

Extended Learning Opportunity

Guidelines

The Site Coordinator will maintain on file a Learning Agreement. This document will outline the responsibilities of all parties involved, including:

- Student
- Parent/Guardian
- Off Campus Mentor
- Site Coordinator

The Extended Learning Opportunities (ELO) agreement must be discussed in the presence of all parties involved in the endeavor. Each participating person must understand and provide a signature indicating acceptance of responsibilities.

Helix Extended Learning Opportunities Program Process (HELOPP)

- Initial Contact
- Planning
- Student Accountability
 - Monthly Progress Forms
 - ◆ The off campus mentor shall rate the student on a range of criteria regarding their workplace appearance and performance. It is the student's responsibility to collect and submit this sheet on the 1st Monday of each month.
 - Daily Journal Exercises
 - ◆ The student shall complete a reflection of their work experience and accomplishments on a daily basis. These will be submitted on the 1st Monday of each month.
 - Time Sheets
 - ◆ The student will maintain a time sheet indicating the number of hours worked for each month. The sheet will be submitted on the 1st Monday of each month.
 - Final Presentation
 - ◆ The student will present their work experiences to a panel chosen by the coordinator in which a thoughtful, reflective, and informational summary of the total experience will be presented.

The student, along with the parent/guardian shall meet with the site coordinator to determine a suitable schedule for the ELO. A schedule will be arranged that meets the needs of the student and fits into the class schedule requirements.

Documents to Support Credit for Proficiency Policy:

- HELOPP
- Extended Learning Opportunities Agreement
- Parental Consent/Travel Form
- Monthly Progress Forms
- Time Sheets
- Final Presentation Evaluation Sheet