



TOOLS

Teacher Checklist for Youth/Pre-Apprenticeship

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

Before the Youth/Pre-Apprenticeship

- Identify interested and qualified students.
- Make community partner contacts and have them register in **OKCG Connect 2 Business** and/or **Oklahoma Works**. <https://okcg-c2b.kuder.com/> or <https://oklahomaworks.gov/>
- Meet with community partners and discuss expectations for the experience.
- Distribute the **Youth/Pre-Apprenticeship Application** and **Youth/Pre-Apprenticeship Plan and Agreement**
- Collect signed and completed **Youth/Pre-Apprenticeship** forms.
- Coordinate and implement orientation activities for students. Train students to prepare them for the youth/pre-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 Youth/Pre-Apprenticeship

- Provide student a time sheet or journal to keep track of the 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 Youth/Pre-Apprenticeship

- Provide opportunities for reflection/journaling throughout the experience.
- Make sure the student and worksite representatives have a chance to complete a **Youth/Pre-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 steps.
- Publicly recognize student work by allowing students to present projects to school board or administration.
- Review the project and plan for the following semester.
- This experience along with the documentation could be used to document ICAP Work-Based Learning activities. Make sure to forward documentation to the ICAP coordinator.