



ASL at JCU – Frequently Asked Questions

Contents

IDENTIFYING THE ASL AT JCU ACTIVITY FOR YOUR STUDENTS 1

 How can my students participate? 2

 How does it work?..... 2

 Can students be excluded from the activity? 2

 Do students receive evaluation and certification of the ASL hours completed? 2

REGISTRATION FOR SPECIFIC ASL AT JCU ACTIVITIES 3

 How do I receive confirmation of participation in ASL at JCU activities? 3

 Do I have to register via the Eventbrite platform? 3

 Can my students register themselves for an ASL activity at JCU? 3

 How do we know if we are registered for a session? 3

 Do we need to provide dates for the entire duration of the project from the start? 3

 Do students have to sign in to confirm their presence at an ASL activity at JCU? 3

 Regarding “Write a CV and Prepare for an Interview” for ASL, 3

 What online material is available for my students to study on their own or in groups during Phase II and where can I find it? 4

 Can students receive ASL credit for hours spent with me and their classmates studying the online resources in class at Phase II of the CV and Interview project? 4

 How many hours do students earn for each of the ASL at JCU projects? 4

 Regarding all ASL at JCU activities 4

 Will there be make-up sessions for students who are absent? 4

 When are the ASL certifications issued? 4

 I am a new ASL Tutor at my school and/or I neglected to register my students. Is there a last-minute registration option?..... 4

 How can my students and I be sure to receive information about new offers for *Alternanza Scuola Lavoro* at John Cabot University? 4

 How can a teacher or student receive information about ASL and John Cabot University directly? 5

IDENTIFYING THE RIGHT ASL AT JCU ACTIVITY FOR YOUR STUDENTS



ASL at JCU – Frequently Asked Questions

How can my students participate?

First, consider all the activities offered by [JCU for *Alternanza Scuola Lavoro*](#). Students should be given the opportunity to select the activity that best suits their interests or curiosity.

An Agreement for *Alternanza Scuola Lavoro* activity must be signed by both institutions. Please contact alternanzascuolalavoro@johncabot.edu.

All schools must sign an Agreement for the academic year 2018-2019. If your school is not listed on our website at **signed ASL Partner Schools 2018-2019**, write to alternanzascuolalavoro@johncabot.edu indicating the project(s) of interest to your students. You will receive details on the availability for each activity and instructions on how to proceed.

How does it work?

1. **The High School ASL Tutor** examines the array of [Activities for High Schools at JCU](#), which includes the descriptions and criteria for participation. Then, he/she contacts the JCU ASL Tutor at alternanzascuolalavoro@johncabot.edu requesting availability for specific activities.
2. **The JCU ASL Tutor** confirms which activities are available and the number of students that can be accepted to each activity and provides the ASL Agreement for signature and the Excel spreadsheet where all ASL at JCU activity for a given school is tracked.
3. **The High School ASL Tutor** enters the name, school, class and activity requested for each student. These completed documents are sent to the JCU ASL Tutor at alternanzascuolalavoro@johncabot.edu.
4. **The JCU ASL Tutor** confirms registration for the number of students agreed according to the availability for each program.
5. **The High School ASL Tutor** receives confirmation of presence and evaluation for activity at JCU.
6. **The High School ASL Tutor** enters the total hours and evaluations as received from JCU onto the Excel spreadsheet.
7. **The High School ASL Tutor** sends this completed spreadsheet to the JCU ASL Tutor at alternanzascuolalavoro@johncabot.edu for ASL Certification between 1-15 April.
8. **The JCU ASL Tutor** provides **ASL Certification** between 15-30 April. Priority is given to 5th year students.

Can students be excluded from the activity?

Yes. If the rules of the institution and the project are not respected, after 1 warning, students unable to respect the agreed conditions will be excluded from the activity with no certification of completed hours. Any student who disturbs the activity showing little or no interest in participating will be excluded from the program. Partial certification is not provided.

Do students receive evaluation and certification of the ASL hours completed?

Yes, they do. At the end of April, certificates are provided for the completed activities. No certification will be given for incomplete projects. Activities must be concluded within the established schedule and by the end of the academic year.



ASL at JCU – Frequently Asked Questions

REGISTRATION FOR SPECIFIC ASL AT JCU ACTIVITIES

How do I receive confirmation of participation in ASL at JCU activities?

Prior registration for all activities is obligatory. Places are limited. Write to alternanzascuolalavoro@johncabot.edu indicating the project(s) of interest to your students. You will receive confirmation of participation including dates and times of sessions (as applicable).

Do I have to register via the Eventbrite platform?

For some activities, registration through the specific Eventbrite profile is required due to limited availability of space. For ASL certification, registration must go through the **JCU ASL Tutor** at alternanzascuolalavoro@johncabot.edu.

Can my students register themselves for an ASL activity at JCU?

No. Registration for ASL activities must go through the **High School ASL Tutor**. Students are responsible for informing themselves of the date and time of the session, for arriving punctually, and for signing in to confirm their presence at the session.

How do we know if we are registered for a session?

You will receive confirmation from the JCU ASL Tutor.

Do we need to provide dates for the entire duration of the project from the start?

The **High School ASL Tutor** will receive the dates and times of sessions available and the maximum number of students accepted to each session from the JCU ASL Tutor. Schools will be expected to register students for specific sessions at the start of the project.

Do students have to sign in to confirm their presence at an ASL activity at JCU?

Yes. A copy of this confirmation is sent to the High School ASL Tutor after the activity.

Regarding “Write a CV and Prepare for an Interview” for ASL,

My students began the activity How to Write a CV and Prepare for an Interview in the Spring 2018 and still have to complete the project. Is that still possible?

Yes. The **High School ASL Tutor** for ONLY those schools already registered for the Fall sessions will be contacted with the dates and times of the sessions for this activity. The new structure of this project takes effect in January 2019.



ASL at JCU – Frequently Asked Questions

What online material is available for my students to study on their own or in groups during Phase II and where can I find it?

You can find this material on our website at [Risorse per Alunni a Insegnanti 'Come Scrivere un CV e Prepararsi per un Colloquio di Lavoro'](#).

Can students receive ASL credit for hours spent with me and their classmates studying the online resources in class at Phase II of the CV and Interview project?

Certainly. However, only the 5 students (as of January 2019) registered for the Project will receive the ASL certification.

How many hours do students earn for each of the ASL at JCU projects?

The number of hours for ASL that can be earned depends on the project. Please refer to the chart on our website [Activities for High Schools](#).

Regarding all ASL at JCU activities

Does the high school teacher and/or ASL Tutor need to be present at the sessions at JCU?

It is not necessary, but you are welcome to attend. By registering only those students who express interest in the activity, potential issues of misbehavior are dramatically reduced.

Will there be make-up sessions for students who are absent?

No. There are no make-up sessions. The **High School ASL Tutor** has the option of arranging for and certifying integrative activity (where feasible) for the student who misses a session for medical reasons. JCU cannot directly certify these hours.

When are the ASL certifications issued?

The **High School ASL Tutor** sends the completed spreadsheet to the **JCU ASL Tutor** at alternanzascuolalavoro@johncabot.edu between **1-15 April**.

The JCU ASL Tutor issues certifications between 15-30 April. Priority is given to 5th year students.

I am a new ASL Tutor at my school and/or I neglected to register my students. Is there a last-minute registration option?

No. However, there are waitlists for all activities since there are occasional cancellations. Please check our website regularly for details on current availability for ASL at JCU.

How can my students and I be sure to receive information about new offers for *Alternanza Scuola Lavoro* at John Cabot University?

Check our website regularly for updates. You can also ask to be included in our mailing list by writing to alternanzascuolalavoro@johncabot.edu.



ASL at JCU – Frequently Asked Questions

How can a teacher or student receive information about ASL and John Cabot University directly?

Write to alternanzascuolalavoro@johncabot.edu requesting to be added to our mailing list. You will receive information about ASL and public events at JCU.

However, **students cannot register themselves individually for an ASL activity**. This can be done only through the High School ASL Tutor.

Is there a fee to pay for *Alternanza Scuola Lavoro* activities at John Cabot University?

No. These activities are offered to the community by John Cabot University free of charge.