

ROLES AND RESPONSIBILITIES:

Student

- Attend worksite regularly; notify supervisor and counselor in advance if unable to attend.
- Complete Weekly Student Learning form, obtain supervisors signature on it, and turn in to Career Skills Training (CST) coordinator/staff at the end of the week.
- Establish good communications with supervisor. Try to resolve any difficulties that may arise by discussing them with your supervisor. Continuing issues should be brought to the attention of the CST coordinator/staff.
- Complete necessary forms for Counselor.
- If confused by anything, ask questions.
- Attend classes regularly if part of your plan. Notify instructor in advance if unable to attend. If you encounter problems with the class, discuss it promptly with the instructor. If you are not able to resolve the problems with the instructor, let Career Skills coordinator/staff know immediately. We can help!
- If you are experiencing any physical difficulties, let Career Skills coordinator/staff and your Counselor know immediately.

Employer/Supervisor

- Provide instruction and supervision for student/worker.
- Sign off on Weekly Student Learning forms.
- Establish good communications with worker. Try to resolve any difficulties that may arise by discussing them with the student/worker. If any difficulties arise that cannot be resolved by talking with the student/worker, let Career Skills coordinator/staff and Counselor know immediately.
- Be available for one or two site visits during the term and for phone contact as needed.
- Complete any monitoring forms required by the Counselor.

Counselor

- Maintain open communications with student/worker, job site supervisor and Career Skills coordinator/staff.
- Notify Career Skills coordinator/staff of any problems from the student/worker or job site.
- Complete necessary forms for Career Skills Training.

Career Skills Training

- Monitor job site through weekly logs, phone contact and site visits.
- Assist in resolving any difficulties that may arise on the supervised lab experience or with classes.
- Maintain good communications with student/worker, job site supervisor and Counselor.
- Maintain records of student/workers progress.