

**WALLINGFORD-SWARTHMORE SCHOOL DISTRICT  
STRATH HAVEN HIGH SCHOOL**

**FIELD CAREER EDUCATION PROGRAM**

**Purpose:** To provide students with a specific work experience in the field of their interest.

**Requirements:** Juniors and Seniors only on a first-come basis. Each student will be required to work a minimum of 10 hours a week over the course of one semester. The student will be rated by their work supervisor and school coordinator with a passing grade in order to receive one credit for the experience.

**Statement of Interest:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Homeroom \_\_\_\_\_

Age \_\_\_\_\_

Will you be able to provide your own transportation? Yes \_\_\_\_\_ No \_\_\_\_\_

How will you get to your field career? \_\_\_\_\_

What are your career plans after you graduate? \_\_\_\_\_

In joining the Field Career Program, in what specific area(s) would you like to work?

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**STRATH HAVEN HIGH SCHOOL  
FIELD CAREER PROGRAM**

**Objective:** To provide students with the opportunity to explore, for credit, occupations which they may be interested in pursuing as careers.

**General Program Regulations:**

1. Each placement must be approved by the student's guidance counselor, field career supervisor, parent or guardian, and program coordinator.
2. The coordinator shall maintain a record of the mutual obligations undertaken by the field career supervisor, the student, and the school, regarding the general scope of the student's placement activities. **In no case shall the student replace a paid employee, or be paid for their field career hours.**
3. An authenticated record of the hours the student has worked each week must be submitted to the program coordinator.
4. Once a student has been accepted into the program, his/her eligibility will be maintained by passing all courses for which he/she is registered. Failing a course or receiving an interim notice indicating possible failure will result in the student being placed on probation. At the close of the next marking period or issuing of the next interim, his/her status will be reviewed. Continued failure will result in suspension from the Field Career Program.
5. The standard credit award is one credit per semester. It is given for ten hours of supervised activity per week for the semester. Anything other than this award must be noted in the student's file.
6. The field career supervisor's rating shall be one of the determining factor's in the student's grade, along with the timely return of the mandatory student logs.
7. If a student is unable to attend, for any reason, he/she must notify the supervisor before he/she is scheduled to report. It is expected that every reasonable effort will be made to attend. Inconsistencies between placement and school attendance records will be reviewed and may cause dismissal from the program. Except for graduation week activities, any conflict between school activities and the field career schedule is expected to be resolved in favor of the field career placement.
8. If a student no longer holds the placement for which he/she is receiving Field Career credit, it must be immediately reported to the program coordinator so that satisfactory alternative arrangements may be made.

I UNDERSTAND AND ACCEPT THE GENERAL PROGRAM REGULATIONS OF THE FIELD CAREER PROGRAM.

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

My child may enroll in the Field Career Program. \_\_\_\_\_  
Parent or Guardian Signature

Date \_\_\_\_\_ Field Career Supervisor Signature \_\_\_\_\_

Dear Field Career Student,

Please provide a brief description of what your plans are for your field career experience. Have the person supervising your field career experience sign this form. Every **two weeks** you are responsible to check with Mrs. Markert in the Career Center to report your hours worked and what you have accomplished. You may do this either in the form of a journal, or use the attached student log. The journal or student log **must be signed** by your supervisor every week.

Description

Student's Name \_\_\_\_\_

Work Supervisor \_\_\_\_\_

Supervisor's Phone Number \_\_\_\_\_

FAX Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

It is recommended that \_\_\_\_\_ should undertake a Field Career experience with \_\_\_\_\_ for the:

First Semester \_\_\_\_\_

Second semester \_\_\_\_\_

Full Year \_\_\_\_\_

Block(s) \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Guidance Counselor

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Career Center Coordinator

# Student Log

Student's Name: \_\_\_\_\_ Work Site: \_\_\_\_\_

Day	Date	# Hrs. Worked	Description of On-Job Experience
Mon.			
Tues.			
Wed.			
Thur..			
Fri.			
Sat.			
Total			Mentor's Signature _____ Date _____
Mon.			
Tues.			
Wed.			
Thur.			
Fri.			
Sat.			
Total			Mentor's Signature _____ Date _____