



**HERNANDO
SCHOOL DISTRICT**

Learn it. Love it. Live it.

Work Experience
On-the-Job Training (OJT)
Procedures Guide

Introduction

The purpose of this On-the-Job (OJT) Training Guide is to assist Hernando County School District (HCSD) in the implementation of consistent and effective Cooperative Education – OJT programs. Specific authorization governing OJT is found within the State Board of Education, Administrative Rules, and Chapter 6A-6.0571. A high school OJT education program is an elective academic program that combines a comprehensive classroom curriculum with a related work experience in the business community. OJT programs provide the student with a meaningful opportunity to gain professional job experience related to an identified career goal.

The OJT teacher of record should become very familiar with and follow the FDOE Curriculum Frameworks for the particular area he or she is assigned. Additionally, students are given an opportunity to participate in a paid work program that may be taken by high school students in conjunction with and/or following the successful completion of required coursework within the identified career and technical program.

Work Experience Curriculum

The purpose of this program is to provide support for at-risk students. This support shall be provided through instruction in the methods of acquiring the necessary human relation skills, work ethic, and common knowledge required for successful employment and for selection of a career plan that will guide the transition from school-to-work. A student may not enroll in a Work Experience class without concurrent enrollment in Work Experience-OJT. Each student enrolled in a Work Experience course may earn one credit. A minimum of 1 credit for on-the-job employment experiences may be earned for each year the student is enrolled in Work Experience-OJT.

The student must be paid for work performed and must be directly supervised.

The OJT paid work programs, known as cooperative education, link the high school, the student, the parent, the employer, and the teacher in a dynamic support partnership, creating a beneficial and relevant business experience for the student.

Responsibilities of Stakeholders

Role of the Student

- Sign and abide by the required agreements and forms (Student/Parent Agreement, Employer's Agreement, time card, insurance and emergency information).
- Maintain accurate records of hours worked and earnings.
- Demonstrate the employability skills essential for success on the job.
- Follow all safety rules and instructions.
- Demonstrate an understanding of the Child Labor Laws.
- Discuss any employment-related problems that occurs with the teacher.
- Be a positive representative of the school and community.
- Students learn the importance of attendance and promptness along with other work ethics that go hand-in-hand with securing and keeping a job.
- Students have an opportunity to learn useful career and technical skills in the classroom and on the job.
- Students develop an appreciation and respect for work.
- Students have the opportunity to obtain gainful employment leading to enhanced career opportunities and economic responsibility.
- Students have the opportunity to develop useful leadership skills.
- Students will submit appropriately completed required paperwork on time.
- Students will inform their parent(s)/guardian(s) and teacher on the day a job is terminated for any reason.
- Students will not apply to work at a community business that can be viewed in direct opposition of rules found in the district's Code of Student Conduct (e.g., school dress code, improper and/or illegal use of technology).
- Students will report to work each assigned work day or be removed from the work program.

- Students will maintain an up-to-date time sheet and report hours worked.
- The student employee represents the school district at all times and is expected to demonstrate professional qualities of responsibility, dependability, ethical behavior, and maturity while performing tasks for the employer.

For students who change jobs, all of the required paperwork must be submitted to the OJT teacher and approved. No student should report to work until the OJT teacher approves the submitted paperwork. It is the ongoing responsibility of the OJT teacher to monitor the worksite of his or her students making certain that the worksite does not breach any school board policy found in the district's Code of Student Conduct.

Role of the Teacher

It is the responsibility of every OJT teacher to keep accurate and up-to-date records for each student enrolled in the program. Records can include the following information:

- Student name, student number, contact information
- Place of employment/business
- Employer address
- Employer supervisor name
- Employer phone number
- Number of OJT credits
- Number of hours per week student works
- Date of first site contact
- Ongoing visitation comments and evaluations
- Copy of pay stubs/paychecks
- Detailed driving instructions to job site
- All required OJT forms

The OJT teacher must visit the student on the job at least once during each grading period to observe the student in the work setting, discuss areas of strengths and weaknesses, and obtain a grade for the student. Visits should be planned to coincide with the student's work schedule and at a time when the student's OJT supervisor is available to discuss the student's progress.

All OJT work experience opportunities are an extension of the CTE classroom experience, directly correlating to the appropriate FDOE curriculum frameworks. Students will only receive credit for employment in a business that has a valid Federal Tax ID number. Students will follow all rules outlined in the district Code of Student Conduct and such rules shall be held constant for both the workplace and school. Rules broken at the workplace shall result in the same disciplinary action as for those broken on school board property. Job placement shall be a reflection of the same high standards as set forth for any school-related function. Specific job placement is not the responsibility of the district or teacher and no credit will be granted to a student whose job would be in violation of Child Labor Laws.

Role of the School Counselor

- During the course selection process the OJT/CTE program benefits and specifications are communicated to all students.
- Ensure that all students are aware of the Gold Seal scholarship opportunities that can be obtained through CTE programs.
- When counselors meet one-on-one with students, OJT programs should be carefully reviewed as an option for elective credits.
- A healthy communication between the school counselor and OJT teacher is necessary when communicating timely information resulting in OJT student course enrollments and withdrawals.
- After the school year has started, in order for a student to enter the OJT class, verification of employment must be completed by the OJT teacher.

Role of the School

- The skills, knowledge, equipment, and classrooms of the Career and Technical Education programs are utilized in the training of students.
- The relevancy of the program encourages many students to accomplish their educational career goals, achieve industry certification when appropriate, and supports all academic programs.

- School Advisory Councils may assist in curricular improvements and in determining types of career opportunities available in the community.
- Parent/guardian involvement lends support to the school and to the cooperative education program.
- Business partnerships provide information and resources to the school.
- A healthy communication between principal, teacher and school counselor is necessary when communicating timely information resulting in OJT student course withdrawals.

Role of the Parent/Guardian

- Parent(s)/guardian(s) agree that students may participate in the work-based experience as provided by the public school system.
- Parent(s)/guardian(s) will determine the worksite to be safe and free from harm for the student.
- Parent(s)/guardian(s) assume full responsibility for any risk or injury that may occur as the result of the placement.
- Parent(s)/guardian(s) may participate in the school's activities promoting the cooperative education program.
- Parent(s)/guardian(s) are considered a part of the support team.
- Parent(s)/guardian(s) must know when a student terminates or is terminated at the work site and notifies the OJT teacher immediately.
- Parent(s)/guardian(s) supports the school by abiding by all of the policies set forth throughout this manual.

The parent/guardian of a student or an emancipated student holds the responsibility to investigate a proposed employer and job site to determine that the job site will be safe and not expose the student to harm. Each parent must become aware of the appropriate steps that need to be taken to ensure safe placement of his or her student at a job site within the OJT program.

Role of the Employer

- Employers assume the responsibility to offer work for the purpose of providing occupational experience of instructional value.
- Employers will provide work that is performed under safe and hazard-free conditions and under the supervision on a qualified individual.
- Employers will support the student with their training plan
- Employers will adhere to all State and Federal regulations regarding employment, Child Labor Laws, and minimum wage.
- Employers will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.

A business that engages in questionable activity will be considered an inappropriate job site for any and all Hernando County OJT students. It is the obligation of students and parents to notify the OJT teacher immediately if questions arise. Being an OJT student is a privilege and any breach of school district policies and procedures will not be tolerated and will result in immediate removal from the program.

The Curriculum

The individual cooperative education program's curriculum frameworks serve as a teacher's guide and can be obtained by downloading the frameworks from the Florida Department of Education's web site at <http://www.FDOE.org/workforce/dwdframe>.

All program courses are composed of two parts: Curriculum Frameworks and Student Performance Standards. The Curriculum Frameworks include four major sections: major concepts/content, laboratory activities, special notes, and intended outcomes. Student Performance Standards are listed for each intended outcome.

District OJT Guidelines

Finding a Job

If the student has not secured a part-time job by the start of the school year, he or she will have ten (10) school days to do so. An unemployed student must submit the Cooperative Education – Employment Contact Form to the OJT coordinator weekly with a minimum of five completed contacts per week to demonstrate attempts to obtain paid work. If a student has not obtained a job by the 11th day following enrollment in the class or after losing a job, the OJT teacher must contact the school counselor and have the student removed from the program. It will be the responsibility of the student to make up all missed work within the timelines of the individual educational institution when placed in a new class following the withdrawal from OJT.

Criteria of a Job Change

Students who wish to change jobs after the beginning of the school year or after being enrolled in an OJT class **MUST** confer with the teacher/coordinator prior to the actual job change.

- Discuss possible job resignation with coordinator and parent/guardian prior to any action being taken.
- Discuss possible job resignation with employer prior to any action being taken.
- Submit a letter of resignation giving at least a two (2) week notice.
- If the student is terminated for cause or fails to follow these written job change procedures, he or she will receive a failing grade for OJT and be subject to withdrawal from OJT.
- A student whose employment is terminated for adverse reasons (fired) is subject to receiving a failing OJT grade and removal from the program. A student whose employment is terminated through no fault of his/her own (e.g. downsizing, business failure) must immediately notify the teacher and will be allowed a period of time to find new employment. Students may also change jobs (employers) but only with the approval of the OJT teacher.
- Student must complete the required job search documentation.

Attendance

The OJT student is under the jurisdiction of the school throughout the school day, whether in class, at work, or during club activities. Regular attendance at school or the work site is the first step to success.

- When the student is absent from school or suspended, he or she should be marked absent from OJT unless otherwise instructed to do so by the school's administration.
- When a student is going to be absent from the job, he or she should notify his or her employer and school coordinator.

Minimum Hours Worked/Submission of Time Sheets

Students are required to work 150 hours for each credit of OJT. For each OJT release period the student should work a comparable number of hours during the week. The following table provides an example of this requirement:

Number of Release Periods	Minimum Weekly Work Hours Requirements
1 period	5 Hours
2 periods	10 Hours
3 periods	15 Hours
4 periods	20 Hours

Students must submit time sheets on a minimum of once per month. More frequent submission may be required based on student history of employment. If a student is engaged in a job search due to the loss of a position during the school year, the documentation of the job search must be submitted on a weekly basis.

Questions and Answers about OJT

When can the student work? How do I show that I worked?

When the student is hired, the employer will set the flexible or rigid work schedule for the week according to the hours the student is needed the job site. The student will sign in at the job site as the employer requires. However, the student must also complete a separate time card for the school listing the hours, days, weekly totals, and/or monthly totals worked. This time card is the official audit record for the "student grade" at the school. No grade can be given if this time card record is not completed and on file in the school audit file. The teacher/coordinator will have information and requirements for the student regarding the completion of this critical document. Keep in mind that the employer and student must abide by the Child Labor Law restrictions regarding working hours for minors.

At what age can a student participate in cooperative education programs?

A student may be enrolled in a cooperative education program while attending a secondary school, grades 9 - 12. Contact the school counseling department to see what cooperative education programs are offered and what the requirements are for the program. In all school programs, the student, the teacher/coordinator, and the employer will be required to follow the policies and guidelines of Child Labor Laws.

Why must the student attend classes while in a cooperative education program?

When the student enrolls in a cooperative education program, the school counselor will provide them with information regarding classroom requirements. The student will be assigned a teacher for the cooperative education program. Each OJT teacher will have informational handouts listing requirements for classroom attendance for success in the program.

What should be done to change jobs?

Check with the teacher regarding specific requirements for changing jobs while in a cooperative education program. However, the general rule is if the student changes jobs, they should give a minimum two week notice in writing to their current supervisor, and give a copy to their teacher for the student's audit file. A new employer training agreement will need to be completed for each new job that the student begins while in a cooperative education program.

Do students have to find their own jobs?

Ideally, the purpose of a cooperative education program is to encourage the student to work in a career goal environment, which includes job searches. Job sites that are approved by the cooperative education program teacher/coordinator and the parent, are acceptable for the student.

Will the cooperative education program teacher help the student find a job related to their career goals?

There is no guarantee that there will be a successful match, but the OJT teacher will assist the employer to determine the nature of work plan. This is contingent upon the availability of local job opportunities. Students are responsible for obtaining their own employment. The teacher will provide leads as they become available, but cannot guarantee finding a job placement for students.

Do students need to have a car?

It would be helpful. Cooperative education program students should leave campus promptly and have the ability to get to work on time without having to rely upon rides from friends or family.

How are students graded for OJT credits?

The cooperative education program teacher/coordinator will visit the student at the job site and will request an employer evaluation. Students will also record the hours they work on a time card, which must be signed by the employer. Specific grading policies will differ from program to program. Students should check with their teacher for precise grading procedures.

What if a student gets fired or terminated from their job?

There is a difference between being fired and being terminated because the employer's business is experiencing a period of decline. In most cases, if the student is fired from his or her job and the teacher agrees with this action, he or she would possibly fail all the OJT credits related to that job. If the student is terminated due to a slow period, he or she must seek employment immediately at another job site. School policies may differ so it is best to ask the cooperative education program teacher/coordinator at the school for exact guidelines and requirements.

Does attendance count?

In most cooperative education programs, good attendance will help the student's grade. In some schools, if classroom attendance is poor, the student might be removed from all work site experiences.

If attendance is poor at work, the employer's grade for the student will be reflected automatically. Attendance issues are school-based decisions.

What about scholarship opportunities with the Florida Bright Futures Scholarship Program?

Career and Technical Education programs are eligible for state sponsored scholarships. The courses have been recorded with the Office of Student Financial Assistance and are included in their on-line databank for scholarship eligibility. For complete details about scholarship eligibility in CTE programs, discuss this with the student's school counselor or visit the following website: <http://www.floridastudentfinancialaid.org/ssfad/bf/gsvrequire.html>

What if I have a student that has special needs?

Teachers, counselors, and support staff are responsible for serving all students and for helping each student reach his or her goals based on individual interests, preferences, and aptitudes. All students benefit from quality cooperative education program experiences that provide the opportunity to develop and practice skills that students need to successfully transition to adult life as productive citizens. However, some students need accommodations, modifications, and special assistance and/or support services to actively participate in cooperative education programs. There are many resources within the school, as well as at the District office that can help teachers with implementing these strategies.

How do I create a culturally diverse climate that respects diversity and supports student success?

Career and Technical Education teachers have increasingly important roles in working with special needs students including students from diverse cultural backgrounds. Cultural diversities are important factors deserving increased awareness and understanding on the part of all school personnel. Career and Technical Education teachers should take action to assure students of culturally diverse backgrounds have access to appropriate services and cooperative education program opportunities that promote maximum development. There are many resources within the school, as well as at the District office to help teachers with implementing these strategies.



Cooperative Education Student Training Agreement

The business/company identified as _____ intends to employ:

(Name of Business/Company)

(First Name)

(Middle)

(Last Name)

(Student Address)

(City)

(Zip)

On this date _____ as a _____ for _____ days a week,
_____ hours per day between the hours of _____ AM – _____ PM.

Business/Company Address _____
(Address) (City) (Zip)

Employer Federal Tax ID Number: _____

Employer Responsibilities: The employer agrees to place the trainee in the work specified above for the purpose of providing occupational experience of instructional value. The work activity will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard-free conditions. The trainee will receive the same consideration given other employees with regard to safety, health, social security, general work conditions and other policies and procedures of the firm. The employer will adhere to all State and Federal regulations regarding employment, Child Labor Laws, and minimum wage, and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.

Teacher Responsibilities: The teacher agrees to visit each trainee at the training station no less than one time per grading period and will continue a close working relationship with the person to whom the trainee is responsible while on the job. The teacher shall attempt to resolve any complaints through the cooperative efforts of all parties concerned. The teacher will meet with the trainee's parents or guardian prior to job placement and during the school year. The Training Agreement will be kept on file for three (3) years at the school.

Parent/Guardian Responsibilities: The parent or guardian agrees that the trainee may participate in Cooperative Education Training as provided by the public school.

Student Responsibilities: The trainee agrees to follow rules and guidelines established by the school, employer and the teacher regarding hours of work, school attendance and procedures. When absent from school without a valid excuse, the student should not be permitted to work.

WE, THE UNDERSIGNED, have read this Training Agreement and understand the conditions and provisions contained therein.

Employer

Date

Teacher

Date

Student

Date

Parent Guardian

Date



Cooperative Education Student Training Agreement

Student Name: _____
(First Name) (Middle) (Last Name)

Student Email Address: _____

Student Address: _____
(Student Address) (City) (Zip)

Student ID Number: _____ Date of Birth: _____

Employer Name: _____ Federal Tax ID Number: _____

Employer Phone: _____ Employer Email: _____

Employer Address: _____

Days per Week:

- | | | |
|------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Sunday |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Friday | |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Saturday | |

Hours per Day: _____ Hours: _____ AM/PM

Occupation/Job Title: _____

Release Periods:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> 1 st Period | <input type="checkbox"/> 3 rd Period | <input type="checkbox"/> 5 th Period | <input type="checkbox"/> 7 th Period |
| <input type="checkbox"/> 2 nd Period | <input type="checkbox"/> 4 th Period | <input type="checkbox"/> 6 th Period | <input type="checkbox"/> 8 th Period |

Upon acceptance into this On-the-Job (OJT) Program, and after discussing the responsibilities I have in participating in this program with my On-the-Job teacher, I agree to the following:

1. I will abide by all rules and regulations as established in the Florida Child Labor Law and the Federal Fair Labor Standards Act provisions and Hernando County School District, Student Code of Conduct.
2. I will obtain a Social Security card and proof of age.
3. On days I am absent from school or assigned to in-school suspension, I should not go to work without a written notification to my teacher.
4. I will be present and on time to both school and work.
5. I agree to notify my employer and make note on my time card of any necessary absence.
6. I understand that prior notification and documentation must be provided to my teacher in the case of a job change.

7. I understand that I will lose my OJT credits and be removed from the OJT program if I become unemployed and not re-employed within 10 days. Lack of notification to my OJT teacher will result in an automatic drop of the Work Experience and OJT credits.
8. I will have a combined school/work week that does not impair my health and/or studies. I am required to work the minimum number of hours applicable to my OJT program.
9. I understand that my employer will routinely evaluate my work performance and will discuss my progress with my OJT teacher. The teacher will base my grade for work experience on the ratings, interviews, and personal observations.
10. I will represent this OJT program in such a manner as to reflect a positive image of myself, my employer and Hernando County School District.
11. I understand that I am to keep accurate employment records and will submit these records to my OJT teacher on a regular basis.
12. I will submit my first pay stub for the new school year and/or the first pay stub for any subsequent job change. Identifying Social Security information should be removed prior to submitting the pay stub to the OJT teacher. In the absence of a pay stub, I will submit a check from the business and a copy of the business occupational license. If available, an IRS 1099 is acceptable documentations.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE STATEMENTS AND DO HEREBY AGREE TO FULFILL THEM TO THE BEST OF MY ABILITY. EACH OF THE PARTIES TO THIS AGREEMENT HEREBY AGREES TO INDEMNIFY AND HOLD THE OTHER PARTY HERETO HARMLESS FROM AND AGAINST ALL DAMAGES OF ANY NATURE WHATSOEVER WHICH ARE CAUSED OR MATERIALLY CONTRIBUTED TO BY ANY OFFICER, EMPLOYEE, AGENT OR OTHER REPRESENTATIVE OF THE IDEMNIFIED PARTY.

Student Signature _____ Date _____

I HAVE READ THIS AGREEMENT AND DO HEREBY GIVE MY PERMISSION FOR PARTICIPATION IN THE OJT PROGRAM. I WILL ASSUME RESPONSIBILITY FOR INSURANCE COVERAGE FOR THE PARTICIPANT AND SIGN THE STUDENT AGREEMENT FORMS.

Parent or Guardian Signature _____ Date _____



Cooperative Education Student Training Plan Worksheet

Student Name: _____
(First Name) (Middle) (Last Name)

Student ID Number: _____ Date of Birth: _____

Training Agreement on File? ☐ Yes ☐ No

Release Periods:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> 1 st Period | <input type="checkbox"/> 3 rd Period | <input type="checkbox"/> 5 th Period | <input type="checkbox"/> 7 th Period |
| <input type="checkbox"/> 2 nd Period | <input type="checkbox"/> 4 th Period | <input type="checkbox"/> 6 th Period | <input type="checkbox"/> 8 th Period |

Occupation/Job Title: _____

Employer Name: _____

Supervisor Name: _____ Employer Phone: _____

A. List Specific Tasks for On-the-Job Employment Special Duties/Tasks to be learned:

B. General Tasks/Employability Skills needed for Success for On-the-Job Training

- Maintain neat, attractive personal appearance with good posture
- Maintain clean, well-pressed clothes and specific clothes (if required)
- Exhibit a cheerful, positive attitude and professional manner
- Demonstrate an understanding of the company's vision and goals
- Demonstrate an understanding of the company's products and/or services
- Demonstrate interpersonal skills which enhance team productivity
- Demonstrate the ability to resolve customer, employee/employer issues
- Demonstrate legal and ethical behavior within the scope of job responsibilities
- Exhibit behavior supporting and promoting cultural and ethnic diversity
- Follow policies affecting health, safety, and well-being of all workplace members
- Display acceptable level of production and quality control
- Exhibit effective workplace safety practices including use of protective devices

_____ Employer	_____ Date	_____ Student	_____ Date
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The purpose of this cooperative education program is to provide the student with selected occupational skills through employment-related instruction and concurrent, paid, supervised on-the-job training. Employment-related instruction is in-school instruction, which includes competencies directly related to the occupation in which the student is employed. Supervised on-the-job training provides opportunities for selective placement based on the student's occupational choice, competency development, and evaluation through planned instructional activities in a job setting.

Cooperative Education Grade Sheet

Student Name: _____
(First Name)
(Middle)
(Last Name)

Employer: _____ Grading Period: _____

Please circle the description of the performance that applies to the trait

Traits	Performance			
	100-90	89-80	79-70	69-60
Quality of Work	Superior	Very Good	Average	Poor
Knowledge of Work	Excellent	Good	Adequate	Insufficient
Work Attitude	Very Enthusiastic	Shows Great Interest	Shows Normal Interest	Indifferent; Uninterested
Attendance/Punctuality	Attends daily; always on time	Occasionally absent or late	Warned for Tardiness/Truancy	Frequently absent or late
Decision-Making Ability	Makes accurate, well-informed decisions	Needs occasional guidance from supervisor/others	Often needs help with decisions	Cannot make own decisions
Industry (Diligence)	Industrious; works extra	Works steadily; good effort	Persistent in efforts	Avoids work; not persistent
Work Initiative	Seeks additional tasks; highly motivated	Alert to opportunities; makes good suggestions	Regular work performed promptly	Needs explanation of routine work
Organizational Ability	Highly capable of organizing	Fairly organized	Disorganized occasionally	Disorganized often
Attitude Towards Others	Positive; takes active friendly interest in others	Pleasant, polite	Sometimes difficult to work with	Inclined to be quarrelsome, uncooperative
Acceptance of Responsibility	Welcomes responsibility	Accepts willingly without protest	Accepts under protest	Avoids responsibility whenever possible

Please place a check in the column that describes the specific job skill.

Specific Job-Related Skills	Excellent 100-90	Above Average 89-80	Average 79-70	Poor 69-60
Follows Specific safety rules				
Wears necessary safety equipment				
Follows policies for well-being of all employees				
Applies knowledge of environmental, health, and safety issues				

In terms of numerical grade, I would give a _____. 100-90 = A 89-80 = B 79-70 = C 69-60 = D 59-0 = F

Supervisor

Date

Monthly Time Card

Student Name: _____
 (First Name) (Middle) (Last Name)

Student ID Number: _____ Employer Name: _____

Release Periods:

☐ 1st Period

☐ 3rd Period

☐ 5th Period

☐ 7th Period

☐ 2nd Period

☐ 4th Period

☐ 6th Period

☐ 8th Period

Date	Arrive (Time)	Leave (Time)	Daily Total Hours	Weekly Total Hours:
Sunday:	AM/PM	AM/PM		
Monday:	AM/PM	AM/PM		
Tuesday:	AM/PM	AM/PM		
Wednesday:	AM/PM	AM/PM		
Thursday:	AM/PM	AM/PM		
Friday:	AM/PM	AM/PM		
Saturday:	AM/PM	AM/PM		
Sunday:	AM/PM	AM/PM		
Monday:	AM/PM	AM/PM		
Tuesday:	AM/PM	AM/PM		
Wednesday:	AM/PM	AM/PM		
Thursday:	AM/PM	AM/PM		
Friday:	AM/PM	AM/PM		
Saturday:	AM/PM	AM/PM		
Sunday:	AM/PM	AM/PM		
Monday:	AM/PM	AM/PM		
Tuesday:	AM/PM	AM/PM		
Wednesday:	AM/PM	AM/PM		
Thursday:	AM/PM	AM/PM		
Friday:	AM/PM	AM/PM		
Saturday:	AM/PM	AM/PM		
Sunday:	AM/PM	AM/PM		
Monday:	AM/PM	AM/PM		
Tuesday:	AM/PM	AM/PM		
Wednesday:	AM/PM	AM/PM		
Thursday:	AM/PM	AM/PM		
Friday:	AM/PM	AM/PM		
Saturday:	AM/PM	AM/PM		

Student Signature

Date

Supervisor Signature

Date

OJT Teacher Signature

Date