

Charter of Learning – Contract with students

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Introduction:

Pre-Employment training: ...Why this makes sense

We are a Massachusetts non-profit corporation dedicated to supporting middle & high school age students and drop outs learn skills that will help them succeed in a career or additional schooling (college and career readiness (CCR))

- Our pre-employment program is designed to give young adults, who dropped out of school or have graduated HS and have little direction, the life skills and attitude to become part of the community. The program is designed to include the community and business partners to insure success for the individual. Needs of the young adult will be assessed; such as transportation, family commitments, legal and others to make the training possible and successful.



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- **Business Needs:** Businesses are reporting that a major need for their success are employees with life skills such as; interpersonal skills, communication skills, teamwork, critical thinking and problem solving. Our program intends to work with local businesses to insure that we provide these skills in addition to a positive attitude and seeing problems as opportunities.
- **Uniqueness:** The program focuses on teaching life-skills to create a well-rounded individual who will fit into the work environment. It uses the concept of mindset thinking around the following:
 - Ownership
 - Cultural engineering
 - Growth

From our experiences in business & education, we have created a curriculum that sifted out the manual part of work and created thinking employees with unique mindset thinking and life-skills to be productive in your organization. ***These are the people that AI will be difficult to replace.***

Commitment to each other:

In order to be successful, the organization; Project Academy, and the student must agree to following the training plan, time contracts and commitments of the plan, showing up and being prepared are critical for success both in this training as well as the work environment. Project academy will support the students outside needs of services such as transportation, legal, housing & food. These requirements will be learned in the beginning interview process. Project Academy also commitments to provide on-going support after the student finds employment. High standards and expectations will be the norm for both parties. The students will commit to viewing this program with a long term attitude and Grit to get it completed successfully.



Pay schedule and plan:

~~The student will receive a stipend during the four weeks of training. This will be \$525.00 for each week. It will be paid every two weeks. For days missed or hours late, \$15/hour will be deducted. This is only financial benefit for the student, Financial literacy will be explained so the student will begin to manage their assist's.~~

Work out a system where students pay-back some amount if they earn more than

Attendance:

Commitment for attendance is critical for success in this program. It is important to not missing classes during the 16 weeks. This is a skill that is very important in the work environment. Project Academy and your new employer needs to be able to count on your being there.

Weekly feedback sessions:

Each week, the teams will discuss the past weeks learning and write down what went right or wrong. The teams will share their perspective with other teams and discuss their finding. Feedback will be shared with Project Academy to improve the program. The results shall be visually posted each week.

Our charter & culture:


Project Academy has been designated a non-profit charitable organization under the Internal Revenue Code 501(c)(3). Donors can deduct contributions they make under IRC Section 170. The organization is classified as a public charity.

Give a man a fish and feed him for a day. Teach a man to fish, and feed him as long as the fish supply holds out. But create a collective (Team) and every man will learn to feed himself for a lifetime. (*A new culture of learning*)



A holistic approach will be used where students' strengths and needs are assessed; a learning environment using project based learning is established for learning college and career readiness skills (CCR) and finally a community structure that is available for on-going learning and support.

Project Academy will foster a working environment (Culture) that treats individuals as partners. It will establish a community of people who will work together for the common good of the team. Classroom atmosphere will balance trust, risk-taking, originality and respect. It will be an innovation-friendly environment that embraces fast-cycle sharing, supports risk taking, and celebrates learning from failure... establishing a protective environment. The approach of continuous improvement will be practiced throughout the program.

| Element | Our Culture |
|----------|---|
| Language | English, polite and not aggressive |
| Symbol |  |
| Values | respect, empathy, kindness, curiosity, innovation, persisting, flexibility, continuous learning, humor and taking responsible risk. |
| Beliefs | Faber Est Suae Quisque Fortunae <i>Everyone is the maker of their destiny</i> |
| Norms | |
| Rituals | Visual measurements, Ceremonies(Graduation, public presentations) |

Outcome expected:

Student take away: Be a well rounded and contributing employee within the company.

- Acquire self-awareness and apply self-management skills to achieve personal well-being and effectiveness



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- Act with integrity and make responsible decisions that uphold moral principles
- Acquire social awareness and apply interpersonal skills to build and maintain positive relationships based on mutual respect
- Be resilient and have the ability to turn challenges into opportunities

Following on services:

Project Academy will provide the students with a monthly evening meeting to provide to following:

- Listening session to understand and provide feedback on student comments.
- Provide support for building their marketing brand.
- Will create a web blog to provide to students for communications.
- Will create following on classes for student supported needs.

Learning plan:



