

**Tech Express Articulation Agreement
Between
VALENCIA COLLEGE**

**A.S. degree in Hospitality and Tourism Management
and
THE SCHOOL BOARD OF ORANGE COUNTY, FLORIDA O/B/O
ORANGE TECHNICAL COLLEGE**

**Fundamental Foodservice Skills
Lodging Operations (Hotel & Resort Business Management)**

In a continuing effort to provide career ladder opportunities for students in career and technical education programs, Valencia College agrees to extend full college credit at no cost to eligible students who have completed the following articulated program at Orange Technical College and met all of the requirements.

COURSE EQUIVALENCY IN SPECIALIZED COURSES

ORANGE TECHNICAL COLLEGE

VALENCIA COLLEGE PROGRAM

(Based on Agreed-upon Curriculum and Academic Certifications)

**Lodging Operations (600 Hours)
(Hotel & Resort Business Management)**

**Hospitality & Tourism Management A.S. Degree
(3 to 15 credits)**

HFT 1000 Intro. to Hospitality & Tourism Industry (3 credits)

HFT 2254 Lodging Operations (3 credits)

HFT 2220 Human Relations & Supervisory Development (3 credits)

*FOS 2201 Foodservice Sanitation Management (3 credits)

**HFT 2942 Internship in Hospitality and Tourism (1-3 credits)

ORANGE TECHNICAL COLLEGE

VALENCIA COLLEGE PROGRAM

(Based on ServSafe Certification and ProStart Certificate of Achievement)

**Fundamental Foodservice Skills
(600 Hours)**

**Hospitality and Tourism Management A.S. Degree
(3 to 6 credits)**

*FOS 2201 Foodservice Sanitation Management (3 credits)

**FSS 1206C Quantity Food Production for Hospitality and
Restaurant Managers (3 credits)

MAXIMUM AWARD OF CREDIT

This agreement makes it possible for a student to receive three (3) to fifteen (15) semester hours of college credit towards the Hospitality and Tourism Management Program at Valencia College, which is in accordance with commonly accepted good practice in higher education.

**Articulation Agreement Between
Valencia College and Orange Technical College
Lodging Operations/Fundamental Foodservice Skills and Hospitality & Tourism Management
programs - Page 2**

ASSESSMENT AND COURSE EQUIVALENCY

Valencia and Orange Technical College faculty and staff with responsibility for supervision and coordination of the articulated programs have reviewed and assessed the program curriculum for alignment of learning outcomes and determined that the learning outcomes, performance standards, and assessment procedures meet the college standards for college credit coursework.

The following materials were reviewed to align the program learning outcomes and determine the equivalency of the content and coursework to be articulated: (curriculum frameworks, samples of instructional materials, syllabi with learning outcomes, various assignments and assessments, and textbooks).

VALIDATION MECHANISM

The validation mechanism for awarding college credit is based on the following student assessments that are identified for each articulated program: *(portfolio review, special projects, performance-based, industry certifications/licensure, written assessments, skills inventory assessments, or any combination thereof)*.

TRANSFERRING PROCESS

To receive college credit for the articulated programs completed at Orange Technical College, transferring students must meet the following requirements:

1. Meet with the Tech Express Coach as part of the exit process for graduation from Orange Technical College to review and prepare documentation for transition to Valencia College.
2. Apply for admission to Valencia College and meet the College entrance requirements (Tech Express Coaches can assist students with this process).
3. Submit a completed Valencia College application for admission, satisfying the requirements for Degree-Seeking Status, including submission of all official transcripts, and declare a major in the articulated program.
4. Be accepted into Valencia within three years of completing the Orange Technical College program.
(Note: If it's been longer than 3 years, an exception will be considered if the student can demonstrate they have current industry knowledge (i.e., through an employer letter, etc.)
5. Complete orientation and comply with the appropriate placement, course prerequisites, and requirements of the college.
6. Following enrollment at the college, students must meet with the Valencia College Student Success Coach to review and verify all of the required documentation that has been submitted and determine eligibility. *(Students must submit their official transcripts and certificate of completion verifying completion of the articulated program, as well as all of the documentation that is required for evaluation of their assessment(s) identified below before the college credit can be awarded.)*

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Valencia College and Orange Technical College
Lodging Operations/Fundamental Foodservice Skills and Hospitality & Tourism Management
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TRANSFERRING PROCESS (Cont.)

7. After verifying the required documentation and evaluating the approved assessments(s), the Valencia College Student Success Coach or Program Chair for the articulated program will determine eligibility and notify the Registrar's Office of acceptable credit to be awarded. *(Credit will be awarded after the drop/add date, and the evaluation process has been completed.)*

REQUIRED DOCUMENTATION AND VALIDATION MECHANISMS:

• **Lodging Operations Program Verification**

To be awarded articulate credit for any Valencia College Hospitality or Culinary courses, the student must present an official transcript and certificate of completion for the Lodging Operations Career Certificate Program from Orange Technical College.

To receive credit for the following courses, students must pass the corresponding AHLEI American Hotel and Lodging Educational Institution academic certification exam. The student must present a copy of their certificate to the Valencia to Tech Express Coach:

| Valencia Course | AHLEI Academic Certificate |
|--|--|
| HFT 1000 Intro. to Hospitality & Tourism Industry | Hospitality Today: An Introduction Exam or HTM/HTS (Hospitality & Tourism Management/ Hospitality & Tourism Specialist) Exam |
| HFT 2254 Lodging Operations | Managing Front Office Operations Exam or HTM/HTS (Hospitality & Tourism Management/ Hospitality & Tourism Specialist) Exam and Knowledge Matters Hotel Case Simulations Certificate |
| HFT 2220 Human Relations & Supervisory Development | Supervision in the Hospitality Industry Exam |

***FOS 2201 Foodservice Sanitation Management** – The student must present a current and valid copy the ServSafe Food Protection Manager Certification from the National Restaurant Association.

****HFT 2942 Internship in Hospitality & Tourism** – To earn credit, students must complete a minimum of 80 internship hours for 1 credit up to a maximum of 240 internship hours for 3 credits. In addition to completing and documenting internship hours, students must complete the Work Ethics Evaluation Form with their supervisor and the In-House Work Experience Evaluation with their instructor. Students must also present a copy of their resume to the Valencia College Student Success Coach.

• **Fundamental Foodservice Skills Program Verification**

***FOS 2201 Foodservice Sanitation Management** - The student must present a current and valid copy of the ServSafe Food Protection Manager Certification from the National Restaurant Association

****FSS 1206C Quantity Food Production for Hospitality and Restaurant Managers.** The high school/technical college dual enrollment student must present a current and valid copy of the National ProStart Certificate of Achievement or present a portfolio of work to be approved by the Hospitality program chair.

TERMS OF AGREEMENT

This agreement will be reviewed on an ongoing basis to ensure that it remains current and up-to-date. The Valencia Tech Express Coaches will work collaboratively with the Orange Technical College and Valencia College faculty and staff to stay informed of any curriculum/program changes that may impact this agreement and require it to be modified or terminated. If it is determined that an agreement needs to be modified or terminated due to program changes, both institutions will be notified accordingly.

Student Name: _____

VID: _____

OTC-Valencia Documentation Checklist

Below are the required documentation and validation mechanisms for the articulated award of credit from the Lodging Operations and Fundamental Foodservice Skills programs at Orange Technical College.

Note: In addition to the documentation below, students must also submit their official transcripts and provide their certificate of completion from Orange Technical College.

LODGING OPERATIONS – Documentation List

| HFT 1000 Introduction to Hospitality & Tourism Industry (3 credits) | Cert ✓ |
|--|--------------------------|
| Hospitality Today: An Introduction, Exam Passed - copy of AHLEI Certificate or HTM (Hospitality & Tourism Management), Exam Passed - copy of AHLEI Certificate | <input type="checkbox"/> |
| Credits: | |

| HFT 2254 Lodging Operations (3 credits) | Cert ✓ |
|--|--------------------------|
| Managing Front Office Operations Exam Passed - copy of AHLEI Certificate or HTM (Hospitality & Tourism Management), Exam Passed - copy of AHLEI Certificate and Knowledge Matters Hotel Case Simulations Certificate | <input type="checkbox"/> |
| Credits: | |

| HFT 2220 Human Relations & Supervisory Development (3 credits) | Cert ✓ |
|---|--------------------------|
| Supervision in the Hospitality Industry Exam Passed - copy of AHLEI Certificate | <input type="checkbox"/> |
| Credits: | |

| FOS 2201 Foodservice Sanitation Management (3 credits) | Cert ✓ |
|---|--------------------------|
| Valid copy of the ServSafe Food Protection Manager Certification from the NRA | <input type="checkbox"/> |
| Credits: | |

| HFT 2492 Hospitality Internship (up to 3 credits) (to be verified by OTC Instructor) | ✓ |
|---|--------------------------|
| Internship hours: Activity Logs completed and verified. Total Hours: _____ <input type="checkbox"/> 80-159 (1 credit), <input type="checkbox"/> 160-239 (2 credits), <input type="checkbox"/> 240 or more (3 credits) | <input type="checkbox"/> |
| Work Ethics Evaluation Form completed by Supervisor | <input type="checkbox"/> |
| In-House Work Experience Evaluation completed | <input type="checkbox"/> |
| Current and Professional Resume presented and included in this packet. | <input type="checkbox"/> |
| Credits: | |

FUNDAMENTAL FOODSERVICE SKILLS – Documentation List

| FOS 2201 Foodservice Sanitation Management (3 credits) | Cert ✓ |
|--|--------------------------|
| Valid copy of the ServSafe Food Protection Manager Certification from the National Restaurant Association. | <input type="checkbox"/> |
| Credits: | |

| FSS 1206C Quantity Food Production for Hospitality and Restaurant Managers (3 credits) | Cert ✓ |
|--|--------------------------|
| Valid copy of the National ProStart Certificate of Achievement or present a portfolio of work to be approved by the Hospitality program chair. | <input type="checkbox"/> |
| Credits: | |

Technical College Instructor Signature _____ Name _____ Date _____

Valencia College Program Chair Signature _____ Name _____ Date _____

CERTIFICATE OF COMPLETION

Orange Technical College – South Campus

This certifies that

Student Name

Has satisfactorily completed all requirements as prescribed by the Department of Education for the State of Florida and the School Board of Orange County, Florida in the area of

Lodging Operations 600 Hours

And is therefore awarded on this day May 28, 2024 this

Certificate of Completion

With all rights, honors, and privileges therefore appertaining.



ORANGE
TECHNICAL COLLEGE



cognia

Mr. Grant
Executive Director

Alex Heidelberg
Senior Director

Christina Jones

Orlando, FL | christina.jones@email.com | (555) 123-4567 | [Linkedin.com/in/christinajones](https://www.linkedin.com/in/christinajones)

Professional Summary

Motivated and service-oriented hospitality professional with hands-on experience in front desk operations and housekeeping. Recently completed the Lodging Operations CTE Program at OTC Tech. Eager to contribute to a dynamic hospitality team with a strong foundation in guest services, safety compliance, and team supervision.

Key Skills & Personal Qualities

Guest Service Excellence – Demonstrated through front desk and housekeeping roles, ensuring high guest satisfaction.

Communication Skills – Effectively interacted with guests, team members, and supervisors in fast-paced environments.

Problem Solving – Resolved guest concerns promptly and professionally, contributing to positive reviews.

Team Collaboration – Worked cross-functionally with departments to ensure seamless operations.

Attention to Detail – Maintained high standards in cleanliness, safety, and guest service.

Leadership Potential – Applied supervisory principles from AHLEI coursework in team settings.

Education

Valencia College, School of Hospitality Management and Culinary Arts, Orlando, FL
A.S. in Hospitality and Tourism Management, Hotel Operations and Management Specialization,
August 2025-present

Orange Technical College – Mid Florida Campus, Orlando, FL
Lodging Operations Career Program, *Graduated: May 2025*

Certifications

ServSafe ® Food Safety Manager Certification, 2025-2030

AHLEI Academic Certificates: Hospitality Today: An Introduction, Managing Front Office Operations, Supervision in the Hospitality Industry

Professional Experience

Front Desk Agent

Hilton Orlando, Orlando, FL, *June 2024 – May 2025*

- Greeted and assisted guests with check-in/check-out procedures, ensuring a smooth and welcoming experience.
- Handled guest inquiries, reservations, and billing with accuracy and professionalism.
- Collaborated with housekeeping and maintenance teams to ensure room readiness and guest satisfaction.
- Utilized property management systems (PMS) to manage bookings and guest profiles.

Housekeeping Attendant

Rosen Shingle Creek, Orlando, FL, *January 2024 – May 2024*

- Maintained cleanliness and presentation of guest rooms and public areas.
- Reported maintenance issues and ensured timely resolution.
- Supported team efficiency by training new staff on cleaning protocols and safety standards.

Computer Skills

- Property Management Systems (e.g., Opera, OnQ)
- Microsoft Office Suite (Word, Excel, Outlook)
- POS Systems and Reservation Software





American Hotel & Lodging Educational Institute

awards this certificate to

[Redacted Name]

for having successfully passed the exam

Hospitality Tourism Specialist Exam
(100 question exam)

Certificate Number 4a17b4-5f14-4e0b-a935-b4b68a1123fd

Issue Date May 28, 2025

Executive Vice President,
Training & Certification

Shana L Brown

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American Hotel & Lodging Educational Institute

awards this certificate to

Chris Jones

for having successfully completed the course

Hospitality Today: An Introduction



Certificate Number 104305

Issue Date June 13, 2025

Executive Vice President,
Training & Certification *Shana L Brown*

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American Hotel & Lodging Educational Institute

awards this certificate to

Chris Jones

for having successfully completed the course

Managing Front Office Operations



Certificate Number 104305

Issue Date January 01, 2025

Executive Vice President,
Training & Certification *Sherna L Brown*

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American Hotel & Lodging Educational Institute

awards this certificate to

Chris Jones

for having successfully completed the course

Supervision in the Hospitality Industry



Certificate Number 104305

Issue Date January 01, 2025

Executive Vice President,
Training & Certification

Shenna L Brown

ServSafe® CERTIFICATION EXAMPLE

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)–Conference for Food Protection (CFP).

CERTIFICATE NUMBER

EXAM FORM NUMBER

DATE OF EXAMINATION

Local laws apply. Check with your local regulatory agency for recertification requirements.

DATE OF EXPIRATION



#0655

Sherman L Brown

Sherman Brown
Executive Vice President, National Restaurant Association Solutions

In accordance with Maritime Labour Convention 2006, Resolution ADM N 058-2013 (Regulation 3.2, Standard A3.2).

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Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383 or ServSafe@restaurant.org.



WORK - BASED LEARNING EXPERIENCE PLAN

A GUIDE FOR IMPLEMENTING AN ON and
OFF CAMPUS STUDENT WORK EXPERIENCE

Procedures for Establishing a Work-Based Learning Experience

1. **NEW: Starting** in the 2021-2022 school year, teachers must submit to their program administrator the names of students, who will be participating in externships, clinicals, and other work-based learning activities, **PRIOR** to student's participation.
2. Student, instructor, and participating employer agree upon work-based experience activity.
3. Instructor creates a file for the student.
4. Student completes the **Work Experience Liability Waiver** and the **Site Training Agreement**. If student is a minor, he/she will obtain parent/guardian signatures.
5. Together, the instructor and student will complete the **Training Plan** on which is written the specific standards the work-based experience will cover.
6. The instructor will meet with the employer; the employer will sign the **Training Plan** and the **Site Training Agreement**. At this time, the employer will agree to evaluate student's progress on the standards which are written on the **Training Plan**.
7. Teachers are encouraged to have employers evaluate student's progress on the standards (written on the **Training Plan**) after the first week, at the mid-point of the externship, and at the end. The **Training Plan**, with the signed evaluations of the standards, must be kept in the student's official file at the school
8. The student must maintain the **Activity Log** each week. The instructor should make multiple copies of this form - enough to cover each week of the work-based learning experience.
 - * The student must **hand deliver** the **Activity Log** to the instructor by **9:00 a.m. Monday morning**. The **Activity Log** must be completely filled out and have the site supervisor's signature before it will be accepted by the instructor.
9. The instructor must keep all signed agreements which includes all weekly **Activity Logs** in the student's file on the school campus.
10. The employer will complete the **Work Ethics Evaluation Sheet** at the end of the workbased learning experience. Student must return the **Work Ethics Evaluation Sheet** (filled out completely and signed) to the instructor.

BENEFITS OF A WORK EXPERIENCE PROGRAM

For the student:

- Students have an opportunity to learn useful career technology skills in the classroom and on the job.
- Students develop an appreciation and respect for work.
- Students are assisted in obtaining gainful employment leading to enhanced career opportunities and economic responsibility.
- Students have the opportunity to develop useful leadership skills.

For the school:

- The skills, knowledge, equipment, and facilities of business enterprises are utilized in the training of students.
- The relevancy of the program encourages many students to accomplish their educational goals by connecting what the student is learning with real world situations.
- Advisory committees may assist in curricular improvements and in determining types of career opportunities available in the community.
- Parent/guardian involvement lends support to the school and to the cooperative education program.
- Business partnerships provide information and resources to the school.

For employers:

- Employers are able to obtain better-qualified trainees.
- The relationship between the community and the school is expanded and strengthened.
- The employer's expectations are reinforced--classroom and on-the-job instruction are joined.

For the parent/guardian:

- Students are encouraged to have good attendance.
- Parents participate in the school's activities promoting the co-op education program.
- Parents are considered part of the support team.

RESPONSIBILITIES

Each participant in the *Work Experience Program* has a responsibility to ensure a unique learning environment for the student involved in work experiences. The responsibilities of each participant are:

Employer

- Together with the teacher/coordinator completes a training plan.
 - Outlines specific expectations on student dress code, hours of work, etc.
 - Provides a meaningful learning experience for the student.
 - Provides evaluation of the student as agreed upon with the teacher/coordinator.
 - Provides a safe and hazard-free environment which includes safety training for the student.
 - Contacts the school if there is an accident.
 - Abides by all Federal & State employment regulations Including Workman's Compensation Laws.
 - Adheres to the Child Labor Law as specified by Federal and State law.
 - Responsible for drug/alcohol testing according to their business policies and procedures.
 - Communicates with the teacher/coordinator regarding progress, problems, etc.
 - Helps the student to become an integral part of the work team. **Teacher**
-
- Conducts an orientation (or interview) for students prior to participation in the course to ensure that the student is suitable for the program, fully understands the program, and can meet the responsibilities expected of the program.
 - Meets with the employer supervisor in order to develop a Training Plan that will ensure relevance of work experience.
 - Coordinates placement of student at the appropriate job site.
 - Provides evaluation procedures for the supervisor.
 - Visits each student on a regular basis.
 - Evaluates the student and assigns the grade for credit purposes.

Student

- Sign and abide by the required agreements and forms (Site Training Agreement, Employer's Agreement, timecard, insurance and emergency information).
- Maintain accurate records of hours worked and earnings.
- Demonstrate the employability skills essential for success on the job.
- Follow all safety rules and instructions.
- Demonstrate an understanding of the Child Labor Laws.
- Discuss any problem that occurs with the teacher/coordinator.
- Be a positive representative of the school and community.

SITE TRAINING AGREEMENT

_____ will permit _____
(Firm/Agency) (Student name)
to participate in work experience in a business for the purpose of gaining practical knowledge and experiences in the occupation
of _____ in accordance with the following conditions:

PART A

On-site supervisor agrees to:

1. Provide the work experience opportunity according to the student training plan.
2. Provide on-site safety instructions and supervision.
3. Cooperate with the instructor to ensure appropriate training.
4. Notify instructor of student absences or incidents that may jeopardize work experience.
5. Evaluate and allow instructor's review of student's performance.
6. ***For paid work based experience only** - provide Workers' Compensation for the student.

General Policies

1. This program is not intended to interfere with company policy.
2. The instructor will offer related classroom instruction.
3. The on-site supervisor accepts liability of accidental damage to equipment or materials at work site.

Agency/Firm Name: _____ Phone: _____

Mailing Address: _____

Beginning date: _____ Ending date: _____ Total hours: _____

On-Site Supervisor _____ Date _____

Student agrees to:

1. Participate in the work experiences in order to receive on-the-job training.
2. Demonstrate interest and cooperation in the training.
3. Adhere to company rules and regulations and act in an ethical and professional manner.
4. Inform the appropriate supervisor and instructor in the event of absences.
5. To provide my own transportation to the work based learning site.
6. Acknowledge that the instructor/coordinator is the recognized authority regarding scheduling.
7. Submit to drug screening if applicable.
8. Maintain an accurate daily record/time card documentation of work experience.
9. Adhere to all policies and procedures outlined by Orange Technical College and Orange County Public Schools.
10. Understand that this work experience is not a guarantee of permanent employment.

Student Signature _____ Date _____

Teacher Signature _____ Date _____

Parent Signature _____ Date _____

This agreement is a non-binding expression of the desire of the Orange Technical College and the business partner to cooperate for the benefit of public education. It is not intended to be a legally enforceable agreement.

PART B

To be an approved work-based learning site, On-site supervisor agrees with and adheres to the following:

OCPS EEO Non-Discrimination Statement The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The following individuals at the Ronald Blocker Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801, attend to compliance matters: Equal Employment Opportunity (EEO) Officer & Title IX Coordinator: Keshara Cowans; ADA Coordinator: Jay Cardinal; Section 504 Coordinator: Tajuana Lee-Wenze. (407.317.3200)

On-Site Supervisor Signature _____

_____ Date

WORK EXPERIENCE LIABILITY WAIVER

A business sponsor may have no insurance policy to specifically cover an unpaid intern. In these situations, each Student entering into an unpaid work experience as a part of his/her training program must provide his/her own accident insurance coverage or sign a waiver acknowledging his/her lack of health insurance coverage and assume responsibility in case of accident or injury during the work experience.

Participation Option

Each student is NOT required to participate in a work experience program, but by volunteering to do so, can enhance his/her skills, training, and the opportunity for job placement upon successful completion.

Required Accident Insurance

Accident insurance coverage, during training hours, is available by enrolling in the Student Accident Insurance Plan. Each Student must apply for, and personally pay for, the insurance premium to qualify for this insurance coverage. No other accident coverage is provided by The School Board of Orange County, Florida on behalf of Orange County Public Schools or Orange Technical College. Each Student is encouraged to review the policy to determine the acceptability of the limits of coverage provided.

Affidavit

I, _____, a student of Orange Technical College, having reviewed the school accident insurance coverage made available through The School Board of Orange County, Florida, and having understood that NO other school insurance coverage is available in the event that I am accidentally injured during training activities, hereby:

(Check appropriate boxes)

☐ **provide** the completed application, with enclosed payment and stamp for mailing;

-OR-

☐ **decline** the offered accident insurance plan and provide proof of coverage through:

(Name of Insurance Company)

(A copy of the student's insurance card must be attached if the offered accident insurance is declined)

I further understand that transportation to and from the work experience location will be my own responsibility and I accept the personal liability involved. If using personal transportation, I hereby verify that I have both a valid driver license and automobile insurance in effect as of this date.

____ _ I will be using public transportation to travel to and from my training site.

____ _ I have made other transportation arrangements (explain) _____

____ _ I will be using personal transportation (copies of valid driver license and automobile insurance is provided)

Student's Name (Print) Signature Date

(If applicable) Parent/Guardian (Name) Signature Date

Witnessed by: _____

School Representative Date

In case of emergency, call _____
Print Name/Relationship to Student Phone

TRAINING PLAN

Student Name _____ Training Site _____

Please check the appropriate level of performance for each Student Performance Standard:

- 4** The student can perform skills without supervision and with initiative and adaptability to problem situations.
- 3** The student can perform required skills satisfactorily without assistance or supervision.
- 2** The student can perform required skills satisfactorily but requires some assistance and or supervision.
- 1** The person can perform parts of the required skills satisfactorily but requires considerable assistance and/or Supervision.

| OCP/ Standard # | Student Performance Standard/Task | 4 | 3 | 2 | 1 |
|--------------------|-----------------------------------|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

AGREEMENT

We agree that the intended outcomes and student performance standards or job tasks identified herein are comprehensive or job skills related to the externship experience for the job title listed above, the appropriate instruction will be provided and that this is the training plan for the student's externship experience.

Employer/Site Supervisor _____ Date _____

Instructor _____ Date _____

Student _____ Date _____

Parent/Guardian _____ Date _____

ACTIVITY LOG

Student Name _____

Program _____

Attendance/Activity recorded from: _____ to _____

Student is responsible for keeping an accurate record of hours worked.

The student is to **hand deliver** his/her **Timecard/Activity Log** each Monday morning by 9:00 a.m. to the instructor.

| Date | Time In | Time Out | Total Hours | Daily Log of Activities Performed |
|------|---------|----------|-------------|-----------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Name of Company _____ Total hours _____

Site Supervisor's Name (Print) _____

Site Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____

Instructor's Signature _____ Date Received _____

WORK ETHICS EVALUATION FORM

Student Name _____

On-site supervisor _____ Training site _____

Please rate your extern/intern in the following categories. Circle the number that applies.

4 = Excellent 3 = Good

2 = Satisfactory

1 = Needs Improvement

| | | | | | |
|------------------------------|--|---|---|---|---|
| ATTENDANCE | 1. Student has regular attendance. | 4 | 3 | 2 | 1 |
| | 2. Student arrives on time. | 4 | 3 | 2 | 1 |
| | 3. Student completes assignments and meets obligations on time. | 4 | 3 | 2 | 1 |
| CHARACTER | 1. Student displays a high level of effort and commitment to performing and completing work. | 4 | 3 | 2 | 1 |
| | 2. Student is serious in approach to the externship. | 4 | 3 | 2 | 1 |
| | 3. Student accepts suggestions for improvement. | 4 | 3 | 2 | 1 |
| TEAMWORK | 1. Student displays respect of others. | 4 | 3 | 2 | 1 |
| | 2. Is a team player. | 4 | 3 | 2 | 1 |
| | 3. Student seeks opportunities for continuous learning. | 4 | 3 | 2 | 1 |
| APPEARANCE | 1. Student is dressed suitably for the work environment. | 4 | 3 | 2 | 1 |
| | 2. Student presents a neat and clean appearance. | 4 | 3 | 2 | 1 |
| ATTITUDE: | 1. Student shows a willingness to participate. | 4 | 3 | 2 | 1 |
| | 2. Student has a positive outlook on assignments and displays a willingness to undertake pleasant as well as unpleasant tasks. | 4 | 3 | 2 | 1 |
| | 3. Student shows initiative and seeks additional responsibilities. | 4 | 3 | 2 | 1 |
| PRODUCTIVITY | 1. Student observes established policies on safety. | 4 | 3 | 2 | 1 |
| | 2. Student maintains equipment and supplies. | 4 | 3 | 2 | 1 |
| | 3. The student stays on task and utilizes time constructively | 4 | 3 | 2 | 1 |
| ORGANIZATIONAL SKILLS | 1. Student prioritizes and manages time effectively. | 4 | 3 | 2 | 1 |
| | 2. Student demonstrates flexibility in adapting to change. | 4 | 3 | 2 | 1 |
| COMMUNICATIONS | 1. Student exhibits effective communication skills in listening, speaking, and writing. | 4 | 3 | 2 | 1 |
| | 2. Student communicates accurate information to others in a professional and courteous manner. | 4 | 3 | 2 | 1 |
| COOPERATION | 1. Student reacts well to new and unanticipated situations. | 4 | 3 | 2 | 1 |
| | 2. Student appropriately handles criticism and complaints. | 4 | 3 | 2 | 1 |
| | 3. Student follows chain of command | 4 | 3 | 2 | 1 |
| RESPECT | 1. Student recognizes and respects confidentiality. | 4 | 3 | 2 | 1 |
| | 2. Student relates well to a variety of people. | 4 | 3 | 2 | 1 |
| | 3. Student shows respect for others. | 4 | 3 | 2 | 1 |

In – House Work Experience Evaluation

Student Name _____

Date services performed _____ Description of services performed (attach work order): _____

Program: _____

Teacher : _____

Please check the appropriate level of performance for each Student Performance Standard:

- 4** The student can perform skills without supervision and with initiative and adaptability to problem situations.
- 3** The student can perform required skills satisfactorily without assistance or supervision.
- 2** The student can perform required skills satisfactorily but requires some assistance and or supervision.
- 1** The person can perform parts of the required skills satisfactorily but requires considerable assistance and/or supervision.

To be filled out by teacher:

| OCP/ Standard # | Student Performance Standard/Task | Rate the Skill Level | | | |
|--------------------|-----------------------------------|----------------------|---|---|---|
| | | 4 | 3 | 2 | 1 |
| | | 4 | 3 | 2 | 1 |

CUSTOMER EVALUATION OF SERVICES PERFORMED

Dear customer: Please rate the services you received today: **Circle:** **4** – Excellent **3** – Good **2** – Satisfactory **1** – Not Satisfied

| | | | | |
|--|----------|----------|----------|----------|
| Did the student who perform the service exhibit effective and professional communication skills in listening, speaking, and writing? | 4 | 3 | 2 | 1 |
| Was the repair performed to your satisfaction? | 4 | 3 | 2 | 1 |
| Were you advised of the estimated cost of the service? | 4 | 3 | 2 | 1 |
| Was the work performed in a timely and professional manner? | 4 | 3 | 2 | 1 |
| Additional comments: _____ | | | | |

Customer Name (Print)_____Signature Phone_____Date _____