Competitive with average employee  
 2 = Requires more attention than average      1 = Has not developed ability  
 N/A = Not Applicable

WORK HABITS AND SKILLS	RATING
Attendance: Prompt and dependable.	
Attitude: Shows interest and pride in his/her work.	
Appearance: Neat, clean and wears appropriate clothing.	
Social Skills: Gets along with others, cooperates, demonstrates maturity.	
Initiative: Self -starter, goes on to the next step or asks for additional tasks.	
Accepts Constructive Criticism: Takes suggestions for improvement in stride and tries to improve.	
Problem Solving Skills: Makes appropriate decisions when needed.	
On Task: Pays attention to the task, even when the task is undesirable.	
Quality: Completes tasks to acceptable level.	
Speed: Works fast enough to keep up with other workers.	
Follows Instructions: Does tasks as assigned.	
Remembers Instructions: Performs routine on a daily basis without prompting.	
Communication: Asks job specific questions and interacts appropriately.	
Follows Rules: Obeys all regulation and safety rules.	
Use of Equipment: Uses and cares for equipment.	
Independence: Able to work without supervision.	
Improvement: Has improved at job since their beginning date.	
Overall Performance: Compared to other employees, this student is?	
Future Employment ( <i>Circle one</i> ):      Recommend      Not Recommend Reasons:	
<b>Overall Total:</b>	

(Please Print)

**Supervisor Name:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_