

# PATHWAYS FIELD STUDY



# Agenda



- ★ Review Field Study Expectations and Requirements
- ★ [Field Study Program Contract](#)
- ★ Placements
- ★ Due Dates and where to hand in documents
- ★ Wrap up and Questions



# FIELD STUDY EXPECTATIONS & REQUIREMENTS



- ❖ **Objective:** Work along industry professionals in your future career to understand the realities of the profession
- ❖ **Transcript:**
  - .5 credit per period per semester
  - Can do 2 periods per semester over junior and senior years
  - Potential 4 credits total
- ❖ **Details:**
  - Non-paid position
  - Minimum of 20 hrs per semester
  - Expectation of weekly attendance
  - Pass/Fail grade based on 5 items

# FIELD STUDY EXPECTATIONS & REQUIREMENTS



Determination of Pass/Fail grade:

1. Student Time Log Sheet
2. Supervisor Evaluation
3. Student Reflection
4. Student meeting with Pathways Team
5. Student thank you note

# Field Study Contract



## Quakertown Community School District Career Pathways Field Study Program Contract

<i>Student</i>	<i>Company</i>
Name: _____	Company Name: _____
Phone Number: _____	Sponsor Name: _____
Email Address: _____	Company Address: _____
Graduation Year: _____	_____
	Sponsor Phone Number: _____
	Sponsor Email Address: _____

### *Field Study Information*

Pathway: \_\_\_\_\_

Semester Requested: Fall Spring Both      School Year Requested: 20\_\_/20\_\_

Number of Field Study Periods Requested:      One Period Two Periods

### Field Study Guidelines:

- Students must be able to satisfy all QCHS graduation requirements in order to participate in a Field Study.
- Students are suggested to attend a minimum of 4 hours/week at placement for each .5 credit enrolled during each semester.
- Company and sponsor agree to host the student for the duration of the Field Study experience.
- The student and sponsor are to meet and discuss the program, expectations, appropriate responsibilities and student's goals.
- The actions and the way the student conducts themselves in a professional setting are a reflection of the Quakertown Community School District. If at any time the actions, behavior or attendance of the student are a concern to the Sponsor, a meeting with the QCHS Pathways Coordinator will be held to determine possible removal from the Field Study Program.
- The sponsor agrees to provide experiences for the student which will promote the development of a realistic perspective of the student's area of interest and provide meaningful feedback to the student regarding performance throughout the semester and must complete an honest and accurate evaluation of the student, which will be provided to the school and used in determining a grade, at the conclusion of the Field Study.
- The sponsor will need to complete and submit the necessary Background Clearances to be eligible to accept this student, who is under 18 years of age.

\*Eligibility Requirements: Students must be in good academic, attendance and behavioral standing to participate in the Career Pathways Field Study Program.

# Field Study Contract cont'd



## Quakertown Community School District Career Pathways Field Study Program Parent Authorization and Release Form

The undersigned being the parent(s) or guardian(s) of \_\_\_\_\_ (student), hereby authorize \_\_\_\_\_ (student) to attend and participate in the Quakertown Community High School Field Study Program.

It is hereby understood and agreed that parent(s) or guardian(s) oversee the student's obligation to adhere to the Field Study Program guidelines.

It is also understood and agreed that transportation for the student to and from the location of the Field Study is the responsibility of the student and parent(s) or guardian(s). The undersigned acknowledges that there is insurance coverage provided by the parent/guardian for the student while traveling to and from the location of the Field Study experience and that the amount of this coverage is satisfactory to the undersigned.

In consideration of the training and experience which the student will receive through this program, the undersigned agree to release and to indemnify, defend and hold harmless, including reasonable attorneys' fees, the Quakertown Community School District and its employees and representatives and the employer or field experience sponsor and their employees, agents and representatives from any claims or liability of any kind arising out of this program including, without limitation, injuries to student or third parties as a result of action or inaction of student.

Intending to be legally bound hereby, the undersigned execute this Authorization and Release the date indicated below.

_____ Parent(s) or Guardian(s) (Please print)	_____ Signature of Parent(s) or Guardian(s)	_____ Date/Time
_____ Designated School Witness (Please print)	_____ Signature of Designated School Witness	_____ Date/Time
_____ Student (Please print)	_____ Signature of Student	_____ Date/Time
_____ Sponsor (Please print)	_____ Signature of Sponsor	_____ Date/Time

**If a parent signature is not completed at QCHS, it must be witnessed by a Notary Public.**

On (date) \_\_\_\_\_, before me, Notary Public, in and for said County and State, personally appeared \_\_\_\_\_, known to me to be the person(s) whose name is subscribed to the within statement and acknowledged that the above named executed the same.

WITNESS MY HAND AND OFFICIAL SEAL (Signed) \_\_\_\_\_  
Notary Public in and for said County and State.

# FINDING A FIELD STUDY PLACEMENT

There are two options for finding a field placement:

1. If you know a family member, relative or friend in the industry you would like to complete a field study in please reach out to them and ask if they are willing to partner with you for your field study.
2. If you do not have any contacts in the industry of your field study please contact Mr. Banas in the Pathways office, room B131 or by email at [gbanas@qcsd.org](mailto:gbanas@qcsd.org) for him to help you find a placement.

Once you secure a field study placement complete the field study sponsor agreement and hand in with your field study application.



# WHAT NOW!



## DUE DATES:

- All paperwork (application/sponsor agreement and parent release) are due by **April 1, 2022.**
- Please reach out to us with any questions/concerns:

George Banas

Laura Neilson

[gbanas@qcscd.org](mailto:gbanas@qcscd.org) or [lnilson@qcscd.org](mailto:lnilson@qcscd.org)

## WHERE TO HAND IN COMPLETED PAPERWORK:

- Deliver to Mr. Banas or Mrs. Neilson in the Pathways Office during 4th-7th periods.
- If no one is available in the Pathways Office, deliver to the QCHS Main Office.
- All documents must be handed in at the same time or none of them will be accepted. This includes the Field Study Application, Sponsor Agreement and Parent Release.
- ★ We are unable to accept electronic copies because signatures must be witnessed at the high school or at a notary public for the parent release form.





Questions?