

Youth Apprenticeship Syllabus

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Course Description

Youth Apprenticeship is a work-based learning course that provides students with experience within a specific career cluster. Students are required to complete 450 hours of work, take part in regular assessments, and enroll in related coursework in order to earn high school elective credits. Youth Apprenticeship (YA) requires related coursework equaling 1.0 high school credit or 3.0 college credits. Youth Apprenticeship is a program sponsored by the Department of Workforce Development (DWD). Program requirements are set by the DWD.

Awarding Credit

Juniors and Seniors who are enrolled in and complete a Youth Apprenticeship are awarded 4.0 elective credits toward graduation. The criteria for completing their Youth Apprenticeship is within the syllabus.

Assignments

- **Assessments:** The employer will be evaluating the student throughout the year on basic employability skills.
 - **The student will be required to sign these documents once it is completed by the mentor. If the student does not sign, the student's grade will be placed as an incomplete until it is signed.**

Evaluations

- **Final Exam:** The employer is given a standardized final assessment provided by the DWD to complete on the apprentice, which includes basic employability skills and job-specific competencies.
 - **Final Grade:** To pass YA, the student must demonstrate proficiency in the assessed areas on the final exam, complete the required 450 hours, and pass the related coursework.
- **Architecture and Construction Pathway requires an additional OSHA10 certification and CPR training that is required to pass YA.*
- **Related Coursework:** The YA Coach and counselor will work together with the student to identify a course that will meet the requirements set by DWD. Courses need to total 3.0 college credits or 1.0 high school credit.

Enrollment

- YA placement is not guaranteed. This is a student-led process.
- Career Exploration, Resume Building, Mock Interviews, and Interview Preparation are all things that the YA Coach can assist with before proceeding with applying for positions.
- **Students must have all required paperwork in before YA is added to their schedule:**
 - **NEWYA Youth Apprenticeship Registration**
 - **NEWYA Youth Apprenticeship Course Syllabus (THIS FORM)**
 - **Education and Training Agreement Form (ETA)**
- Students can enroll at the beginning of either semester. However, no schedule changes will be made once a semester has begun.

Attendance

- YA is a full-year commitment, not just a summer job.
- 450 Hours minimum is required per year within one Career Cluster, of which 250 hours must be worked during the school year.
- Students can still participate in YA even if they only work after school and on weekends.
- Students must adhere to the school AND workplace attendance rules. YA's are not excused from work based on a school schedule change, whether planned or sudden. **(i.e. No school days, which includes snow days and 2-Hour Delays)**
- Communication is key, and students are responsible for communicating their schedules to the employer.
- Students cannot miss school to go to work. Students who abuse this may be in jeopardy of losing the ability to leave school for YA.
- If a student leaves their position, they have 2 weeks to secure a new position, or their schedule will be changed to a study hall/s until they find new employment.

Conduct & Academic Policy

- Students must be in good academic and attendance standing to maintain YA. Grades are monitored quarterly.
- Students who earn a failing grade in a course may lose their ability to leave for YA the next semester.
- Students must be on track to graduate. Credit-deficient students are accepted for YA on a case-by-case basis.
- Students earn a Pass (P) or Fail (F) grade for Youth Apprenticeship, and credits are awarded at each semester's end.
- Students must be enrolled in a course related to their YA cluster. Credits need to add up to 1.0 high school credit or 3.0 college credits.
- If a student is suspended from school for any reason, they are not permitted to work during the suspension period.

Performance at Work

- Students will be evaluated throughout the year by the employer. The YA Coach will go over these evaluations with the student.
- Students will adhere to the company dress code.
- If there are concerns with a student's employer, the YA Coach is available to mediate between the student and employer.
- Employers reserve the right to hire and terminate students at any time based on violating company policies, attendance, performance, etc.
- Please note, this is a true employment with an area business and not just a school-related activity. If a student is terminated from their position, their ability to continue in YA will be evaluated.
- Students will maintain consistent and professional communication with the school, workplace, and YA Coach.

Signatures

I have read the above syllabus, understand the expectations of the Youth Apprenticeship Program, and will adhere to the rules. I understand my ability to earn credits for this program is dictated by my ability to perform all actions mentioned above. In the event I am terminated from my employer, I understand that NEWYA is NOT obligated to find additional employment. Determination of further participation will be dictated by termination reasons, school performance, and the evaluation of my employability skills.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____