



DOCUMENT RESUME

ED 107 773

CE 003 848

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 TITLE SWAP: Study Work Advisor Program Handbook for the Junior High Student.  
 INSTITUTION White Bear Lake Independent School District 624, Minn.  
 PUB DATE [73]  
 NOTE 11p.; For related documents, see CE 003 833-47 and CE 003 849

EDRS PRICE MF-\$0.76 HC-\$1.58 PLUS POSTAGE  
 DESCRIPTORS \*Career Education; Career Exploration; Cooperative Education; Cooperative Programs; Guides; Junior High Schools; \*Records (Forms); \*School Community Programs; School Community Relationship; Student Employment; Student Evaluation; Student Participation; Teacher Developed Materials; \*Work Experience Programs  
 IDENTIFIERS Study Work Advisor Program; SWAP

ABSTRACT  
 Developed as part of an exemplary career education program for junior high school students, the student's guide to the Study Work Advisor Program (SWAP) consists of a one-page list of duties of the student participants and the following sample forms: student application for an interview with the project director; teacher's recommendation of student for SWAP; individual student information sheet; parental or guardian permission form; a sheet on overall student helper performance; and a student evaluation form.  
 (JR)

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# CAREER EDUCATION

SWAP  
STUDY WORK ADVISOR PROGRAM  
HANDBOOK  
FOR THE  
JUNIOR HIGH STUDENT

A CAREER DEVELOPMENTAL PROGRAM

U.S. DEPARTMENT OF HEALTH,  
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**CAREER AWARENESS**  
**SELF AWARENESS**  
APPRECIATION & ATTITUDES  
**DECISION MAKING**  
SKILL AWARENESS, BEGINNING COMPETENCE  
**ECONOMIC AWARENESS**  
**EMPLOYABILITY SKILLS**  
**EDUCATIONAL**  
**AWARENESS**



White Bear Lake  
Public Schools

13848



S W A P  
STUDY WORK ADVISOR PROGRAM  
HANDBOOK  
FOR THE  
JUNIOR HIGH STUDENT

by

Joann Boeyink  
William Welch

CAREER DEVELOPMENT

Grades 7 - 9

An Exemplary Program  
in  
Career Education

Funded under the Provisions of Part D  
of the Vocational Education Amendment of 1968  
for  
Independent School District #624  
White Bear Lake, Minnesota

Ernest M. Thomsen, Superintendent  
Ron Johnstone, Director Vocational Education

1972 - 73

## INTRODUCTION

SWAP is a program that will give you a chance to explore the world of work. You will be a helper in a job setting either in or outside of school.

Besides the project director and your employer, an adult will be meeting and working with you on a weekly basis. This is to be a SWAP-ing effort.

The experience should help you build good "on the job" work habits, learn to work with people other than your own age group, and see how your school work fits into your job exploration.

## DUTIES OF THE STUDENT

1. Make application for an interview with the project director.
2. Obtain at least three written recommendations from your teacher using the Teacher's Recommendation of Student Form.
3. Complete the Individual Student Information Sheet.
4. Have your parents or guardian fill out the Parental or Guardian Permission Form and return it to the counseling office before you begin your job.
5. Completing assigned classroom work is of utmost importance. Most teachers should indicate that you are using your class time well in their written recommendation of you. Satisfactory progress on quarterly written reports is necessary to continue on your job.
6. Keep a daily log of your work activities on "A Week at a Peek Sheet" on overall student performance. Have your folder up to date. Report to your sponsor on a weekly basis to discuss your work activities from your daily log and receive your reward.
7. Contact your project director two times per quarter to relate your progress on an individual basis. Attend at least two group meetings per quarter with the project director and fellow students in the program.
8. If you are having problems on the job or in school, see your sponsor, counselor, or project director.
9. It is important that you follow the rules of the school, employer, and/or sponsor.
10. If absent, call the school by 9:00 a.m. Notify the employer and project director you will not be there. You may not work on a day you aren't in school.
11. Complete a formal evaluation at the end of each semester.
12. Have fun, learn a lot about yourself, others, and the world of work!

**STUDENT APPLICATION FOR INTERVIEW**  
**SWAP (Study - Work - Advisor Program)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Home address \_\_\_\_\_

Previous address \_\_\_\_\_

Birthdate \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Sex \_\_\_\_\_

How many times (total number of all classes) have you been tardy this year? \_\_\_\_\_ How many times have you been absent this year? \_\_\_\_\_

Reasons \_\_\_\_\_

How is your general health? \_\_\_\_\_

What has been your average grade the past two years? \_\_\_\_\_

Have you attended other schools? \_\_\_\_\_ If yes, name and location of schools \_\_\_\_\_ Years attended \_\_\_\_\_

Have you worked for someone before? \_\_\_\_\_ Where \_\_\_\_\_

Why do you want to be in the Study Work Advisor Program. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For reference, give the names of two people and their occupations

Name	Occupation	Phone Number
_____	_____	_____
_____	_____	_____

I understand that this application is for an interview only and that, if I am selected to be in the Study - Work - Advisor Program, I will accept the responsibilities required of me by the school and my employer:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Interviewer

**TEACHER'S RECOMMENDATION OF STUDENT  
FOR SWAP (Study - Work - Advisor Program)**

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Subject

\_\_\_\_\_  
Name of Student

has expressed a desire or been chosen  
to participate in the SWAP program as  
a student helper to

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe helping position

Please evaluate this student according to:

1. Academic Level of Performance \_\_\_\_\_  
\_\_\_\_\_
2. General Classroom Behavior \_\_\_\_\_  
\_\_\_\_\_
3. Attendance \_\_\_\_\_
4. Additional Comments \_\_\_\_\_  
\_\_\_\_\_

If you wanted a student helper, would you choose him/her?                
Yes No

Thank you for your cooperation. Please return to the counseling office  
by \_\_\_\_\_.

\_\_\_\_\_  
Name of Project Director

Your comments will be shared with the student.

INDIVIDUAL STUDENT INFORMATION SHEET

NAME \_\_\_\_\_

AGE \_\_\_\_\_

GRADE \_\_\_\_\_

SEX \_\_\_\_\_

Date of Initial Interview \_\_\_\_\_

Date Began as Student Helper \_\_\_\_\_

Location of Helping Position \_\_\_\_\_

Student Helper Description of the Work Station \_\_\_\_\_

Comments on Parental or Guardian Interview \_\_\_\_\_

Date of Initial Interview with Parents or Guardian \_\_\_\_\_

Subsequent Interviews

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Project Director

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Signature of Student

PARENTAL OR GUARDIAN PERMISSION FORM

\_\_\_\_\_ has my permission to participate  
in the Central Junior High School Study - Work - Advisor Program (SWAP)  
at \_\_\_\_\_  
location of helping position

I accept all responsibility during the following times for him/her in the  
school building or going to and from the building and while at the above  
mentioned helping station.

\_\_\_\_\_  
Parent or Guardian Signature

.....

Should you have any further questions about your child's involvement in  
or outside the school, please feel free to call your son's/daughter's  
sponsor or the Counseling Office, 429-5391.

\_\_\_\_\_  
Signature of Project Director

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Signature of Employer

**"A WEEK AT A PEEK" SHEET ON OVERALL STUDENT HELPER PERFORMANCE**

Date	Cycle Day	Arrived	Left	Duties Performed
	1			
	2			
	3			
	4			
	5			
	6			

1. Incidents that came up which would be good to share with the small group to find out how they might have handled it or would handle it in the future.

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2. Were you able to make decisions on your own? Name at least two. If you made a poor decision and a good one, describe each. \_\_\_\_\_

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3. What was the highlight of your week? \_\_\_\_\_

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## STUDENT EVALUATION

Your comments will help us take a good look at the program, determine what is good and not so good, and see if it should be continued in the future. Please circle the answer or answers that best convey your attitude toward the program and provide a written comment if you circle the letter with "other" following it or after any other one.

1. Was the job important to you because:
    - a. it meant getting a chance to work as a student helper on school time.
    - b. of your sponsor.
    - c. other.
  
  2. Was your job the type of work related to what you might wish to do some day?
    - a. yes
    - b. no
  
  3. In what ways did your employer make you feel useful?
- 
4. Has taking on this job changed you in any way in relationship to your:
    - a. friends.
    - b. teachers.
    - c. family.
    - d. sponsor.
    - e. project director.
    - f. other
  
  5. Has your work experience helped you develop more of a sense of responsibility:
    - a. on the job.
    - b. in school.
    - c. at home.
    - d. about the world of work.
    - e. other
  
  6. What is your relationship with your sponsor?
    - a. turn in weekly log with little or no conversation
    - b. turn in weekly log with informal chats
    - c. talk with them more than once per week
    - d. other
  
  7. What is your relationship with your project director?
    - a. have seen him/her at least 4 times during the course of the semester about my job
    - b. have seen him/her only a few times and conversed very little about my work
    - c. other
  
  8. If you were going to run a similar program:
    - a. what should be kept?
    - b. what should be changed? \_\_\_\_\_

**STUDENT EVALUATION**  
**(Cont'd)**

9. Is this a worthwhile program to continue?  
a. yes  
b. no
10. Were the weekly meetings worthwhile?  
a. yes \_\_\_\_\_ why? \_\_\_\_\_  
b. no \_\_\_\_\_ Why not? \_\_\_\_\_
11. What has keeping a log done for you?  
\_\_\_\_\_

**ANY OTHER COMMENTS OR SUGGESTIONS:**