

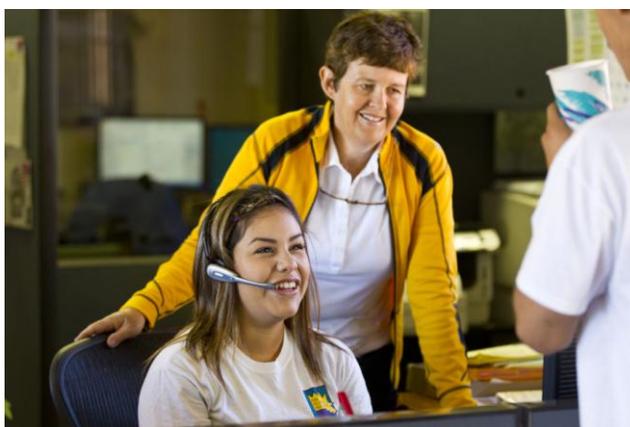
**PIMA  
VOCATIONAL  
HIGH SCHOOL**



**Mentor Packet**

## Packet Contains:

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Student Evaluation Form  
Mentor FAQs  
US HealthWorks Clinic Locations  
PVHS School Calendar



## PVHS Contacts

**Gloria Proo**, Director 724-9737  
**Michele Heimpel**, Program Coordinator 724-9082  
**Betty Walsh**, Registrar 724-9745

### Downtown Campus

97 East Congress, Ste 30  
724-9740

**Youth Specialist:**

**Joel Brown 724-9741**  
Joel.brown@pima.gov

### North Campus

5025 West Ina Road  
724-9400

**Youth Specialist:**

**Nancy Chow 724-9403**  
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### South Campus

1550 South 6th Ave  
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**Youth Specialist:**

**Tria Aronow 724-9081**  
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<https://www.facebook.com/PimaVocationalHighSchool>

# Work Placement Experience Overview

The Pima Vocational High School Work Placement Experience is an opportunity for young people to experience the world of work and learn important employment skills. With your help, they can experience first hand the reality of becoming productive members of the community. We want to thank you in advance for your time and support.

Please review all materials in this packet prior to starting a work placement experience with one of our students. When you allow a student to shadow you, you become that student's *mentor*; as a mentor, you represent your industry. To help provide a worthwhile experience for you and the student, please follow the guidelines outlined in this packet and contact us with any questions.

Prior to a student taking part in a Work Placement Experience, students will have completed a 32-hour Employment Skills course (MOD 1).

This course provides training in:

- Problem Solving
- Workplace Ethics
- Attitude
- Cooperation
- Effective Communication
- Appropriate Work Attire

Please help us in reinforcing these competencies. Additionally, one of our major areas of focus is punctuality and attendance. We ask for your support in helping us strengthen this workplace skill by contacting the Youth Specialist immediately to notify us of a student's absence.

At the end of the Work Placement Experience, you will be asked to complete an evaluation of the student's performance. This evaluation will be used, along with the student's attendance record, to calculate their final Work Placement Experience grade.

***Thank you for providing this valuable opportunity to our students!***

# Vocational Curriculum

The following is an overview of the PVHS vocational curriculum.

All students complete a comprehensive, sequential vocational program that includes:

- **Three 32-hour classroom based employment skills courses (MOD courses)**
- **Two or more six week Work Placement Experiences**
- **Internship in field of interest**
- **Completion of a Senior Portfolio**

## Employment Skills Courses

### MOD I

Basic employment skills training. 32 hours of classroom based instruction.

Course instruction includes: Problem Solving Skills, Workplace Ethics, Attitude, Cooperation, Effective Communication and Appropriate Work Attire.

Students must demonstrate mastery of outcomes before their first Work Placement Experience.

### MOD II

Intermediate employment skills training. 32 hours of classroom based instruction.

The contents of this course builds on MOD I. In this course students will learn:

- How to write a resume
- How to correctly fill out a job application
- How to write a Cover Letter and Thank You Letter
- Interview skills and techniques
- Appropriate interview and work appearance

Students will participate in a variety of activities to practice and master these important job skills, including mock interviews conducted utilizing “employers” from the community. Students must demonstrate competence in the above areas on a final evaluation to complete the class.

### MOD III: Career Research

Advanced employment skills training, emphasis on career research & planning.

32 hours of classroom based instruction.

MOD III is generally taken in a student’s final semester before graduation at the Senior Academy. The course focuses on life after high school, and includes formal career and higher education research, service learning projects, guest speakers from a variety of careers, college tours, FAFSA assistance and more.

## **Practicum: On the Job Training**

### **Work Placement Experience**

Upon successful completion of MOD I, students will be assigned to their first Work Placement Experience for one six-week session. Students will be expected to demonstrate their understanding of skills acquired in MOD I. Youth Specialists and mentors will provide feedback to students regarding their progress on these skills. Students will complete a reflection on their experience at the work site at the end of the unit.

Upon completion of MOD II, students will be eligible for another Work Placement Experience. This placement may extend to two or even three sessions, depending on student performance and attendance.



### **Internship**

Upon successful completion of two or more Work Placement Experiences and MOD I and II, students will have the opportunity to interview for Internships. Internships are long term placements (up to one year), in a specific career field of interest to the student.

### **Senior Advising/Portfolio**

When a student has 16 or more credits and has completed MOD I & II, and two Work Placement Experiences, they begin participating in Senior Advising. During weekly advising meetings, they begin compiling necessary documents for the portfolio.

The Senior Portfolio is meant to assist students in their future training and/or employment. It includes: Academic plans, career/vocational plan, post-secondary planning and extra curricular activities. (See attached Senior Portfolio Checklist)

# Work Placement Testimonials

“I believe that all young people are capable of being productive members of our society. By devoting my time to mentor students, I am enhancing their opportunities to be successful in life. By exposing our interns to the nature of the work that our Public Works Departments perform, I engage them in thinking about potential professions that provide infrastructure, public safety and quality of life.

Mentoring has been mutually beneficial. The student interns learn job skills while providing helpful assistance in our office. I am proud to say that long-term relationships with the interns have been established and I gain personal satisfaction observing them develop professional skills and mature attitudes.

Young people are our future leaders. I believe the time and energy we invest is rewarded with strong leaders that improve our society as a whole and make life better for all of us.”

**Juanita Garcia-Seiger, Mentor**  
**Special Staff Assistant to Deputy County Administrator John M. Bernal,**  
**Public Works Administration**

“Becoming a mentor for Pima Vocational High School (PVHS) has been both enjoyable and rewarding.

Being a mentor has really been a wonderful experience for me. Seeing how each student reacts to what the printing industry has to offer is priceless. I try to teach them each aspect of what we do here at the Pima County Print Shop. Being able to gain their trust is the key in seeing how they are going to apply what has been taught. To this day, several students throughout the years contact me and let know how they are doing. It feels nice knowing and hoping that I made a difference in their life.”



**Carlos Leyvas, Mentor**  
**Key Operator, Pima County Print Shop**

“Placement helps in many ways. I learned office skills and customer service. My mentor helped me to become a better person and improve my life skills. I believe they have helped me in so many ways, and I appreciate everything that they have done for me.”

**Briana Bojorquez, PVHS Student**  
**Parks and Recreation Intern**



“My experience during my placement has been amazing. The people there have been understanding and helpful. I would recommend placement to anyone who is looking to get work experience and transferable skills. In my opinion, I feel it’s better to learn this work ethic and training hands on instead of a classroom. It’s better to experience it for yourself. Placement has also given me a great sense of responsibility. I am grateful for the opportunity Pima Vocational High School has given me.”

**Alexisandra R. Lopez, PVHS Student  
Goodwill, Inc Intern**

“I was a mentor for the Pima Vocational Students from March 2011-April 2013, at the Pima County Regional Wastewater Reclamation Facility. During this time I supervised several dozen students for two month sessions at a time. For the majority of the students this was their first vocational experience.

When the students first arrived in placement they were very shy and therefore had difficulty looking adults in the eye. But after a short period of time, as they gained confidence in their work, and therefore gained confidence in themselves, a shift occurred. It was remarkable to watch this transition occur.

The students come from some difficult circumstances and I was honored to be part of this positive process in their lives.”

**Cherry Rosenberg, Mentor  
Administrative Specialist  
Pima County/Regional Wastewater Reclamation Division**

# Student Evaluation Form: *Example*

The following student evaluation must be completed by the *Work Place Mentor* at the end of each 6 week Work Placement Experience. This evaluation will be used, along with their overall attendance, to calculate the student's final grade. **You may also complete evaluation on our website, on the Mentor Home Page.**

Student Name: \_\_\_\_\_

Completed by (Mentor): \_\_\_\_\_ Date Completed: \_\_\_\_\_

The following questions pertain to the 15 most important indicators of employability in most settings. Please circle one choice that most closely describes your assessment of the student's success in each area.

## 1. Attendance and Punctuality

- 1= Regularly comes to work late and leaves early. Absent without reason.
- 2= Punctuality and attendance below average.
- 3= Rarely absent. Usually on time, will put in extra time occasionally if asked.
- 4= Always punctual, excellent attendance, often arrives early or stays late

## 2. Appearance and Presentation

- 1= Poor personal hygiene/grooming. Does not follow required dress code.
- 2= Dress and appearance acceptable on most days, with one or two exceptions.
- 3= Always dressed appropriately for work.
- 4= Takes pride in appearance, sets example for others.

## 3. Work place language/Use of English

- 1= Inappropriate language used often or English not adequate for work site.
- 2= Inappropriate language sometimes used or English barely adequate for work site.
- 3= Language acceptable for work site
- 4= Excellent verbal skills, always uses appropriate language.

## 4. Honesty and Trustworthiness

- 1= Has been caught lying, stealing, etc at the work site.
- 2= Generally trustworthy with supervision
- 3= Can be relied on and trusted in all work situations

4= Can be trusted even with tasks that require confidentiality/ particular discretion.

**5. Safety and Equipment**

1= Little attention to safety. Reckless with equipment. Multiple reminders.

2= Attention to safety could be better. One or more reminder.

3= Shows respect for safety and treats equipment with respect.

4= Sets example for others, always maintains equipment in good working order.

**6. Working with Others**

1= Uncooperative. Resists direction. Does not get along with other employees.

2= Could be more cooperative at times.

3= Works well with others, takes direction.

4= Actively helps others, can take lead and is respected by other employees.

**7. Communication and Interpersonal Skills**

1= Poor listener. Avoids eye contact. Inarticulate.

2= Communication needs to be improved to meet workplace standard.

3= Generally communicates effectively.

4= Good communication and people skills, confident and articulate.

**8. Supervision/ Reliability/Time Management**

1= Work needs to be constantly checked. Needs constant supervision to stay on task

2= Often needs to be reminded to complete tasks on time.

3= Generally reliable, requires average supervision. Typically meets deadlines.

4= Requires minimal supervision. Reliable worker. Always meets deadlines.

**9. Attitude on the Job**

1= Seems uninterested. Often lazy. Lacks respect.

2= Works with variable commitment. At times needs to be pushed. Inconsistent.

3= Generally a steady worker with a good attitude.

4= Highly motivated, excellent attitude toward job.

**10. Following Directions and Instruction**

- 1= Disregards instruction, leading to errors or unsafe conditions.
- 2= Sometimes fails to understand directions or doesn't pay attention.
- 3= Usually follows directions, with one or two exceptions.
- 4= Generally follows instructions accurately and asks appropriate questions.

**11. Initiative**

- 1= Does not take initiative, seems uninterested. Needs constant supervision.
- 2= Does what is asked, but does not take initiative beyond this.
- 3= Works independently after initial instruction, sometimes takes initiative.
- 4= Innovative, resourceful problem solver.

**12. Ability to Learn**

- 1= Does not like to learn new skills. Needs to be taught several times.
- 2= Willing to be trained, but takes longer to learn new skills.
- 3= Willing to be trained, learns at an acceptable rate.
- 4= Learns quickly, seeks new skills and knowledge.

**13. Positive Self-Attitude**

- 1= Often lacks confidence, gives up easily.
- 2= Could show more confident and interest.
- 3= Mostly confident, self assured and goal-oriented
- 4= Very confident, enthusiastic, persistent and energetic.

**14. Quality of Work**

- 1= Makes a lot of mistakes. Inaccurate and careless.
- 2= Inconsistent. Occasionally inaccurate and careless.
- 3= Work is usually of good quality.
- 4= Great attention to detail. Excellent quality. Student takes pride in their work.

**15. Other Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Mentor FAQs

***Q: What is Mentoring?***

A: Mentoring is a developmental partnership through which one person shares knowledge, skills, information and perspective to foster the personal and professional growth of someone else.

***Q: What are the characteristics of a good mentor?***

A: A good mentor has a personal interest in helping the student grow and learn, is patient, has time to invest in the mentorship, is an effective communicator and has a desire to make a difference.

***Q: How much time am I committing?***

A: Usually between 5-10 hours per week. Students typically work 1 or 2 hours per day, Mon-Fri. Students usually work for one six week session (see calendar), but can sometimes continue with their placement if agreed on by all parties.

***Q: What else am I committing to?***

A: You are committing to teaching the student about your career and work environment and keeping them safe while on the job. You will sign off on timesheets bi-weekly and complete an evaluation of their performance at the end of the session. Additionally, you are committing to maintaining communication with the school if any problems arise.

***Q: What happens if a student gets injured on the job site?***

A: If it is an emergency, first call 911. Then call PVHS and speak to an administrator (Michele or Gloria) and take the student to the nearest Pima County Occupational Medical Clinic (see attachment). If an accident happens at the work site, you are responsible for driving a student to the clinic for medical care!

***Q: Are students insured?***

A: Yes. All PVHS student interns are insured through the Pima County self-insurance program and are covered by Workman's Comp.

***Q: What do I do if a student doesn't show up to work, or is frequently late?***

A: Please call the Youth Specialist if a student is absent, frequently late, or you have any other disciplinary issues with them. We want to reinforce successful work behaviors and want to know immediately if there is a problem.

***Q: Who pays the student?***

A: PVHS pays students for their work through a fund from the One Stop. You will not be responsible for any student pay.

***Still have questions? Call a Youth Specialist any time!***

# Mentor Application

Name of work site: \_\_\_\_\_

Address of site: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Why are you interested in having a student intern?

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Briefly describe what you would be able to teach an intern at your site:

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Briefly describe the tasks the student intern would be performing:

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Describe the attire you would expect of a student intern (if there are specific requirements, please be specific):

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What time of day is best for you to have an intern?

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Any other information that would be helpful for us to know regarding placement of an intern at your site:

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# U.S. HealthWorks Locations

In case of emergency, call PVHS administration (Gloria Proo or Michele Heimpel) at 724-9740 or 724-9080 then take student to one of the following Pima County Occupational Medical Clinics). If accident happens at work site, you are responsible for transporting student to clinic!

