

## PE Orientation Checklist

- Welcome
- New Student Information Sheet – Stress contact information, message phone, etc
- PE as a business
  - How class operates (8:30 to 4, hours/ week)
  - Sign in – sign out
  - In-class projects
    - Mailings and other production work
    - Opportunities to lead a team (checklist)
  - Offsite projects
    - Importance of commitment
    - Appropriate dress (dress 4 success)
    - Opportunity to meet employers
    - Resume building experience
    - Opportunities to lead a team (checklist)
  - Check list and long-term projects
  - Class rules and expectations
    - Timeliness
    - Dress
    - Behavior
    - Hygiene
    - Tolerance policy
    - Cell phones
  - Sign and print name on responsibility agreement
- Explain paperwork in New Student Packet
  - Check list – Stress updated resume, appropriate voicemail/email, etc.
  - Project list
  - Job log – Out of class apps can make up to 50% of hours, 2 hrs/ app
  - Master application – Important for applying for jobs, keeping track of exp
  - Resume worksheet
- Calendars
  - What can get credit for outside of class
    - Job search
    - Outside appointments that relate directly to work (housing, ID's)
  - What cannot get credit for outside of class
    - Doctor's appointments
  - Importance of learning to schedule personal appointments around work
  - Monday -work one on one with students to plan the week
  - **When are scheduled for a Friday staffing and do not attend the meeting they will be sent for conciliation!**
- Questions?