



## PAHS CLASS of 2020 CAREER STUDY APPLICATION

The PAHS Career Study Program is an optional program for senior students in good academic standing. The program will run May 18- June 4, 2020. The program provides an opportunity for students to explore a potential career area and enjoy a work place experience. Students leave school the last three (3) weeks before graduation to participate in a program of observation and/or hands-on experience guided by a community sponsor. No credit or grade is earned.

### Eligibility Requirements

- Students must be passing **ALL** classes and be on track to graduate at the end of the 3<sup>rd</sup> marking period (March 20, 2020).
- Students must have satisfactory attendance. Students can not have more than 15 days absent during the senior year as of the end of the 3<sup>rd</sup> marking period, which is March 20, 2020. (School functions do not count towards the 15 limit.)
- Students must not have any serious discipline/behavior referrals.

### Application

- Students must complete the Career Study Application and obtain all required signatures.
- **Completed applications are due to the Counseling Office March 20, 2020 for final approval.**
- Administration will evaluate each student's participation and reserves the right to withdraw the Career Study Program privilege at any time during the process.

### Site Placement & Program Guidelines

- **Students (with parental assistance) are to obtain their own job placements.**
- Students can search for places on their own or use the Career Study Database.
- Parents/families may not sponsor their own child/relative at a family run business and parents/guardians cannot be a site supervisor in a corporate setting.
- Students must provide their own transportation to/from their site placements. PAHS will not provide transportation.
- Students must complete 30 hours/week at the placement location.
- Students must not be paid for their experience.
- Students will be required to attend a mandatory Career Study Program Conclusion Meeting on Friday, June 5<sup>th</sup>.
  - Students must submit a verification time log and journal during this time and will discuss their experience in peer groups.

**Final Exams:** Students participating in the career study program will take final exams May 12<sup>th</sup>-May 15<sup>th</sup>.

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| <p>PAHS Career Study<br/>Student Information Sheet</p> |
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**THIS SECTION TO BE COMPLETED BY THE STUDENT**

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

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

Date of Birth: \_\_\_\_\_

Will you be 18 on or before the first day of the program (5/18/20)?      YES      NO

*(If no, your site supervisor must complete background clearances.)*

Placement Location: \_\_\_\_\_

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

Today's Date: \_\_\_\_\_

Please briefly describe your proposed Career Study experience.

**FOR OFFICE USE ONLY**

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

Final Approval: YES      NO

# of Days absent: \_\_\_\_\_

Approved by: \_\_\_\_\_

Discipline Concerns: YES      NO

On track to graduate: YES      NO

PAHS Career Study  
Site Supervisor Expectations & Agreement

**This page is to be completed by the SITE SUPERVISOR.**

Site Supervisor Expectations:

- Allow the student to participate in an *unpaid* career exploration experience for 30 hours/week.
- Provide the student with a meaningful program of experience by offering a realistic perspective of the area of interest.
- Complete the weekly online “check in” survey to verify the student’s attendance/hours.
- Complete background clearances as required by the PA Child Protective Services Law *only if* the student is under the age of 18 when the program begins.

I have read the Site Supervisor Expectations stated above and I have met with and discussed the program and the potential experience with the student.

*(Please write clearly.)*

Site Supervisor’s Name: \_\_\_\_\_

Site Supervisor’s Signature: \_\_\_\_\_

Name of Business/Institution: \_\_\_\_\_

Area of Career Exploration: \_\_\_\_\_

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

Contact Phone #: \_\_\_\_\_

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

PAHS Career Study  
Parent Permission and Release for Participation

**This page is to be completed by the student’s parent/guardian and must be signed in person in front of an official PAHS administrator, PAHS office staff member or notarized.**

The undersigned being the parent(s) or guardian(s) of \_\_\_\_\_  
(student’s name), hereby authorize the mentioned student to attend and participate in the Phoenixville Area High School Career Study Program from May 18-June 4<sup>th</sup>.

It is hereby understood and agreed that transportation for the mentioned student to and from the location of the Career Study placement is the responsibility of the student and the parent/guardian. The undersigned acknowledges that there is insurance coverage for the mentioned student while traveling to and from the location of the Career Study Program and that the amount of this coverage is satisfactory to the undersigned.

In consideration of the training and experience, which the mentioned student will receive through this program, the undersigned agree to release and to indemnify, defend, and hold harmless, including reasonable attorney’s fees, the Phoenixville Area School District and its employees, representatives, independent contractors and the employer or site supervisor and their employees, agents, and representatives from any claims or liability of any kind arising out of this program including, without limitation, injuries to the mentioned student or their parties as a result of action or inaction of the mentioned student.

Intending to be legally bound hereby, the undersigned execute this permission and release to participate on the date indicated below.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

School Witness/Notary Signature

\_\_\_\_\_

Date

*When the parent/guardian comes in to sign page 4, the application will be left with the school official witnessing the signature. Therefore, pages 2 and 3 need to be completed prior to them coming in. The completed application will then be given to Mrs. Bhalla.*