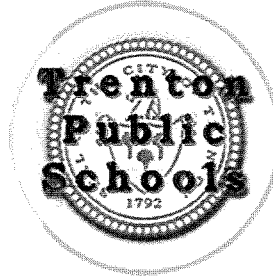


Trenton Public Schools



Daylight Twilight High School

**Structured Learning Experience
Agreement Documentation**

Trenton Public Schools
Daylight Twilight High School

STRUCTURED LEARNING EXPERIENCE

PART I: STUDENT INFORMATION

Student Name: _____ Semester: Spring 2016

Address: _____ PO Box _____
(Street Address / Location) (Town, Zip Code, if different)

_____ Age: _____
(Town) (Zip Code)

Home Tel.: _____ DOB: _____

Student Cell # _____ Email: _____
(alternate to school email address)

Emergency Contact: Name: _____ Tel. No.: _____

Relationship: _____

Internship

Site: _____ Tel. No.: _____

Contact Person: _____ Fax No.: _____

Business Address: _____ Email: _____
(Street Address)

_____ (Town) (Zip Code)

Mentor: _____ Position: _____

Email: _____

Student's Title: _____ Start Date: _____

Anticipated hours per week: _____ No. of weeks: _____
(if known) (if known)

PART 2: STUDENT RESPONSIBILITIES

I agree to follow the conditions of the structured learning experience listed below:

1. I will maintain regular attendance both in school and at the structured learning experience work site, complete and file weekly time sheets, and notify the Structured Learning Mentor and workplace mentor if I am unable to report to the workplace.
2. I will demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health, good grooming habits, appropriate dress and a willingness to learn.
3. I will talk to school personnel and workplace mentor about any difficulties arising during my structured learning experience.
4. I will obey the rules and regulations of the company and comply with the employer's business practices and procedures.
5. I will furnish the Structured Learning Mentor with all necessary information, complete all reports and keep accurate daily records of time and educational / training activities. If school credit is to be awarded, I understand that I will receive credit only if assignments, time sheets, and evaluations are satisfactorily and truthfully completed.
6. I will work to acquire the knowledge and skills as outlined in my Student Intern Development Plan.
7. I will provide transportation to and from the worksite where applicable.
8. I understand and will respect the confidentiality of the information I am exposed to in the workplace during my structured learning experience.

SIGNATURE OF STUDENT _____ DATE: _____

PART 3: PARENT/GUARDIAN RESPONSIBILITIES

I agree to the following conditions of the structured learning experience:

1. I will encourage my child or ward to effectively carry out the responsibilities as outlined in the Student Intern Development Plan.
2. I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
3. I will report any concerns raised by my child or ward regarding the structured learning experience to the Structured Learning Mentor.
4. It is agreed that parents, and not the school district, are solely responsible for providing transportation to and from the worksite. I hold the school district harmless in the event of an accident.

I understand that this structured learning experience is not employment and that my child or ward may not be entitled to wages or a promise of employment at the completion of the structured learning experience as per NJ Department of Labor; Child Labor Laws, Subchapter 18, 12:56-18.2 School to Work Program.

I hereby give my consent for my child to participate in the structured learning activities during the current school year

PARENT / GUARDIAN SIGNATURE: _____ DATE: _____

PART 4: BUSINESS / AGENCY RESPONSIBILITIES

Company Name: _____

Address / Location _____ PO Box / Town _____

Town _____ State _____ Zip _____ E mail _____

Contact Person _____ Phone # _____

1. Student information will be kept confidential and no information will be released without parental and school district consent.
2. There is collaboration and planning between the business / agency and school staff resulting in clearly defined learning objectives related to the structured learning experience.
2. All student work activities shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor.
3. Business / Agency will provide appropriate student supervision through appropriate employees.
5. Business / Agency will submit scheduled updates on student's progress completed by work site mentor.
6. The employer / mentor will not discriminate on the basis of race, color, national origin, sex, sexual orientation or disability regarding: recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.

EMPLOYER SIGNATURE _____ TITLE _____

PRINT NAME _____ DATE _____

SIGNATURE OF SITE MENTOR _____ DATE _____

PRINT NAME _____

SIGNATURE OF SITE MENTOR _____ DATE _____

PRINT NAME _____

PART 5: SCHOOL ADMINISTRATION RESPONSIBILITIES

Name: Ronald Edwards
District: Trenton Public Schools
Address: 108 North Clinton
Trenton, NJ 08609

Title: Principal, Daylight Twilight High School
Trenton Public Schools District Code: 5210
redwards@trenton.k12.nj.us
Telephone No.: 609-656-4850

Jamie Delaney
Structured Learning Experience Coordinator
Email: jdelaney@trenton.k12.nj.us
Telephone No.: 609-656-4850

Jaime Maniatis
School Structured Learning Experience Mentor
Email: jmaniatis@trenton.k12.nj.us
Telephone No.: 609-656-4850 Ext. 2014

1. As a Structured Learning Program, the school will provide liability insurance coverage since a structured learning experience is an extension of the classroom.
2. All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor.
3. The school district will provide regularly scheduled site visitations by district employees holding appropriate certification.
4. The school district will maintain student's records reflecting the structured learning experience.

SIGNATURE _____ TITLE Principal, Daylight Twilight High School
PRINT NAME Ronald Edwards DATE _____

PART 6: SCHOOL - STRUCTURED LEARNING MENTORS

I agree to do the following:

1. I will conduct regular site visitations to evaluate student progress.
2. I will communicate regularly with the workplace mentor regarding the student's progress.
3. I will recommend the granting of credit after the successful completion of the structured learning experience.
4. I will ensure that specific academic, workforce skills and occupationally specific skills are specified in the Structured Learning Agreement and that progress is evaluated and recorded in the student's permanent record.

SIGNATURE: _____ TITLE: School Structured Learning Mentor
PRINT NAME: Jaime Maniatis DATE: _____

SIGNATURE: _____ TITLE: Structured Learning Coordinator
PRINT NAME: Jamie Delaney DATE: _____

PART 7: SLE GUIDELINES FOR STUDENTS & PARENTS

Structured Learning Experience Agreement

The purpose of the structured learning experience program is to provide all students with opportunities for educational experiences that will help them acquire marketable skills and develop positive work attitudes toward their career goals. The parents, school and students must share the responsibility for successful completion of this progress.

1. It is the responsibility of the student to seek a site with the help of the School Structured Learning Coordinator and School Mentor. The mentors must give approval to each site.
2. Students who wish to terminate their services with a company are expected to give two weeks notification under normal circumstances. Course credit will not be given should a student not complete the Internship.
3. The Structure Learning Agreement, which outlines the joint responsibilities of the employer and the student, must be signed by the student, the parent / guardian, employer / mentor, teacher and the Structured Learning Mentor.
4. The mentor / employer, at the end of each week, must complete a rating sheet that evaluates the progress of the student at the site. In addition, an evaluation by the School Structured Learning Mentor or Coordinator will be made on the basis of routine observations of the students at the site.
5. Students are expected to attend school and to then report for work as scheduled.
6. Trenton Schools and Daylight Twilight High School provides opportunities whenever possible in career related experiences to all students regardless of race, color, national origin, sex or disability.

Student Signature _____ Date _____

Parent / Guardian Signature _____ Date _____



PATHWAYS TO COLLEGE & CAREER READINESS

Career Clusters[®]

Career Pathways: <http://www.nj.gov/education/cte/career/Arts/index.html>

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- Journalism & Broadcasting
- Performing Arts
- Printing Technology
- Telecommunications
- Visual Arts

NJ Career & Technical Education Standards

Career Cluster[®] Lead

Ms. Anne M. Freeman

Office of Career Readiness

(609) 984-5906

anne.freeman@doe.state.nj.us (preferred)

Technical Skills Assessments

- PrintED : Graphic Communications
- NOCTI : Job Ready Assessment Blueprint: Audio-Visual Communications

Curriculum

- Graphic Design Curriculum

Professional Associations

- PrintED (Graphic Arts Education and Research Foundation)
- Graphic Arts Association
- American Digital Design Association
- American Institute of Graphic Design

Career and Technical Student Organization (CTSO): Please contact the Career Cluster Lead for information.