

**ON-THE-JOB TRAINING
GUIDELINES**

Participation in on-the-job training (OJT) is a privilege given to selected senior and adult tech center students during the semester of the program prior to graduation. Participating students should read the following information:

1. Participation is a privilege, not a right.
2. Student selection is based on:
 - A. Classroom and shop work
 - B. Attendance
 - C. Work attitude
 - D. Reliability
 - E. Appearance
 - F. Other criteria as specified by the instructor
3. OJT students represent the best tech center students. It is very important that the students conduct themselves in a way that brings credit to the tech center.
4. The following may be grounds for dismissal from the OJT program:
 - A. Failure to turn in attendance and other reports as requested.
 - B. Being absent without the knowledge and approval of the tech center and employer.
 - C. Any activities that are not appropriate for the work situation as determined by the employer and instructor.
 - D. Failure to maintain a good report from the sending school.
 - E. Failure to report change of employer to instructor for approval.
 - F. Failure to have a good report from the OJT supervisor.
5. Eligibility
 - A. Second year students who are enrolled in a two-year program and will complete the program at the end of the current school year.
 - B. Students completing programs at the end of the current school year must also have at least a “C” average, good attendance, proper safety skills and habits, proper attitudes, and entry level occupational skills.

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6. OJT students must have an interview with the campus director for final approval.
7. The student is responsible for:
 - A. Completing the training form and returning it to the instructor.
 - B. Returning the OJT supervisor evaluation forms to the instructor on time.
 - C. Notifying the instructor of any anticipated change in OJT location. Instructor approval is required before a change may be made.
 - D. Reporting to the technology center if dismissed from OJT or leaving OJT for any reason.
 - E. Notifying the OJT supervisor and the instructor when absent from the OJT training site for any reason.
8. OJT students are subject to recall when requested by the school for:
 - A. Skills contest
 - B. Competency testing
 - C. Other related school activities
 - D. Misuse of OJT privileges

CROSS-REFERENCE: Student Handbooks

Adopted: January 1994 as policy S-132

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