

School-to-Work Mitigation Program

Dear High School/College Students:

The School-to-Work Mitigation Program for the Port Access Program is an eight-week program sponsored by the South Carolina Department of Transportation, South Carolina Ports Authority, and Federal Highway Administration. The program is administered by Benedict College and **begins June 9, 2019 through August 2, 2019.**

The goal of the program is to enhance employment opportunities for high school and college students to participate in the transportation industry. The objectives of the program are to address work ethics, leadership skills, and career opportunities.

Program participants must reside in Charleston, South Carolina in one of the following neighborhoods: Union Heights, Howard Heights, Accabee, Five Mile, Liberty Hill, Windsor Heights, Rosemont and/or Chicora-Cherokee. The participants must be in high school or college, 16 years of age or older, in good academic standing (2.0 or better), and recommended by an instructor, principal, and/or guidance counselor. Each applicant must submit a one-page, typed, single-spaced, 12-pitch essay describing how participating in the program will contribute to their career aspirations.

Only completed applications will be considered for the program. Please refer to page 2 for instructions on completing the application. Applications must be received by **May 1, 2019.** Please forward the completed application to the following address:

Benedict College
Attn: Vareva E. Harris
Program Director
1600 Harden Street
Columbia, South Carolina 29204
Email address: Vareva.Harris@benedict.edu

If additional information is needed, please contact Vareva Harris at (803) 705-4616.

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To be eligible, the following conditions must be met:

- Participant must be in high school or college,
- Participant must be 16 years of age or older,
- Participant must have an overall grade point average of 2.0 or better,
- Participant must reside in the following neighborhoods:
Union Heights, Howard Heights, Accabee, Five Mile, Liberty Hill, Windsor Heights, Rosemont and/or Chicora-Cherokee.

Please ensure that the following documents are completed and signed by the participant and/or parent/guardian:

- Application completed and signed by student
- Permission form completed and signed by parent/guardian
- Participant Agreement signed by student
- Contractual Agreement signed by student

Please ensure that the following information is included as a part of your application packet:

- One-paged, typed, single-spaced, 12-pitch essay on *“How participating in the program will contribute to your career aspirations”*.
- One (1) letter of recommendation from an instructor, principal, or guidance counselor typed *on official school letterhead*.
- *Official copy* of student’s transcript to verify grade point average.

Only complete applications will be considered.

The deadline for receiving applications is May 1, 2019.

School-to-Work Mitigation Program

Student Name _____ Age _____ Grade/College Level _____

Home Address _____ Email _____

City _____ State _____ Zip _____ Gender: Male _____ Female _____

Phone _____ Date of Birth _____

Parent/Guardian _____

Social Security Number _____ Overall GPA _____

If enrolled in college, what is your major? _____

Please provide a brief history of previous employment (full or part-time) as follows:

Employer	Position	Dates		Supervisor
		Start	Finish	

Do you require special accommodations? YES NO

If yes, please explain: _____

Please enclose the following documents:

- A letter of recommendation from the following: a school principal; a counselor; or a professor (on official school letterhead).
- A copy of most recent transcript.
- A one-page, single-spaced, 12-pitch essay on how participation in the program will contribute to your career aspiration.

_____ Student Signature

_____ Date

Contractual Agreement with Participating Employers & Students

To establish accountability for all School-to-Work Mitigation (STWM) Program experiences, it is important that all partners are aware of their responsibilities and be accountable to provide a successful experience. To that end, the following policies and procedures will be followed.

- A Participant Agreement Form must be on file for each student participating in the program.
- Student participants must remain at the company for the specified time period of the program.
- The Project Director will visit the work sites prior to the placement.
- The company must provide an evaluation of the student’s interest, adaptability, and attitude during the assignment.
- The student will be given safety instructions and be under the supervision of a qualified employee at the work site.
- The School-to-Work Mitigation (STWM) Program will comply with all federal, state, and local labor laws and regulations.
- The student must comply with the dress code of the employer.

EMPLOYER’S RESPONSIBILITIES - The Employer agrees to:

- Provide an experience for the student, which will contribute to the exploration of his/her career goals.
- Adhere to federal and state regulations regarding child labor, safety, and other applicable laws and regulations.
- Provide the Project Director with an evaluation of the student’s experience.
- Consult the Project Director before dismissing the student.

STUDENT RESPONSIBILITIES - The participating student agrees to:

- Display honesty, punctuality, courtesy, a cooperative attitude, good grooming habits, appropriate dress, and a willingness to learn.
- Conform to the rules and regulations of the workplace and school.
- Notify the Program Director and supervisor if it is necessary to be absent from the job.
- Complete all necessary reports.
- Be responsible for his/her transportation to and from the job site.

_____	_____
Employer	Date
_____	_____
Project Director	Date
_____	_____
Student	Date

School-to-Work Mitigation Program Participation Agreement Form

STUDENT PARTICIPANT

Name _____

Home Address _____ Email _____

City _____ State _____ Zip _____ Gender: Male _____ Female _____

Phone _____ Social Security Number _____

Age _____ Date of Birth _____ Grade _____

COMPANY PARTICIPANT

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Job Assignment _____

Work Site _____ Contact Person _____

All parties jointly agree to the following:

1. The parent or guardian will be responsible to the University/School for the conduct of the student participant in the STWM Program.
2. Safe instructions will be provided by the job provider.
3. Adequate insurance coverage for the participant will be provided by the contractor (Benedict College)
4. There will be monetary compensation for participation in the STWM Program. Wages will be paid by the contractor (Benedict College), who will be reimbursed by the South Carolina Department of Transportation for 100% of the student wages not to exceed the agreed upon amount.
5. The job site will conform to all federal, state, and local labor laws while providing the participant with a variety of work site experiences.
6. The work site supervisor will provide an evaluation of the participant upon completion of the assignment.
7. The participant will remain at the job site for an agreed upon time period.
8. The participant will be accepted and assigned to a work site without regard to race, color, national origin, sex, handicap, or disability.
9. This agreement may be terminated after consultation with the STWM Project Director for due cause or for unforeseen business conditions.

Employer

Date

Project Director

Date

Participating Student

Date

School-to-Work Mitigation Program Permission Form

TO BE COMPLETED BY PARENT(S) OR GUARDIAN (If applicable)

My child, _____ has my permission to participate in the School-to-Work
Name of Participant

Mitigation (STWM) Program beginning _____ and ending _____
Date Date

Home Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

I will be responsible for arranging transportation for my child to and from the job site. My permission is given for my child to receive emergency treatment in case of injury or illness. I understand that university/school personnel will not be present when the student is at the site and will not be responsible for my child.

Transportation Arrangements: _____

Parent/Guardian Signature Date Phone

TO BE COMPLETED BY SCHOOL-TO-WORK MITIGATION PROGRAM PROJECT DIRECTOR

Name of Job Provider _____

Address _____

City _____ State _____ Zip _____

Nature of work _____

Are workers at this site engaged in hazardous occupations? YES NO

Will the STWM Program opportunity for this participant involve a hazardous occupation as defined under the Federal Guidelines? YES NO

Contact Person _____ Phone _____