

CENTRAL MINNESOTA CHRISTIAN SCHOOL

WORK STUDY LEARNER OUTCOMES

The student will demonstrate an understanding of the benefits of helping others through volunteer service. These benefits may include improved independent living or academic and social skills that will help the student become more a confident and productive member of society. Outcomes will be demonstrated by portfolio writing; site supervisor, principal, and special education instructor evaluations; and a summary report.

GENERAL REQUIREMENTS

1. A student may earn up to two semester credits. The student may also perform volunteer service as partial or complete fulfillment of a required credit.
2. Each semester credit may be earned with a combination of volunteer placement hours, classroom time, and teacher conference time with a 60-hour total accumulation per semester credit.
3. Student interest and needs, under the guidance of the principal, shall determine selection of a volunteer site.
4. Individual volunteer objectives shall be written under the guidance of the principal.
5. A one-hour training session will begin the volunteer program and a group-sharing hour will meet once every two weeks under the supervision of the principal.
6. The principal will visit the volunteer site on a regular basis.
7. The site supervisor shall complete a periodic review.
8. The student volunteer shall write journal entries and complete a summary report from the portfolio.
9. A contract stating designated responsibilities shall be signed by the student, parent (if minor student), site supervisor, principal, and special education instructor.

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WORK STUDY
LEARNING OBJECTIVES

Student: _____

Position:

Proposed activity described in detail:

Proposed beginning date: _____ Completion date: _____

Credit hours to be earned: _____

Learning Activities:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Student

Parent

Site Supervisor

Principal

Special Education Instructor

Date

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WORK STUDY
SITE SUPERVISOR FORM

Volunteer starting date _____ For school year 20____-____

Student _____ Site Supervisor _____

Hours (_____ to _____) Site _____

Number of Days _____ Principal _____

In order to facilitate the volunteer program, it is advisable that all parties concerned agree to the following responsibilities:

SITE SUPERVISOR'S RESPONSIBILITIES:

The student will be placed on the above named site for the purpose of providing volunteer experience and community relation experience. The student will be given work of instructional value.

The student's work activity will be under the close supervision of an experienced and qualified person. The work will be performed under safe and hazard free conditions.

The student will receive the same consideration given employees in regard to safety, health, general work conditions, and other regulations of the organization.

PRINCIPAL'S RESPONSIBILITIES:

The principal will visit each student periodically at the site and will become acquainted with the person to whom the student is responsible.

The principal shall endeavor to adjust all complaints with the cooperation of all parties concerned and shall have the authority to transfer or withdraw a student.

Training and bi-weekly sharing sessions will be conducted by the principal.

SPECIAL EDUCATION INSTRUCTOR'S RESPONSIBILITIES:

The Special Education Instructor will assist the student in determining an appropriate site and writing learning objectives. The special education instructor will evaluate portfolio and summary reports and determine final credit.

PARENT OR GUARDIAN'S RESPONSIBILITIES:

Parents (or guardians) agree to let the student participate in the Volunteer Program.

STUDENT'S RESPONSIBILITIES:

I agree, whenever possible, to follow the rules set up by the school, principal, and special education instructor.

When I am absent, I will call my site supervisor prior to my volunteer time to let him know I will be absent. I will also contact the school office. I understand if I am absent from school, then I may not participate in the volunteer program on that day.

ALL PARTIES understand the student volunteer has no liability coverage under Central Minnesota Christian School.

Student Site Supervisor

Parent (or guardian) Principal

School Special Education Instructor

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WORK STUDY
EVALUATION SHEET

Student _____

Credit Earned _____

Date _____

VOLUNTEER PROGRAM EVALUATION SHEET

Learner Outcome: (see other sheet)

Objectives:

See individual contracts

EVALUATION:

The following questions are to be answered before credit is given. Use specific examples.

1. Through Volunteer Service I have learned (refer to learner outcomes):

2. How has volunteer work affected your self-esteem?

3. How may your volunteer work affect your future?