



# Combs Center for Success

## Work Experience Program

301 E Combs Rd, San Tan Valley, AZ 85140

## Work Experience Program

*Combs Center for Success, in coordination with Combs High School, is proud to offer The Work Experience Program (WEP). Combs Work Experience Program provides participants with the opportunity to work full or part-time while earning credit that can be applied towards graduation. The WEP enables students to acquire an improved understanding of their abilities, interests, and educational/career aspirations while enhancing the partnership between school and community.*

*The Work Experience Program is designed for students that want to gain experience working in a career field (or job) and potentially gain additional opportunities not available within the present high school structure. This program creates an opportunity for students to develop the confidence, responsibility, and maturity that is directly tied to academic and occupational skills.*

This optional program requires that students meet certain requirements. To be considered, students must:

- a. Be employed with an employer who holds an EIN.
- b. Employment must be verifiable.
- c. Source of employment must meet legal and ethical guidelines under school policy.

These documents outline a plan of success for students enrolled in the Work Experience Program. Please do not hesitate to contact me if you have any questions regarding.



### CONTACT INFORMATION

Mr. Ryan Headley

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Telephone: (480) 987-5300 - EXT. 8451



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## Work Experience Program

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### Programa de experiencia laboral

*Combs Center for Success, en coordinación con Combs High School, se enorgullece de ofrecer el Programa de Experiencia Laboral (WEP). El programa de experiencia laboral de Combs brinda a los participantes la oportunidad de trabajar a tiempo completo o parcial mientras obtienen créditos que se pueden aplicar para la graduación. El WEP permite a los estudiantes adquirir una mejor comprensión de sus habilidades, intereses y aspiraciones educativas / profesionales mientras mejora la asociación entre la escuela y la comunidad.*

*El Programa de Experiencia Laboral está diseñado para estudiantes que desean adquirir experiencia trabajando en un campo profesional (o trabajo) y potencialmente obtener oportunidades adicionales que no están disponibles dentro de la estructura actual de la escuela secundaria. Este programa crea una oportunidad para que los estudiantes desarrollen la confianza, la responsabilidad y la madurez que están directamente relacionadas con las habilidades académicas y ocupacionales.*

Este programa opcional requiere que los estudiantes cumplan con ciertos requisitos. Para ser considerados, los estudiantes deben:

- a. Estar empleado con un empleador que tenga un EIN.
- b. El empleo debe ser verificable.
- c. La fuente de empleo debe cumplir con las pautas legales y éticas de la política escolar.

Estos documentos describen un plan de éxito para los estudiantes inscritos en el Programa de experiencia laboral. No dude en ponerse en contacto conmigo si tiene alguna pregunta al respecto .



#### INFORMACIÓN DEL CONTACTO

Sr. Ryan Headley

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# WORK-EXPERIENCE COURSE REQUIREMENTS & CREDIT POLICY COMBS HIGH SCHOOL



## GENERAL PROGRAM GUIDELINES:

1. Student must be entering the 12th grade and at least 16 years old to apply for work-study.
2. Student must be on track to graduate for acceptance into the work-study program.
3. Student must secure a job with a business or firm prior to being accepted into the work-study program.
4. Students must complete 120 hours of work in a semester to earn .5 credit.
5. Student must be approved for early release or late start from their school day.
6. Student will be evaluated by their supervisor or employer upon completion of 60 and 120 hours of work.
7. Student must provide their own transportation from school to work and must comply with all school parking rules, regulations, and procedures.

## ATTENDANCE POLICY

1. You are required to adhere to the school attendance policy.
2. Once you have finished your classes for the day, you are required to leave campus for the remainder of the official school day.
3. You are required to work your scheduled hours at work. If you are unable to work your scheduled hours, you must notify your employer as soon as possible to report your absence. Excessive absences will result in a review of your placement and possible removal from the work-study program.
4. If you are terminated or quit your job mid-semester, you jeopardize earning credit. Never quit or change jobs without the approval of the guidance counselor,, internship coordinator, or school administration.

Credit will be earned for the work-study program based on an evaluation completed by your employer or direct supervisor and successfully turning in of hours verification to the guidance counselor on time.

Your evaluation is based on the nine (9) Arizona CTE Career Preparation Standards & Measurement Criteria with four (4) options for each criteria; Needs Development, Competent, Proficient, and Advanced

APPLICATION FOR WORK-EXPERIENCE PROGRAM  
COMBS HIGH SCHOOL



Name: Student #:Age:

Home Address:City:Zip:

Current Grade Level:\_\_\_\_\_ Student Cell #:Email:

Mode of transportation to work if accepted: own vehicle: parent's vehicle:

Are you currently employed?If yes, where?

How long?Is this where you intend to complete your work-study?

If not, have you secured a place to complete your work-study or internship?

Position/Duties:\_\_\_\_\_ • \_\_\_\_\_

All work-study programs must provide Workman's Compensation insurance. Does your work provide it? .

Future career goals:

To be completed by student and signed by guidance counselor:

Current GPA Cumulative GPA:# of absences this year

# of suspensions:# of tardies:I am on track to graduate: YES NO

Please list the required courses you must take next school year to graduate:

Guidance Counselor Signature:Date:

## WORK-EXPERIENCE TRAINING AGREEMENT COMBS HIGH SCHOOL

Participating students must agree to the provisions, procedures and requirements of the program, and secure approval from a business, parent(s), guidance counselor, and principal for work study or CTE Coordinator if CTE internship. Students must participate through a business or company with a valid state or federal ID number and, if paid, be an employee on the employees payroll. Students must keep a record of their hours and complete all paperwork in compliance with the program.

Students who participate, do so by their own choice, accept full responsibility for their transportation, safety and any cost for participation upon leaving school property. Students may be subject to a modified schedule allowing him/her to arrive late or leave school early up to two periods. All internship and work-study students must be enrolled in a minimum of four classes in addition to work study. Students enrolled in the work-study program are subject to all rules and conditions as listed in the Combs High School Student/Parent Handbook. Please feel free to contact a high school administrator with any questions.

By signing this Work Experience Training Agreement, the student (Student), Parent/Guardian (Parent), the work experience coordinator (School), and the work experience partner (Employer), agree to the following terms and conditions:

- A. The Student agrees to:
- Be enrolled in a minimum of four classes in addition to work study;
  - Follow the provisions, procedures and requirements of the program;
  - Secure employment from a business or company with a valid state or federal ID number;
  - Keep a record of their hours and complete all paperwork in compliance with the program;
  - Accept full responsibility for their transportation, safety and any cost for participation upon leaving school property;
  - Work the required number of hours during the term in relation to the number of credits desired (120 hours per semester);
  - Recognize and follow the duties on the Work Experience Training Plan;
  - Immediately inform the School of any problem or changes in job responsibilities;
  - Abide by the regulations and policies of both Employer and the School;
  - Notify the School in the event of a change of employment status
- B. The Parent/Guardian agrees to:
- Follow the policy and procedures of the work experience program;
  - Do their part in assisting the Student to fulfill obligations to the program including regularity of attendance and maintaining a satisfactory scholastic standing;
  - Urge the Student to exercise extreme caution in getting to work;
  - Not hold Combs High School, school employees, district administration or the school board responsible for any accident, should it occur, that might involve the Student on his/her way to work.
- C. The School agrees to;
- Provide an instructor or coordinator to facilitate the development of the training plan;
  - Monitor the progress of the Student's work experience;
  - Determine a grade and award credit for successful job performance and completion of related assignments;
  - Notify the employer if the Student withdraws from the program and/or the School;
- D. The Employer agrees to:

- 9 Provide a training experience for the student and assist him/her in completing his/her Training Plan;
- Ⓜ Designate an individual as the supervisor to orient, train, monitor the Student, and to serve as a liaison between the Employer and the School;
  - Schedule the Student activities to meet the minimum number of hours required (120 hours per semester);
    - a Reserve the right to discharge the Student for just cause;
    - Notify the School contact immediately of any change in the Student's job duties or status;
    - Provide feedback to the Student on their work performance throughout the term;
    - « Evaluate the Student at the end of each quarter using the form provided by the School
    - Assign activities without regard to age, race, sex, religion, disability, parental status, or marital status;
    - Be in compliance with OSHA regulations and orient Student to Employer's safety policies;
  - 9 Fellow regulations found in Article XVIII Section 2 of the Arizona Child Labortaws;
  - e Cover the Student for Workers' Compensation policy (only if paid employment);
  - e Pay a salary or wage that is consistent with the Employer's practices and policies (only if paid employment)

v " ..

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Rep. Signature: \_\_\_\_\_ • Date: \_\_\_\_\_

### **Employer/Business Partner information**

Business Name: \_\_\_\_\_

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

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

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

Supervisor's Email: \_\_\_\_\_

The J.O. Combs Unified School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Career and Technical Education program offerings include: Agriculture, Science, Business Management, Software and App Design, Graphic/Web Design, Digital Communications, Digital Photography, Film/TV, Early Childhood Education, Nursing Services, Stagecraft, Education Professions, and Sports Medicine. The lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) Education programs of the J.O. Combs Unified School District. The following employees have been designated to handle inquiries regarding the nondiscrimination policies: Compliance Officer for Title IX, Athletic Director; 2505 E. Germann Road, San Tan valley, AZ 85140 or 480-882-3540 and Compliance Officer for Section 504/ADA, Director of Student Services, 301 E. Combs Road, San Tan Valley, AZ 85140 or 480-987-5300.

El Distrito Escolar Unificado de J.O. Combs #44 no discrimina en base a su raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades. Los programas ofrecidos para Carreras o Educación Técnica incluyen : Agronomía, Administración de Empresas, Desarrollo de Software, Diseños Gráficos, Comunicaciones Digitales, Fotografía Digital, Cine/ video, taucaciún, infami, Sei vidus de Enfermería, Teatro Técnico, Profesiones en Educación y Medicina Deportiva. La falta de conocimiento del idioma inglés no será una barrera para la admisión, participación y educación en las Vocaciones Técnicas y Carreras ofrecidas por el Distrito Escolar Unificado de J.O. Combs. Los siguientes empleados han sido designados para manejar las preguntas en cuanto a las pólizas de no discriminación: Funcionario de Cumplimiento de Título IX, Director Atlético 2505 E. Germann Road, San Tan Valley, AZ 85140 or 480-882-3540 and Funcionario de Cumplimiento para la Sección S04/ADA, Director de Servicios Estudiantiles, 301 E. Combs Road, San Tan Valley, AZ 85140 or 480-9X7-5300.

## Statement of Responsibility

Parents: I agree to follow the policy and procedures of the work-study program and will do my part in assisting my son/daughter to fulfill obligations to the program including regularity of attendance and maintaining a satisfactory scholastic standing. I realize my child will be leaving school campus before the end of the regular school day to report to his/her place of employment for job training. I shall urge my child to exercise extreme caution in getting to work. I will not hold Combs high school, school employees, district administration or the school board responsible for any accident, should it occur, that might involve my child on his/her way to work.

Student: I have discussed the program with my parent(s)/guardian(s) and agree to follow the policy and procedures of the work-study program.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Administrative approval YES NO \_\_\_\_\_  
Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

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Dear Business Partner,

On behalf of the Combs High School Counseling department, I would like to thank you for joining us in preparing our students for the workplace and potential career. We deeply appreciate your willingness to partner with us to help our students continue to develop the skills necessary to become employable individuals in the future and strengthen our country's workforce.

Included in this packet are copies of information that you may find helpful as you work with the student intern. These are your copies to keep, and, if you would like copies of any signed documents, please feel free to have the student provide those for your records. I have also included my contact information, so please feel free to contact me anytime.

Our students are expected to work a minimum of 120 hours per semester. During that time, they will be expected to meet your expectations, just like any other employee. Approximately every two weeks, the intern will provide you with a daily work log that documents the time worked and activities they participated in. We ask that you sign the form verifying the information the intern has provided.

Near the end of each grading period, the student will also be required to hand in an evaluation from you that reflects their progress in two areas; workplace employability skills and technical skills. A rubric for both of these areas will be provided for you to use as the evaluation tool and should not require too much time on your part to complete. The goal is for students to show improvement over time.

Again, I want to thank you for your participation work study program. The valuable on-the-job experience you will provide will make a tremendous impact on the student's development.

Respectfully,

Brenda Lohr  
Counseling Department Chair  
Combs High School  
480-882-3553



# WORKPLACE PROFESSIONAL SKILLS EVALUATION FORM COMBS HIGH SCHOOL

To be completed for each quarter grading period

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

Supervisor: \_\_\_\_\_

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

Company: \_\_\_\_\_

Needs Development	Competent	Proficient	Advanced
Complex Communication: Communicates using traditional communication skills with technical workplace content in a manner that adds to organizational productivity. N/A			
Speech and listening difficulties lead to errors. Must be coached regularly.	Speaks and listens in an appropriate manner. Written skills contain an acceptable number of errors.	skilled in all routine oral and written communications. Reports and/or forms contain few errors.	Highly skilled in speaking, listening and reading. Written products are clear, concise and error free.
Collaboration: Collaborates, in person and/or virtually to complete tasks aimed at organizational goals. N/A			
Collaborates only when required. Does not actively participate. Tasks rarely completed.	Collaborates in an appropriate manner when required. Tasks are completed as required. Goals are frequently met.	Collaborates effectively and completes tasks in an effective manner. Goals are met.	initiates collaboration to complete tasks in order to complete tasks. Goals are exceeded.
Thinking and Innovation: Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions. N/A			
Identifies and solves problems with help from supervisor.	Identifies and solves simple problems independently.	Explores options and considers several alternative solutions when solving problems.	identifies potential problems and proposes preventive action.

Needs Development	Competent	Proficient	Advanced
Professionalism: Conducts oneself in a professional manner appropriate to organizational expectations. N/A			
is unprofessional at times, lacks time management skills, or does not respect personal/professional boundaries.	Adheres to organizational protocol related to behavior, appearance and communication. Manages time with little redirection.	•Adheres to organizational protocol related to behavior, appearance and communication. Manages time and performs work with a positive attitude.	Distinguished professionalism. Always attacks the job with a positive attitude and produces the highest quality of work.

Initiative and Self-Direction: Exercises initiative and self-direction in the workplace. N/A			
Needs frequent direction and supervision to complete tasks. Does not adapt to change.	Needs little to no direction or supervision to complete tasks. Adapts to change and implements new suggested ideas.	Functions independently, adapts to change, and exercises leadership in the workplace. Implements new suggested ideas.	Functions independently, adapts to change, and exercises leadership in the work place. Generates ideas and methods to improve productivity.
Intergenerational and Cross-Cultural Competence: Interacts effectively with different cultures and generations to achieve organizational mission, goals and objectives. N/A			
Has difficulty relating to and working with coworkers and/or customers of different cultures or generations.	Is able to work with and relate to coworkers and/or customers of different cultures or generations.	Adapts communication style to engage with others, relies upon the wisdom and experience of others, and respects differences.	Adapts communication style to engage with others, relies upon the wisdom and experience of others, respects differences. Is accepting and inclusive in such a manner that creates increased productivity and synergy.

Needs Development	Competent	Proficient	Advanced
Organizational Culture: Functions effectively within an organizational culture. N/A			
Operates contrary to the culture of the organization.	Navigates organizational structures and systems.	Navigates organizational structures, Embodies organizational values, and advances organizational growth and success	Trains others to be successful and advance organizational growth.
Legal and Ethical Practices: Observes laws, rules and ethical practices in the workplace. N/A			
Needs reminders to observe laws, rules, and ethical practices in the workplace.	Takes responsibility for actions in the workplace.	Performs duties with integrity and honesty, adheres to policies and procedures, works with others to resolve issues.	Demonstrates loyalty to the organization and its mission, is trustworthy, and helps mediate work related issues.
Financial Practices: Applies knowledge of finances for the profitability and viability of the organization. N/A			
is not thorough in balancing accounts or transactions, errors are frequent.	Acts prudently with organizational accounts and transactions.	is able to articulate financial goals and strategies of the organization.	Contributes to the overall financial stability and profitability of the organization.

Comments:

Supervisor Signature: Date:

Student Signature: Date:

School Representative Signature: Date:

