



Parent Information
Ohio Hi-Point Professional Experience Days
November 3 and 10, 2016

Dear Parent/Guardian:

Students attending the Ohio Hi-Point campus will be participating in our upcoming school-wide Professional Experience Days. Professional Experience Days are an opportunity for Ohio Hi-Point students to participate in a variety of individualized, student-chosen, off-site experiences. During these days, instead of being on-campus and in the classroom, students have the opportunity to spend two days participating in one of six career experience and work-based learning options available to them.

These assignments are designed to be completed on **Thursday, November 3, 2016**, and **Thursday, November 10, 2016**, in lieu of reporting to Ohio Hi-Point. Your child has the option to select which assignment is completed on each day.

It is important to note that these are required school days and the students are entrusted to make the arrangements and follow through on this educational enrichment opportunity. If students do not participate, it will count as an unexcused absence on their attendance record.

Here's how it works:

1. Students, working in conjunction with their instructors, make connections with local employers, prospective colleges/universities or military recruiters and make arrangements for each day's activities.
2. Once the arrangements are made, the student will fill out the STUDENT ASSIGNMENT SELECTION FORM and have the parent/guardian and student signature lines signed and turned into their Program Instructor no later than **November 1, 2016**.
3. Students will need to arrange transportation for these days and be sure that they are dressed appropriately for their selections. We want our students to represent themselves and our school in a positive manner.
4. The next step is making sure students have verification of their Professional Experience Days visits to ensure school attendance. The students are required to have an authorized person verify each day's activities on the POST-EXPERIENCE VERIFICATION FORM. This form needs to be returned by the student to their Lab Instructor within two days of each experience day. If this form is not returned within two days, we will not be able to count the student present for those days.

Included in this letter are the assignment options and both the STUDENT ASSIGNMENT SELECTION FORM and the POST-EXPERIENCE VERIFICATION FORM.

**Assignment Options** (Nov. 3 and 10, 2016)

November 3 and 10, 2016, are Ohio Hi-Point Professional Experience Days for current students. Students have the option of choosing their own professional experience activity. For each day (Nov. 3 and 10), students are to choose an activity from the list below. Verification paperwork (attached) will be required for each activity and approval from the lab instructor is required prior to the time it is completed. Upon completion, verification paperwork is to be returned to the lab instructor in order to verify attendance for the day. Students may choose to do the same option for both days, but please be sure to participate in an activity each day.

OPTIONS AVAILABLE

- A **Help in lab with instructor for Professional Experience Days.** Student must be invited by the instructor.
- B **College Visit.** Take this opportunity to visit a college of your choice and check out the programs you may be interested in pursuing. Call ahead for a tour or an appointment to speak to someone in admissions.
- C **Military Visit.** Take this opportunity to visit a military recruiting office, schedule an appointment with a recruiter, etc. Call ahead to make an appointment.
- D **Job Shadowing.** Contact a professional in the field of study that you would like to shadow for the day. Call and set up your experience letting them know exactly what you want to see for the day. Check with your career/tech instructor regarding possible contacts.
- E **Business/industry tour.** In the event that you cannot secure a Job Shadow, this will still allow you to tour the business or industry you're looking forward to pursuing. This must be scheduled.
- F **Job Placement.** If you are currently working in your field of study, you may elect to work the entire day. Please be sure you are asking your employer if you can be on the schedule for the day.

Complete the attached form and return it to your lab instructor by November 1, 2016 so you can be approved to complete the activities you chose.

Keep in mind it is your responsibility to set up your experiences, complete them, have the appropriate paperwork signed, and return it to your lab instructor within two days of each experience to ensure attendance for the 2 days.

If you have questions, feel free to contact Brad Richardson, Career Tech Supervisor, at 937-599-3010.

Professional Experience Days Student Assignment Selection Form
Due to lab instructor by November 1, 2016



_____, _____
 (Student name) (Program name)

I chose to complete Option _____ for my assignment for November 3, 2016.

The contact information of the person with whom I will be working is:

Name: _____
 Position: _____ Company: _____
 Address (city, state, zip): _____
 Phone #: _____ Email: _____

Duties/Responsibilities I will have: _____

I chose to complete Option _____ for my assignment for November 10, 2016.

The contact information of the person with whom I will be working is:

Name: _____
 Position: _____ Company: _____
 Address (city, state, zip): _____
 Phone #: _____ Email: _____

Duties/Responsibilities I will have: _____

I understand this page is due by November 1, 2016 to my lab instructor and requires him/her to sign it to receive acceptance of my plan. I also understand I am responsible for providing my own transportation to and from my educational experience. To be counted in attendance during these days, I understand I am required to complete and submit this plan along with the required signatures and a post-experience verification paper. If any part of the paperwork is not completed, I will be counted absent and unexcused for the day. Additional requirements after the experiences listed above may be assigned by the lab instructor.

Acceptance of the plan:

 (Lab Instructor Signature) (Date)

 (Student Signature) (Date)

 (Parent/Guardian Signature) (Date)

Professional Experience Days
Post-Experience Verification Form



6. What did you like best about the experience day?

7. What did you like least about the experience day?

This Post-Experience Verification Form is due by within two days of the experience, to your Lab Instructor in order to count as being in attendance for November 3 and 10, 2016.