



STEP Agreement for Students

Participating in the STEP program is completely voluntary. But once you commit, you must follow through to complete the following expectations.

1. Review and Sign 2 things: This **STEP Student agreement** (sign below); and the **Permission Form for Parents and Guardians**. Return these 2 things to Ms. Robins, your STEP Counselor.
2. Attend **at least 3** STEP after school workshops at the O'Bryant, if you cannot attend the workshops, schedule a make up meeting with Ms. Robins.
3. The STEP program requires you to attend at least 3 company tours during the school year. The purpose of STEP tours is to discover and learn about jobs that you never knew existed.
4. 1 of the 3 companies that you choose must one that you think you are not interested in touring. Why? Because you never know what opportunities exist in different work settings:
 - *"I learned something from every single company that I visited and all of these visits helped me gain knowledge...the point of the program is to explore and make connections."* - STEP 2011 Graduate
5. Commit to the tour dates! If you are a "no show" on a tour, it looks bad for you, for your school and for STEP.
6. Prepare for each tour:
 - Develop a travel plan to ensure you arrive on time. Directions are online.
 - Prepare questions and do basic research about the company you are visiting.
 - Dress appropriately (as if you were going on an interview).
7. While on the tour:
 - Abide by the school-based rules and by the Boston Public Schools code of discipline.
 - Act appropriately for a work environment.
8. After the tour:
 - Complete a brief survey about the tour.
 - Write a thank you note to the company host. STEP will provide all the materials you need to for the notes.

If you are ready to commit to STEP, please sign and return this agreement to Ms. Robins:

I am prepared to be an engaged and responsible representative of my school in the STEP program.

Print your name: _____

Sign your name: _____

Date: _____