



MIAMI-DADE COUNTY PUBLIC SCHOOLS
 APPLIED TECHNOLOGY COOPERATIVE EDUCATION PROJECTED SUMMER EMPLOYMENT
1ST WEEK

INSTRUCTOR: _____ SCHOOL: _____

TIME	MONDAY Date: _____	TUESDAY Date: _____	WEDNESDAY Date: _____	THURSDAY Date: _____	FRIDAY Date: _____
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH

PLEASE RETAIN COPY FOR FILES.

Indicate a time for each activity in space provided.

2ND WEEK

APPROVED: _____
Program Instructional Supervisor

Principal

TIME	MONDAY Date: _____	TUESDAY Date: _____	WEDNESDAY Date: _____	THURSDAY Date: _____	FRIDAY Date: _____
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH



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INSTRUCTOR: _____ SCHOOL: _____

TIME	MONDAY Date: _____	TUESDAY Date: _____	WEDNESDAY Date: _____	THURSDAY Date: _____	FRIDAY Date: _____
7:30 a.m.	Contact guidance counselors. Call students at home and arrange for interview.	Prepare training agreements and work permits for students.	Call students to come for work permits, copies of legal papers, etc.	Continue with student interviews.	Continue with student interviews.
	Contact parents/guardians; get signatures. Prepare paperwork.	Contact former employers for job placement and student interviews.	Prepare new training plans. Continue parent/student conferences.	Call previous training stations to seek job for new students.	Continue with preparation of paperwork required for signature.
11: 30 a.m.	Prepare folders for students. Prepare time cards/training agreements, etc. Create job bank.	Call students to come to school for conferences to discuss job openings, preferences, etc. Create job bank.	Call former employers for possible job placement. Create job bank.	Continue preparing individual student folders with the required papers. Create job bank.	Continue with preparing folders for signatures. Create job bank.
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Noon	On-site job search (new jobs). Visit previous employers.	On-site job search (new jobs). Visit previous employers.	On-site job search (new jobs). Visit previous employers.	On-site job search (new jobs). Visit previous employers.	On-site job search (new jobs). Visit previous employers.
2:40 p.m.	Visit current employers and obtain signatures as necessary.	Visit current employers and obtain signatures as necessary.	Visit current employers and obtain signatures as necessary.	Visit current employers and obtain signatures as necessary.	Visit current employers and obtain signatures as necessary.

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 FM-2557 Rev. (10-98)

2ND WEEK

APPROVED: _____
 Program Instructional Supervisor

 Principal

TIME	MONDAY Date: _____	TUESDAY Date: _____	WEDNESDAY Date: _____	THURSDAY Date: _____	FRIDAY Date: _____
7:30 a.m.	Continue conferences with students and parents.	Contact students for job interviews. Continue completing paperwork.	Contact students for job interviews. Continue completing paperwork.	Contact students for job interviews. Continue completing paperwork.	Contact students for job interviews. Continue completing paperwork.
	Continue completing paperwork. Make interview appointments.	Continue completing paperwork. Continue conferences with students and parents.	Continue completing paperwork. Continue conferences with students and parents.	Continue completing paperwork. Continue conferences with students and parents.	Continue completing paperwork. Continue conferences with students and parents.
11: 30 a.m.	Set up confidential folders. Follow-up on interviews.	Make interview appointments. Follow-up on interviews.	Make interview appointments. Follow-up on interviews.	Make interview appointments. Follow-up on interviews.	Make interview appointments. Follow-up on interviews.
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Noon	Continue job search. Follow-up on job interviews.	Continue job search. Follow-up on job interviews.	Continue job search. Follow-up on job interviews.	Continue job search. Follow-up on job interviews.	Continue job search. Follow-up on job interviews.
2:40 p.m.	Continue job search. Follow-up on job interviews.	Continue job search. Follow-up on job interviews.	Continue job search. Follow-up on job interviews.	Continue job search. Follow-up on job interviews.	Continue job search. Follow-up on job interviews.