



TOOLS

Teacher Checklist for Apprenticeship

Use this checklist as a quick reference to ensure you have completed all the steps detailed in this How-to Guide.

Before the Apprenticeship

- Identify interested and qualified students.
- Make community partner contacts and have them register in **OKCG Connect 2 Business** and or resister with [Oklahoma Works**](#).
- Meet with community partners and discuss expectations for the experience.
- Distribute the **Apprenticeship Application** and **Apprenticeship Plan and Agreement**.
- Collect signed and completed **Apprenticeship** forms.
- Coordinate and implement orientation activities for students. Train students to prepare them for the apprenticeship. Prepare students to be safety and health conscious.
- Using [OKCareerGuide.org](#), review all ICAP materials.
- Start Journaling career information.
- Determine a communication strategy for the experience.

During the Apprenticeship

- Provide student a timesheet / journal to keep track of experience.
- Maintain ongoing communication with workplace partner and/or worksite supervisor. Review the **Teacher Tip Sheet** for suggestions.
- Meet with students and worksite supervisors at their workplaces and observe workplace activities.
- Communicate with the worksite supervisor and monitor workplace activities according to schedule.

After the Apprenticeship

- Provide opportunities for reflection / journaling throughout the experience.
- Make sure student and work site have chance to do **Apprenticeship Evaluation**.
- Coordinate and implement concurrent learning activities at school.
- Support students in working toward achieving ICAP objectives.
- Maintain ongoing communication with community partners.
- Support students in their next step.
- Publicly recognize student work, by allowing them to present project to school board or administration.
- Review the project and plan for the following semester.
- Document and record the experience.

**are standards that are required for Registered Apprenticeship