

# Is a **Senior Work** or **Community** **Service Experience** Right for **You?**

*Each Child, Our Future*, Ohio's strategic plan for education, calls for high school seniors to be able to demonstrate knowledge and skills that will bring them success in their post-high school plans.

Ohio offers these students the chance to show evidence of their college and career readiness through senior work or community service experiences that connect their academic and technical learning with real-world learning opportunities.

Ohio has approved senior work and community service experiences as part of the graduation requirements for the class of 2020. You must be able to document you spent 120 hours engaged in an experience that can include activities such as paid or unpaid internships, work studies, co-ops and apprenticeships.

A well-designed senior work or community service experience can help give you the professional, leadership, reasoning, and social and emotional skills you need to succeed in today's workforce. It also gives you access to a profession, industry or public sector that interests you, helps you learn more about potential career paths and prompts you to think more about your plans after high school.

## How You Can Benefit from a Senior Work Experience

A successful senior work experience allows you to:

- Make connections between learning and doing and apply your academic knowledge and technical skills to real work experiences;
- Develop professional skills such as teamwork, collaboration and discipline more quickly;
- Develop new knowledge and skills that can support your future pursuits and success;
- Clarify industry career paths and the educational pathways that lead to them;
- Set up a dialogue between you and adults who can help you, including receiving their feedback on your performance and areas where you can improve; and
- Make valuable professional connections and gain a better understanding of the many different fields you might work in.

## How You Can Benefit from a Community Service Experience

A successful community service experience allows you to:

- Think about and address the needs of your community;
- Connect to your community and gain a clearer understanding of the organizations and agencies that support the needs of its citizens;
- Apply your knowledge and skills in a practical setting;
- Acquire new knowledge, skills and understanding that can support your future pursuits and successes;
- Connect to careers available in the public, nonprofit and philanthropic sectors of your community;
- Display the foundational knowledge, social and emotional skills, and leadership and reasoning abilities that show your readiness for the next step you want to take after high school; and
- Better understand the importance and value of civic engagement, individual or group contributions and volunteerism in your community.

## How to Get Started

You must plan your experience, and your school must preapprove it as a pathway to graduation before you begin to log your 120 hours. To seek that approval, you will need to submit this information:

1. A written description of the proposed work or community service experience.
2. A list of duties and responsibilities you will take on and at least three things you expect to learn and gain stemming from the professional, technical or academic skills you'll demonstrate.
3. A timeline or plan for completing the experience that your school will periodically monitor.
4. A work or community service experience agreement in which you identify an advisor from your district or school and a work or community service supervisor who will oversee and support you in your duties.

Your school will verify and evaluate your work or community service experience at the end to make sure you met the conditions and achieved the outcomes needed to meet this part of your graduation requirement.

## How to Take the Next Steps

Talk to your school counselor to decide if a senior work or community service experience is best for you. Your counselor can give you more materials on senior work or community service experiences and help you get started.

This toolkit includes forms and templates that can be used to support your work or community service experience as you submit your proposal and verify you completed the experience.



# WORK/COMMUNITY SERVICE EXPERIENCE AGREEMENT FORM

## STUDENT INFORMATION

Student Name:

Address:

City/Zip Code:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

High School Name and Address:

\_\_\_\_\_

School Advisor:

Telephone Number:

\_\_\_\_\_

\_\_\_\_\_

**IN CASE OF AN EMERGENCY, THE EMPLOYER OR ORGANIZATION SHOULD CONTACT THE STUDENT'S PARENT OR GUARDIAN AND THE SCHOOL ADVISOR:**

Name (Parent/Guardian):

Address:

City/Zip Code:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number (Home):

(Work):

(Mobile):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency Contact (Name and Telephone Number):

\_\_\_\_\_

**PRIVACY INFORMATION:** The information provided on this form is for the administration of Work and Community Service Experience Agreements only and is not to be used for any other purpose. Health information will be provided if the student has a medical condition or requires medication that may be relevant to his or her experience. This information must be kept confidential.

## WORK/COMMUNITY SERVICE EXPERIENCE DETAILS

### Type of Experience

- Work Experience(s)       Community Service Experience(s)

**State law documents Ohio's preference that students complete work or community service with businesses or charitable organizations registered in Ohio. To find a list of these businesses or nonprofit organizations, see:**

- [FOR-PROFIT AND NONPROFIT BUSINESSES AND ORGANIZATIONS](#)
- [CHARITABLE ORGANIZATIONS](#)

**WORK/COMMUNITY SERVICE EXPERIENCE DETAILS CONTINUED**

Employer or Organization Name:

Telephone Number:

Address:

City/Zip Code:

School Advisor:

Telephone Number:

**WORK OR COMMUNITY SERVICE EXPERIENCE PROPOSAL**

**In this box, write your job title and a brief description of the work or community service activities you will perform. If a work description is available, please attach it to this form.**

**If you are using multiple jobs or community service experiences to satisfy the 120-hour requirement, please list each above.**

**TIMELINE OF COMPLETION:**

**At least 120 hours must be documented to meet requirements.**

Start Date:

Completion Date:

Total Number of Days:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Daily Schedule: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

- Mon    Tue    Wed    Thu
- Fri    Sat    Sun

Rate of Payment \$ \_\_\_\_\_ (if applicable)

School Advisor Interval Check-ins:

Initial \_\_\_\_\_

Mid \_\_\_\_\_

Closing \_\_\_\_\_

Identify at least three learning outcomes related to professional, technical or academic skills you will demonstrate throughout the work or community service experience.

<b>Academic, Technical or Professional Skills I Will Demonstrate</b>  <i>Example: Teamwork and Collaboration (Professional Skill)</i>	<b>Evidence of How I Will Demonstrate this Skill</b>  <i>Example: I will build collaborative relationships with others while completing my community service experience and work as a reliable and contributing member of the team.</i>

**AGREEMENT CLAUSE:**

**To participate in the program, all parties must agree to the following (this agreement form may be modified to meet local needs or requirements):**

**ALL PARTIES**

1. Agree the primary purpose of this experience is educational and understand the student will use the experience to satisfy criteria outlined in Ohio's graduation requirements.
2. Understand the experience and duties defined will be planned and managed using this portfolio.
3. Will jointly develop and update this portfolio.
4. Understand that complaints should be addressed to and resolved by the school advisor and supervisor.
5. Will identify a transportation plan for the student to get safely to and from the work or community service experience.
6. Must be notified promptly of any accident, injury or incident that may occur.
7. Termination, resignation or change in experience must be communicated to all parties and, in some cases, approved by the school advisor.

**STUDENT**

1. Upholds the policies, rules and regulations of the school and business or organization.
2. Makes sure his or her actions, attitudes and appearance reflect positively on the school and business or organization.
3. Gives advance notice of any absence to the supervisor and school advisor.
4. Is responsible for his or her personal conduct demonstrated at school and during the work or community service experience.

**PARENT/CAREGIVER**

1. Encourages the student to carry out duties and responsibilities effectively.
2. Ensures required planning, induction, supervision and safe work systems always are provided for the student to maintain a safe and healthy work or community service experience.
3. Will take into account the competency, maturity and physical capabilities of the student related to all assigned activities.
4. Counsels the student about his or her progress and provides an evaluation verifying completion of the identified learning outcomes through the work or community service experience.

**SCHOOL ADVISOR**

1. Helps the student secure an appropriate work or community service experience.
2. Performs periodic check-ins with the student to monitor progress.
3. Fairly enforces policies, rules and regulations.

**I agree to the above clause for the student named in this portfolio.**

<b>Student:</b>	<b>Date:</b>
<b>School Advisor:</b>	<b>Date:</b>
<b>Supervisor:</b>	<b>Date:</b>

# DOCUMENTATION OF HOURS LOG

Student Name:

\_\_\_\_\_

School Advisor:

Telephone Number:

\_\_\_\_\_

\_\_\_\_\_

Employer or Organization Name:

Telephone Number:

\_\_\_\_\_

\_\_\_\_\_

Address:

City/Zip Code:

\_\_\_\_\_

\_\_\_\_\_

School Advisor:

Telephone Number:

\_\_\_\_\_

\_\_\_\_\_

Time In/Out	Daily Duties Performed	Supervisor Signature Verification and/or Attach Timecard
/		
/		
/		
/		

# Student Reflection Questions

The goal of these reflection questions is to help you:

- Make connections between what you do in your work or community service experience and your intended learning outcomes;
- Learn to evaluate the quality of your work or service and think about how you have improved your knowledge and skills over time;
- Consider the aspects of the work or service you enjoy and how they might be reflected in your future career; and
- Identify your strengths and make plans for what you want to do next to improve even more.

What you write in your reflection becomes important supporting evidence of your learning that you can share with others, along with samples of your work. These can become viable resources when you are applying for jobs, scholarships or admission to new education or training programs that will help you achieve your career and life goals.

## Reflection #1

To be completed within the first 40 hours of the experience.

**1. What duties and responsibilities of the work or service do you enjoy the most? The least? What duties and responsibilities would you like to do more?**

**2. What are the most important skills you have learned so far? Describe how these skills have contributed to your overall performance.**

**3. What can you do to continue building these skills throughout your experience?**



## Reflection #2

To be completed between hours 40-80 of the experience.

**1. Describe the duties and responsibilities of the work or service at which you excel and those that are a struggle. How are these strengths aligned to your future career goals?**

**2. What areas of the work or service could you improve upon?**

**3. Reflect on the academic, technical or professional skills you identified in the start of the experience. Describe the progress you have made in demonstrating these skills.**

### Reflection #3

To be completed after the first 80 hours of the experience.

**1. Describe the duties and responsibilities of the work or service at which you excel and those that are a struggle. How are these strengths aligned to your future career goals?**

**2. What areas of the work or service could you improve upon?**

**3. Reflect on the academic, technical or professional skills you identified in the start of the experience. Describe the progress you have made in demonstrating these skills.**

# Supervisor Verification and Evaluation of Skills and Knowledge

<b>Academic, Technical or Professional Skills or Knowledge</b>  <i>Example: Teamwork and Collaboration</i>	<b>Identified Expectation of Performance</b>  <i>Example: I will build collaborative relationships with others while completing my community service experience and work as a contributing member of the team.</i>	<b>Supervisor Evaluation and Verification of Completion</b>  <i>Example: The student worked well with others and served as a reliable team member throughout the community service experience.</i>

By signing, all parties have reviewed, discussed and approved the above evaluation.

<b>Student:</b>	<b>Date:</b>
<b>School Advisor:</b>	<b>Date:</b>
<b>Supervisor:</b>	<b>Date:</b>