

Operation Workforce

*Science, Technology, Engineering and Mathematics
Education and Training for a Competitive Workforce*

STEM Individualized Services Tracking

STEM Participant: _____ SS#: _____

<input type="checkbox"/> Dislocated Worker	<input type="checkbox"/> (College Students)	<input type="checkbox"/> Science	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Disadvantaged Youth	<input type="checkbox"/> Incumbent Worker	<input type="checkbox"/> Technology	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Unemployed	<input type="checkbox"/> K-12 Students	<input type="checkbox"/> Engineering	<input type="checkbox"/> Construction

Primary Phone Number: _____

Secondary Phone Number: _____

STEM Career 1: _____

STEM Career 2: _____

Operation Workforce

Individualized Assessment

Career Interest Inventory

STEM Career Goals Interest Inventory: _____ Date: _____

Field of Interest (Circle One): Science Technology Engineering Mathematics

STEM Career Goal: _____

Proposed Career Ladder: _____

Assessments (TABE/CAPS/COPS)

Strength finder assessment (Top 5)

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Aptitudes

Individual Personality

Special Accomplishments

Other

Comprehensive Service Plan / STEM Career Blueprint

(TWIST ISP and Career Blue Print Must be Attached)

STEM Clusters Awareness

STEM Occupational Cluster Orientation: _____ Date: _____

Career Goals Focus

STEM Career Goals Interest Inventory: _____ Date: _____

Field of Interest (Circle One): Science Technology Engineering Mathematics

STEM Career Goal: _____

Proposed Career Ladder: _____ (See Attachments Career Blue Prints)

STEM Skills Enhancement

Educational and Training Opportunities _____ Date: _____

STEM Employment

STEM Work Experience Opportunity 1: _____ Date: _____

STEM OJT/Internship Opportunity 2: _____ Date: _____

Post Secondary Education

Alternative Credential /Certification: _____ Date: _____

Enrollment in Post Secondary Institution 2: _____ Date: _____

STEM Career Blue Print: (created in collaboration with High School/College/University Counselor)

Career Foundation

 [PDF - Plan of Study](#)

Plan of Study

 [Excel - Plan of Study](#)

Pathways

Science, Technology, Engineering & Mathematics - Engineering and Technology

Plan of Study

 [PDF Plan of Study](#)

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 [Excel Plan of Study](#)

 [Excel Insert Page](#)

Cell contents in Excel document may be deleted or expanded by clicking in the particular cell you wish to alter.

Science, Technology, Engineering & Mathematics - Science and Mathematics

Plan of Study

 [PDF Plan of Study](#)

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 [Excel Plan of Study](#)

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Architecture & Construction:

- **Career Foundation**
- **Plan of Study**
 [PDF - Plan of Study](#)  [Excel - Plan of Study](#)

- **Pathways**
Architecture & Construction - Design/Pre-Construction
- **Plan of Study**
 [PDF Plan of Study](#)  [PDF Insert Page](#)
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- Architecture & Construction - Construction
- **Plan of Study**
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 [Excel Plan of Study](#)  [Excel Insert Page](#)

Manufacturing:

- **Career Foundation**
- **Plan of Study**
 [PDF - Plan of Study](#)  [Excel - Plan of Study](#)

- **Pathways**
Manufacturing - Production
- **Plan of Study**
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- Manufacturing - Manufacturing Production Process Development
- **Plan of Study**
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 [Excel Plan of Study](#)  [Excel Insert Page](#)

- Manufacturing - Maintenance, Installation & Repair
- **Plan of Study**
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- Manufacturing - Quality Assurance
- **Plan of Study**
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- Manufacturing - Logistics & Inventory Control
- **Plan of Study**
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- Manufacturing - Health, Safety and Environmental Assurance
- **Plan of Study**
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Letter to High School Counselor

Dear High School Counselor,

_____ is participating in Operation Workforce, a federally funded program that encourages students to explore careers in Science, Technology Engineering and Mathematics (STEM) fields.

_____ is interested in becoming a _____. (Please see attached Comprehensive Service Plan.)

Thru Operation Workforce's STEM program, _____ is eligible for tuition assistance to local Universities and colleges. He/she is also eligible for stipends, book fees and work experience wages in STEM related training and educational expenses.

Operation Workforce kindly requests that you assist us in choosing courses that will help him accelerate his path to a career in STEM. To this end, please let me know when would be the best time to meet with you.

If you have any questions please feel free to contact me.

Our program also allows for professional development training opportunities for those School administrators' such as you that would like to learn more about STEM.

I thank you in advance.

Sincerely,

STEM Coordinator

Operation Workforce

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Service Acknowledgement Form

First Name: _____ Middle Initial: ____ Last Name: _____

Social Security Number: _____ DOB: _____ Age: _____ Sex: Male__ Female__

Phone: _____ City: _____ County: _____

I _____, on this date _____ hereby acknowledge that
I have received the following services from Operation Workforce.

___ Assistance from STEM Coaches via STEM Orientation and Awareness Workshop and STEM Activity

___ Assistance in developing a STEM career blueprint

___ Assistance with STEM Mentoring

___ STEM Training and Educational Services

___ Assistance with obtaining my college degree in a STEM discipline

___ Assistance with obtaining credentials/certificate/licensure in a STEM discipline.

___ Assistance with obtaining my associates degree in a STEM field

___ Assistance with securing STEM employment.

___ Assistance with professional development in STEM related disciplines

___ Helping me be interested in STEM Careers

___ Assistance to take Advanced / AP courses in STEM subjects.

___ Assistance with enrolling in a STEM related field at a College or University.

___ Assistance with STEM on-the-job training.

___ Assistance with STEM Internships.

___ Tuition assistance for STEM related Training.

WIA/STEM Participant **Printed Name**

WIA/STEM Participant **Signature**

Date

Office Use Only:

Dislocated Worker

College Students)

Disadvantaged Youth

Incumbent Worker

Unemployed

K-12 Students