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.
ON-THE-JOB TRAINING GUIDELINES (Cont.)

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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