

TIES
Presents

*School
To
Apprenticeship Agreement
Part Two
Broadcast Technician*

Presented By:
Jay Weiss

School-To-Apprenticeship Agreement

| | |
|---|--|
| Student Name: | Employer: |
| Social Security No: | Address: |
| Address: | City: Zip Code: |
| City: | Telephone: Fax: |
| Telephone: | E-mail address: |
| Home School: | Supervisor/ Mentor: |
| Program: | Rate of Pay: |
| Age: DOB: Grade: 12 | Hours: |

All Party Understands;

- The term of School-to-Apprenticeship placement training agreement is for the current school year ending _____. It is the intention of this program that the student will be kept on as an employee, but employment after this date and aspects thereof are between the student and the employer.
- All parties shall consult with the coordinator about concerns before considering termination of this agreement.
- A training plan shall be developed cooperatively between the coordinator and the employer and updated cooperatively as needed.
- Adjustments in employment may be necessary depending upon the student's progress, economic conditions, changes in company policies, etc.
- This is a training agreement and may be terminated by the coordinator, and the student who may be returned to the classroom situation if the student fails to perform adequately on the job and/ or fails to follow all requirements of this job placement agreement and the coordinator deems it necessary for the student's continuing education.

The Student will:

- Provide adequate and reliable transportation to and from work.
- Maintain attendance and punctuality on the job at all times unless excused by the coordinator. The student must notify the coordinator before an absence, obtain permission for the absence and then notify the employer in advance.
- Maintain good performance and grades in schoolwork and perform all duties (school & job) with honor and integrity and in a manner that will reflect positively on the school, employer and the student.

The Parent will:

- Assume responsibility for personal conduct of the student.
- Assume the responsibility for transportation of the student to and from the job site.
- Assure that the student has appropriate apparel for the job site.
- Call the vocational teacher in case of student's illness and insure that the employer has been notified in advance of any absence.
- Encourage and support the student to succeed in this job-training experience.

The Coordinator & Vocational Teacher will:

- Provide the related instruction necessary for the student's progress in both school and at the job site.
- Observe student frequently on the job and assist the employer in evaluating the student
- Enforce attendance and disciplinary regulations as per student handbook and supplemental agreements.
- Place students only with those employers who provide employment in accordance with federal, state and local laws and regulations including nondiscrimination of any applicant or employee because of race, color, sex, national origin, or disability.
- Review the training plan progress on a regular basis.
- Verify that the student is proficient in the critical core competencies prior to placement in an approved apprenticeship position.

The employer will:

- Affirm that the company is an equal opportunity employer.
- Place student on job in accordance with the agreed upon and **approved training Plan**.
- Give the student adequate orientation for the job site to enable the student to become productive.
- Evaluate the performance of the student regularly and in accordance with the coordinator.
- Cooperate with the coordinator to maintain continued progress of the student on the job.
- Prohibit the student from working if the student did not attend school on that workday and does not have permission of the coordinator.

- Provide the student with the same considerations given other employees regarding safety, health, social security, general working conditions and other regulations.
- Notify the coordinator immediately with any concerns about the student or his/her job site.
- Contact the coordinator immediately if there is any reason that termination is being considered to allow the instructor time to work with the student to correct the problem.
- Pay the student a beginning wage of \$_____per hour for_____per week.
- Maintain the following work schedule for the student:
(State beginning and ending time for each day.)

M_____ T_____ W_____ TH_____ F_____ S_____ SU_____

Starting Date: _____

All parties have read and agree to abide by the above statements.

Student: _____ **Parent:** _____

Employer: _____ **Instructor:** _____

Coordinator: _____

The School-to-Apprenticeship Program is in compliance with Title IX of the Education Amendment of 1976, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973. The School-to-Apprenticeship Program provides equal opportunities to all people without regard to age, gender/sex/disability, marital status, race, color, creed, national origin or religion.

School to Apprenticeship Policies

1. Students cannot change sponsors (employers) without the approval of the apprenticeship coordinators and supervisor.
2. If student changes jobs with the coordinators approval, he/she must give employer a two-week notice. Failure to give notice will remove you from the apprenticeship program. This applies to the probation period as well as the accepted work site.
3. If the student misses work or school they must call and notify the apprenticeship coordinator.
4. **No school – No work** unless cleared by the apprenticeship coordinator/program instructor.
5. Be on time and ready to work.
6. Show a positive attitude and interest toward his/her work.
7. Students must keep **accurate work hour reports and turn into apprenticeship** coordinator on time along with their pay stubs or a copy of their stubs.
8. Follow all company and school safety rules.
9. Notify apprenticeship coordinator of any problems or concerns at work.
10. Do not be involved in activities that could lead to suspension from school or being dismissed from work.
11. Students may not have more than two probation contracts written and remain in the program.
12. Student must be willing to commit to 1 to 3 years after graduation to complete program.
13. Treat other employees and equipment with respect.
14. Only work on and with equipment that you have been trained on and approved to be working with.
15. Follow school and work policies and rules.
16. All criteria achieved for eligibility must be maintained during school-to-apprenticeship.

Failure to follow the above policies may result in removal from the School-to-Apprenticeship Program. I have read the above policies and agree to abide by them.

Student Signature

Date

Parent Signature

Date

Student Apprenticeship Awareness Contract

The guidelines listed below are criteria upon which each student in the Apprenticeship Program must meet in order to qualify for and remain in the program.

- 1. Attendance-----95% or better (9 days or less with few days Tardy).**
- 2. Grade Point -----2.5 G.P.A. or better and passing all classes.**
- 3. Skill Status-----Must meet minimum skill competencies as established by teachers and industry in each subject area.**
- 4. Transportation----- Must have available, reliable transportation, and a valid drivers license.**
- 5. On track for graduation-----Must have no deficiencies or other hindrances that would prevent receiving high school diploma on schedule.**
- 6. School fees-----Must be paid in full or arrangements made with the Business Office.**
- 7. Parental Approval-----Parent or guardian and student must sign Student Awareness Contract.**
- 8. Willingness to commit-----To a stated time frame after graduation that may involve 1 to 3 years to complete.**

In addition to the above criteria, each student must show a positive attitude and interest toward his or her work. This will be evaluated by the student's job performance, discipline, and attendance record. **Students are not permitted to change employers with the approval of the Apprenticeship Coordinator.** Failure to fulfill any of the above stated conditions will result in removal from the apprenticeship program. The rigor and pace of this program require that the student and parent/guardian must assume the responsibility to meet program and graduation requirements. Students involved in this program should expect to complete approximately 180 hours of classroom related training and up to 1500 hours of on-the-job training after fulfilling the junior year requirements. This will include job shadowing the employer four times during the junior year. Actual on the job hours and 144 related class hours will be credited towards term of apprenticeship training.

INTENT TO REGISTER AGREEMENT

The employer agrees to the following specifications relating to the school-to-apprenticeship program:

1. All apprentice employers must have a copy of their registered standards or sign this agreement indicating their intention to develop a registered apprenticeship program with the assistance of the appropriate Apprenticeship and Training representative.
2. That all students who are placed for training shall be registered and certified as apprentices.
3. The employer agrees to promptly furnish any progress or special reports that may be required within the time period specified.
4. The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under state and federal regulations.
5. When there is a collective bargaining agreement, union and management must be Signatory to the apprenticeship standards and apprenticeship agreement.
6. Students involved in this program should receive approximately 180 hours of Classroom instruction and up to 1500 hours of on-the-job training after fulfilling the first commitment of the program. Actual **on-the-job hours and 144 classroom hours** may be credited towards the term apprenticeship training depending on company policy.

APPROVED BY:

(Name of Sponsor)

APPROVED BY:

(School)

BY _____

BY: _____

TITLE: _____

TITLE: _____ DATE: _____

DATE: _____

BROADCAST TECHNICIAN

Position Summary:

This position is responsible for operation and set up of video and recording equipment in studio and on location, as well as production of recorded materials.

Major Duties:

- Assemble and set up audio equipment, cameras, recorders and other equipment needed for broadcast production both in studio and on location, monitor and operate equipment during production, take corrective action if problems develop.
- Perform routine and corrective maintenance on broadcast equipment.
- Design, install and integrate new equipment.
- Operate and monitor satellite receivers; perform technical evaluation of signals
- Prepare video tape recording from a variety of sources.

Qualifications:

- Minimum educational requirement-High School diploma
- Knowledge of video equipment.
- Experience with Microsoft Office Applications: Publisher, Word, Excel, Powerpoint and Access.
- Above average written and verbal communication skills required.
- Problem solving skills.
- Strong organizational skills and ability to handle deadlines and multitasking.

Related Curriculum Unit

Enclosed are 3 lesson plans and a Transfer Activity to prepare the High School student for an apprenticeship in this position. This curriculum will provide the student with a basic understanding of the equipment and its use, and what is entailed in the overall responsibilities of this job position.

This curriculum can be done in a High School setting using a digital or broadcast camera and computers available with I-Movie or a similar software.

Lesson I: Exploring the Video Camera

Time Frame: 1 class session

Objectives:

The students will be able to identify and demonstrate the use of a professional broadcast grade video camera.

The students will be able to demonstrate the features of the camera and their applications.

Lesson:

Students will break up into teams. Each will be given a diagram of the camera they are given, with captions missing. Using the real camera, they will by experimentation and trial, determine what each feature of the camera is used for, and document it on the diagram. This will be done in a competitive setting with the winning team being the one that identifies the most features properly.

Evaluation/Assessment:

Review and demonstration of the camera after diagrams completed. Each group will evaluate another team.

Lesson 2: Editing

Time frame: 4 class sessions

Objectives:

Students will demonstrate, through the use of I-Movie a comprehension of editing tools and their usage.

Lesson:

After receiving oral and written instruction on the use of I-Movie tools, students will be given 4 video clips to organize and prepare into a single video, using the following:

- 2 transitions
- 2 special effects
- 2 audio inserts (1 external and 1 internal)
- 2 titles or credits

Assessment:

Final viewing of video. Checklist from the above.

Lesson 3: Creating and Developing a Story

Time Frame: 4 class sessions

Objectives:

The student will be able to produce a well organized and thorough video presentation.

The student will demonstrate and apply knowledge of video equipment and editing tools and software.

Lesson:

Using a given scenario, the student will gather information, interview and videotape the information, edit and refine the footage into a finished product of 1:30sec. or less.

Assessment:

Final viewing of tapes-

- Gathering of Information
- Creativity in presenting information
- Organization/Use of editing tools

Handout 1-Camera diagram with key-Lesson 1
(attached)

Handout 2- Scenario for Lesson 3

Scenario: Ms. Betty Boop from 6150 Residential Way, was bitten by a pit bull last Saturday. The court ordered the dog destroyed, and Betty is now asking that the decision be reversed. Call for interview at 800-1234

Transfer Activity:

Ceara's Movie. Ceara Garrett is a 15 year old student from Dunbar HS working as an aide for the summer. After receiving instruction as per the lesson plans, she was given the opportunity to create her own project using tools available to her during that time. The activity is included in VHS format.