

PE Orientation Checklist

Welcome

New Student Information Sheet – Stress contact information, message phone, etc
PE as a business

- How class operates (8:30 to 4, hours/ week)
- Sign in – sign out
- In-class projects
 - Mailings and other production work
 - Opportunities to lead a team (checklist)
- Offsite projects
 - Importance of commitment
 - Appropriate dress (dress 4 success)
 - Opportunity to meet employers
 - Resume building experience
 - Opportunities to lead a team (checklist)
- Check list and long-term projects
- Class rules and expectations
 - Timeliness
 - Dress
 - Behavior
 - Hygiene
 - Tolerance policy
 - Cell phones
- Sign and print name on responsibility agreement
- Explain paperwork in New Student Packet
 - Check list – Stress updated resume, appropriate voicemail/email, etc.
 - Project list
 - Job log – Out of class apps can make up to 50% of hours, 2 hrs/ app
 - Master application – Important for applying for jobs, keeping track of exp
 - Resume worksheet
- Calendars
 - What can get credit for outside of class
 - Job search
 - Outside appointments that relate directly to work (housing, ID's)
 - What cannot get credit for outside of class
 - Doctor's appointments
 - Importance of learning to schedule personal appointments around work
 - Monday -work one on one with students to plan the week
 - **When are scheduled for a Friday staffing and do not attend the meeting they will be sent for conciliation!**
- Questions?