

SECTION 9**STUDENT ACCOUNTABILITY/INVOLVEMENT****STANDARD:** Document student work in SBE (hours, activities, jobs held)**Level of Achievement: GOLD****Date: December 30, 2007****Description/Documentation of Achievement**

Students are provided with a rotating schedule for the *Cougar Café*. All marketing students are required to participate in the school based enterprise operations of the one of the three SBE's as a part of their related course grade. Marketing WBL students are required to work during lunch or break for credit in their related course grade and WBL grade if they are unable to work during a directed studies.

	Monday	Tuesday	Wednesday	Thursday	Friday
7-7:30am	Josh Underclassman	Nick Underclassman	Sam Underclassman	Jenny Underclassman	Casey Josh
1 st Period	Brad Underclassman	Casey Underclassman	Brad Underclassman	Casey Underclassman	Brad Casey
2 nd Period	Andrew Underclassman	Ciarra Underclassman	Andrew Underclassman	Ciarra Underclassman	Andrew Ciarra
3 rd Period	Nykko Underclassman	Brad Underclassman	Katy Underclassman	Nykko Underclassman	Nykko Dylan
4 th Period	Nick Underclassman	Katy Underclassman	Nick Underclassman	Katy Underclassman	Nick Katy
5 th Period (Lunch)	Sam Jordan Underclassman	Grant Ciarra Underclassman	Sam Jordan Underclassman	Grant Ciarra Underclassman	Sam Jordan Grant
6 th Period Accounting Rm 151	Brandi Underclassman	Jenny Underclassman	Brandi Underclassman	Jenny Underclassman	Brandi Jenny
7 th Period	Sam Underclassman	Matt Underclassman	Quida Underclassman	Sam Underclassman	Sam Matt Quida
After School To Close	Katy	Nick	Josh	Sam	Brandi

SECTION 9

STUDENT ACCOUNTABILITY/INVOLVEMENT

STANDARD: Utilizes student evaluation process

Level of Achievement: GOLD

Date: December 30, 2007

Description/Documentation of Achievement

The marketing students are evaluated on their performance in the Marketing Laboratories (school store, coffee shop, school bank). The evaluation is completed by at least one student manager and the marketing teacher. Each student should have the opportunity for two separated evaluations each grading period. Students are required to volunteer a minimum for twice per grading period.

Student Name: _____

Grading Period 1

WORK-BASED COMPETENCIES	RATING
1. Follows business Safety procedures	
2. Attitude toward Work	
a) Cooperates with supervisors	
b) Works as a team member	
c) Develops and maintains good customer relations	
d) Accepts constructive criticism with a good attitude	
e) Demonstrates a willingness to improve	
f) Demonstrates a willingness to learn new tasks	
g) Demonstrates a positive attitude toward work	
h) Demonstrates interest and enthusiasm toward work	
3. Answers telephone correctly	
4. Take telephone messages correctly	
5. Handle customer inquiry	
6. Handles customer complaints with tact	

Student	Date
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Supervising Student	Date
Marketing Teacher	Date

SECTION 9

STUDENT ACCOUNTABILITY/INVOLVEMENT

STANDARD: Practices job rotation

Level of Achievement: GOLD

Date: December 30, 2007

Description/Documentation of Achievement

The marketing students utilize a job rotation scheduling technique to allow students experience in all areas of retail operations. Students use a single schedule to apply these techniques. Each period has a designated job required for the operations activities. The students volunteer for before school, lunch and break cashier duties as the marketing teacher can not require a student assist during these times. Students are required to volunteer at least once each grading period. Marketing WBL and DECA officers are assigned these times to insure coverage if no volunteers is on the schedule for these times.

	Monday	Tuesday	Wednesday	Thursday	Friday
1 st Period	Student Baristas/Cashiers Receive - Purity	Student Baristas/Cashiers Order Purity	Student Baristas/Cashiers Receive - Purity	Student Baristas/Cashiers Stock	Student Baristas/Cashiers Receive - Purity
2 nd Period	Cashier Beverage Maker Stock Order – Muffins	Cashier Beverage Maker Receive - Muffins	Cashier Beverage Maker Stock	Cashier Beverage Maker Stock	Student Baristas/Cashiers Inventory
Break	Student Baristas/Cashiers	Student Baristas/Cashiers	Student Baristas/Cashiers	Student Baristas/Cashiers	Student Baristas/Cashiers
3 rd Period	Student Baristas/Cashiers Order - Coffee	Student Baristas/Cashiers Stock	Student Baristas/Cashiers Stock	Student Baristas/Cashiers Stock	Student Baristas/Cashiers Inventory
4 th Period	Student Baristas/Cashiers Stock	Student Baristas/Cashiers Stock	Student Baristas/Cashiers Stock	Student Baristas/Cashiers Stock	Student Baristas/Cashiers Order – Sam’s
5 th Period	Student Baristas/Cashiers PO Requests Stock Muffins	Student Baristas/Cashiers Change Order Clean Store Room	Student Baristas/Cashiers Change Order Clean Store Room	Student Baristas/Cashiers Change Order Clean Store Room	Student Baristas/Cashiers Change Order Receive -Coffee

6 th Period	Student Baristas/Cashiers Clean	Student Baristas/Cashiers Clean	Student Baristas/Cashiers Clean	Student Baristas/Cashiers Clean	Student Baristas/Cashiers Clean
7 th Period	Student Baristas/Cashiers Clean/Close	Student Baristas/Cashiers Clean/Close	Student Baristas/Cashiers Clean/Close	Student Baristas/Cashiers Clean/Close	Student Baristas/Cashiers Clean/Close

SECTION 9

STUDENT ACCOUNTABILITY/INVOLVEMENT

STANDARD: Provides student mentors

Level of Achievement: GOLD

Date: December 30, 2007

Description/Documentation of Achievement

The marketing department provides four mentoring programs for the marketing students. The programs include café-training mentors, store-training mentors, marketing support mentors and DECA mentors. The mentor programs are designed to assist all students become successful in the marketing program.

Café-training mentors are marketing students in their second year of the marketing program. Mentors provide extensive training to new marketing students and the new management staff working with the café. Incoming marketing students are trained in all café operations activities by experienced students designated as mentors because of outstanding performance in the previous school year. The new café and shift managers are trained in responsibilities and procedures for their new position by the management staff from the previous school year.

Store-Training mentors are marketing students in their second year of the marketing program. Mentors provide extensive training to new marketing students and the new management staff. Incoming marketing students are trained in all store operations activities by experienced students designated as mentors because of outstanding performance in the previous school year. The new management staff is trained in responsibilities and procedures for their new position by the management staff from the previous school year.

Marketing support mentors are marketing students that excel in mastery of the marketing content material. Students struggling with competency in marketing content material are assigned a mentor to assist with marketing concepts and application material. Special needs students enjoy fewer frustrations with the assistance of a mentor as their academic and confidence level increases.

DECA mentors are marketing students in their second year of DECA competitive events. DECA mentors prepare new officers to assume their roles while also providing DECA members prepare for DECA competitive events. The mentor's experience is a valuable tool in preparing new DECA members for competition and conference standards and policies.

SECTION 9

STUDENT ACCOUNTABILITY/INVOLVEMENT

STANDARD: Utilizes organizational chart and job descriptions

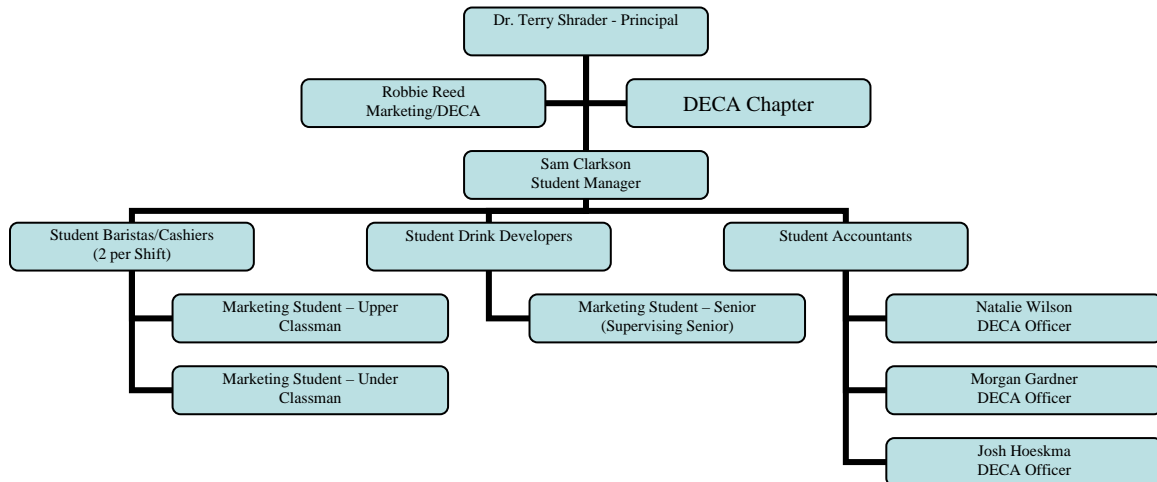
Level of Achievement: GOLD

Date: December 30, 2007

Description/Documentation of Achievement

The *Cougar Corner Store* utilizes an organizational chart to insure the correct authority and supervision. Each position has a predetermined job description to explain the responsibility of the position.

From placing orders to counting money at the end of the day, it is all done by DECA members. Sam Clarkson, a senior, is the Cougar Café manager. The chart below breaks down the organizational structure of the café.



As illustrated in the organizational chart, there are several job descriptions and levels of involvement. The job descriptions are not limited to café activities. Students demonstrate their academic and leadership skills through their participation in the various

DECA and Marketing Education activities available throughout the school year. The table below explains the various job titles and descriptions.

Person / Job Title	Job Description
Dr. Terry Shrader, Principal	Senior Administrator in charge of insuring school and board policy is followed by school personnel and the student body. Supports efforts of the school community to improve the quality of educational growth for every student.
Robbie Reed Marketing Education Teacher DECA Advisor	Teacher in charge of the Marketing Education Curriculum and the learning laboratories providing hands-on training for the marketing students. Provides students with instruction and guidance in both the classroom and the laboratories. DECA advisor provides guidance and support to DECA members in achieving success in academic, competitive and leadership roles.
DECA Members	Participate and support all Marketing Education and DECA activities. The activities include working in the various School-Based Enterprises or learning laboratories, promoting efforts, improving existing efforts and developing and implementing new activities.
Student Manager	Acts in the capacity of activity manager. Student manager is responsible of the operational activities of his project. The responsibility includes opening/closing issues, staffing, training, ordering and student worker evaluations.
Student Baristas/Cashiers	Student is responsibility for mixing drinks, operating cash register, cleaning workspace and stocking products.
Student Drink Developers	Student is responsible for developing new drinks for the product line. The student will list the ingredients, determine cost/price, and train student workers in the making of the drink.
Student Accountants	Student in responsible for preparing the deposits and sales reports for the teacher. Students are also responsible for putting all invoices in the invoice file for processing. Students are also responsible for maintaining an adequate change fund.