



THE CO-OPERATIVE WORK-EXPERIENCE PROGRAM

BERLIN AMERICAN HIGH SCHOOL



WHY TAKE CO-OPERATIVE WORK-EXPERIENCE?

The work-experience program has been established to aid the student.

It is not a classroom course--it is a program that offers the student a chance to pursue some particular field of learning.

Instead of reading textbooks on bacteriology, the work-experience student would be actually sitting in the hospital laboratory, seeing and doing what the hospital bacteriologist does. Instead of studying manuals on photography and darkroom procedures, the trainee would spend his work-experience time personally taking and developing photos.

The work-experience program by no means guarantees a thorough training in any career. What it does promise is background knowledge in a particular field, a sampling of what to expect after graduation, and most of all, a taste of what an actual "job" is.



Mrs. Judy Belt
Work-Experience Co-ordinator



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This booklet, THE CO-OPERATIVE WORK-EXPERIENCE PROGRAM, was prepared by the work-experience students of Berlin American High School, school year 1970-71.

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THE WORK-EXPERIENCE PROGRAM

This booklet is designed to assist both the student and the parent in preparing for, in the long run, the adjustment after graduation from high school.

On the following pages are photos and job descriptions of the work-experience positions held by students during Berlin's 1970-71 school year. Many of these jobs will again be available next year. Others will vanish, and new ones will appear. Actually, almost any job the student honestly desires can be found by the career counselor. The idea is to let the student develop his own interests and abilities in some beneficial way.

The program is open to Juniors and Seniors who have fulfilled their other requirements. Two or three class periods are spent on the job daily and credits are earned accordingly.

The work-experience program is authorized by USDESEA pamphlet 621-600. Transportation to most job sites is by special arrangement with the Motor Pool, although many students walk or supply their own mode of travel.

More detailed information on the program can be obtained from Mrs. Judy Belt, the work-experience coordinator, in room 104 at the high school, or by calling (819) 6395.

HOSPITAL LAB ASSISTANT

Many tasks of a hospital laboratory can be learned here.



Job Description:

These jobs include using a microscope and making a large number of different tests. Cell count of blood is performed, along with "WBC" and "RBC" counts. Other tasks include blood banking, urinalysis, parasitology, gravimetry, and serology. The lab assistant is almost always busy, and even takes over as secretary at times. A background knowledge in chemistry or at least biology is extremely helpful, as there are many detailed and complicated ideas learned.

Future Job Opportunities:

- Hospital Lab Assistant
- Bacteriologist
- Other related medical work

In 1968, new hospital lab technicians earned about \$6,600 during their first year.

A bacteriologist's assistant works in a hospital laboratory.



Job Description:

In the laboratory, the work-experience student learns how to perform various cultures, such as water, urine, and throat cultures. He also checks out A and P differentiation and drug sensitivity tests. The trainee logs information and results.

Future Job Opportunities:

Bacteriologist
Hospital Lab Technician

In 1968, hospital technicians started out at \$6,600 a year.

HOSPITAL RECEPTIONIST

A person at this job learns how to be an office receptionist.

Job Description:

In the hospital's Eye, Ear, Nose, and Throat Clinic, this student answers the telephone, schedules appointments, and assists in making out screening and audio-metric programs. She also types up the roster sheet, files, and checks records to see that they are complete.

Future Job Opportunities:

Office Receptionist
Typist
Clerical Work

In 1968, receptionists earned a weekly average of \$80.





AUTO MECHANIC

This auto mechanic works more with the removable parts of a vehicle than he does with the engine.

Job Description:

Small items on vehicles are replaced or repaired and tires are balanced. This auto mechanic also assists in engine tune-up, and generator replacement.

The mechanic must be able to work carefully and thoroughly on these military sedans, busses, and trucks.

Future Job Opportunities:

- Tune-up man
- Radiator mechanic
- Brake Mechanic
- Automatic transmission specialist

Auto mechanics currently earn about \$4.00 an hour.

ILLUSTRATOR

Designed for a student interested in drawing, lettering, and advertising, this job site is located in the Berlin Brigade compound.

Job Description:

The work-experience student practices printing and sketching as a 'commercial artist' and is taught how to properly balance lay-out for brochures, posters, tickets, etc. The trainee also assists the school in its various activities, acting as a publicity-advertising agent for the local community. The assistant learns the different phases of measure, and is instructed by a professional illustrator.

Future Job Opportunities:

Commercial artist
Illustrator
Advertising agent

Commercial artists directly from high school earn about ₦65 a week.



BANK CLERK

This job trains a student for day-to-day work in a bank.

Job Description:

There are many tasks at this job site, located at the American Express bank in the PX shopping center. Students are not able to handle money, but work mainly at the 'general' window, opening and closing accounts. Checks are sorted and filed, typing is done, and monthly bank statements are prepared for the customer. The trainee also answers the phone, and at times helps the customer with overdraft problems, etc. Check-books are handed out, and on some days the student 'closes' the transaction window for the day.

Future Job Opportunities:

- Bank clerk
- Bank teller
- Bookkeeper



In 1968, bank tellers earned a national minimum of \$64 a week.

DENTAL ASSISTANT

This job prepares a student for dental work.

Job Description:

The work-experience student assists the dentist in various ways. She cleans and sterilizes instruments, answers the telephone, and schedules appointments. The dental assistant helps with the tools and mixtures, and changes the laundry. She sets up the X-Rays, and also helps to keep the room clean. The dental treatment is recorded in the patient's records by the dental assistant.

Future Job Opportunities:

Dental assistant
Nurse

In 1968, dental assistants in private dental offices earned a weekly average of \$70-\$125.



KEY PUNCH OPERATOR

A key punch operator prepares cards for computer use.

Job Description:

Working at the Berlin Brigade key punch office, the student learns how to operate a key punch machine, which functions similar to an electric typewriter. Information is turned into code on the IBM cards and this is read by computers.

Future Job Opportunities:

- Key punch operator
- Data processor
- Computer programmer

Key punch operators in 1966-67 earned beginning weekly wages of \$81.50.



RADIO REPAIRMAN

A radio repairman learns how to work with a variety of electrical equipment.

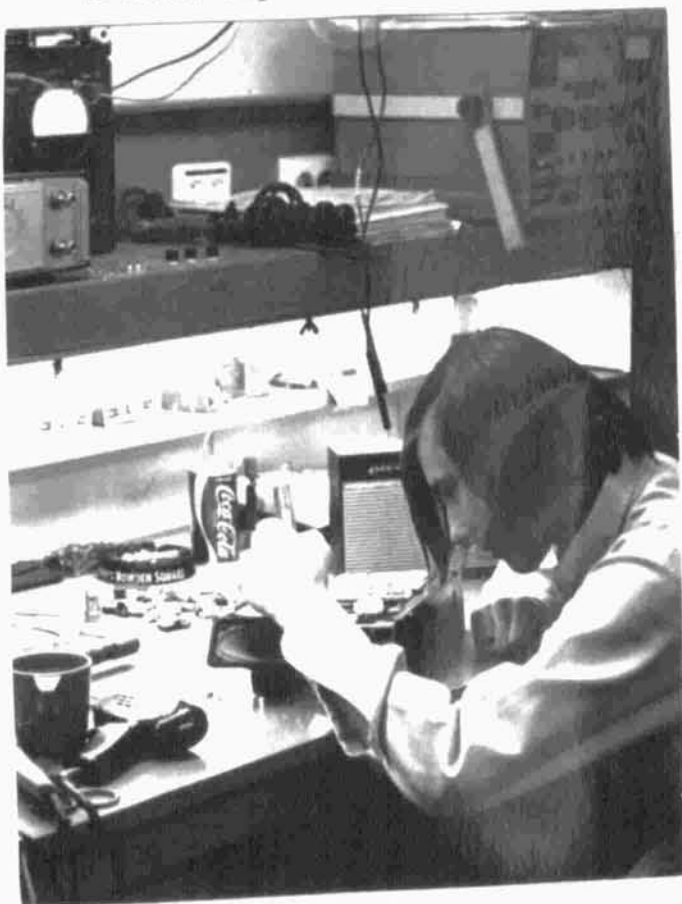
Job Description:

The repairman becomes familiar with volt meters, amp meters, multi-meters, frequency modulators, transmitters, and receivers. The work-experience trainee studies the basic function of these instruments, tubes, and resistors, and repairs transistor radios as a segment of his work-experience job.

Future Job Opportunities:

- Radio repairman
- TV repairman
- Electrician

In 1969, radio repairmen earned an average of \$80-\$120 a week.



AUTOMOTIVE MECHANIC

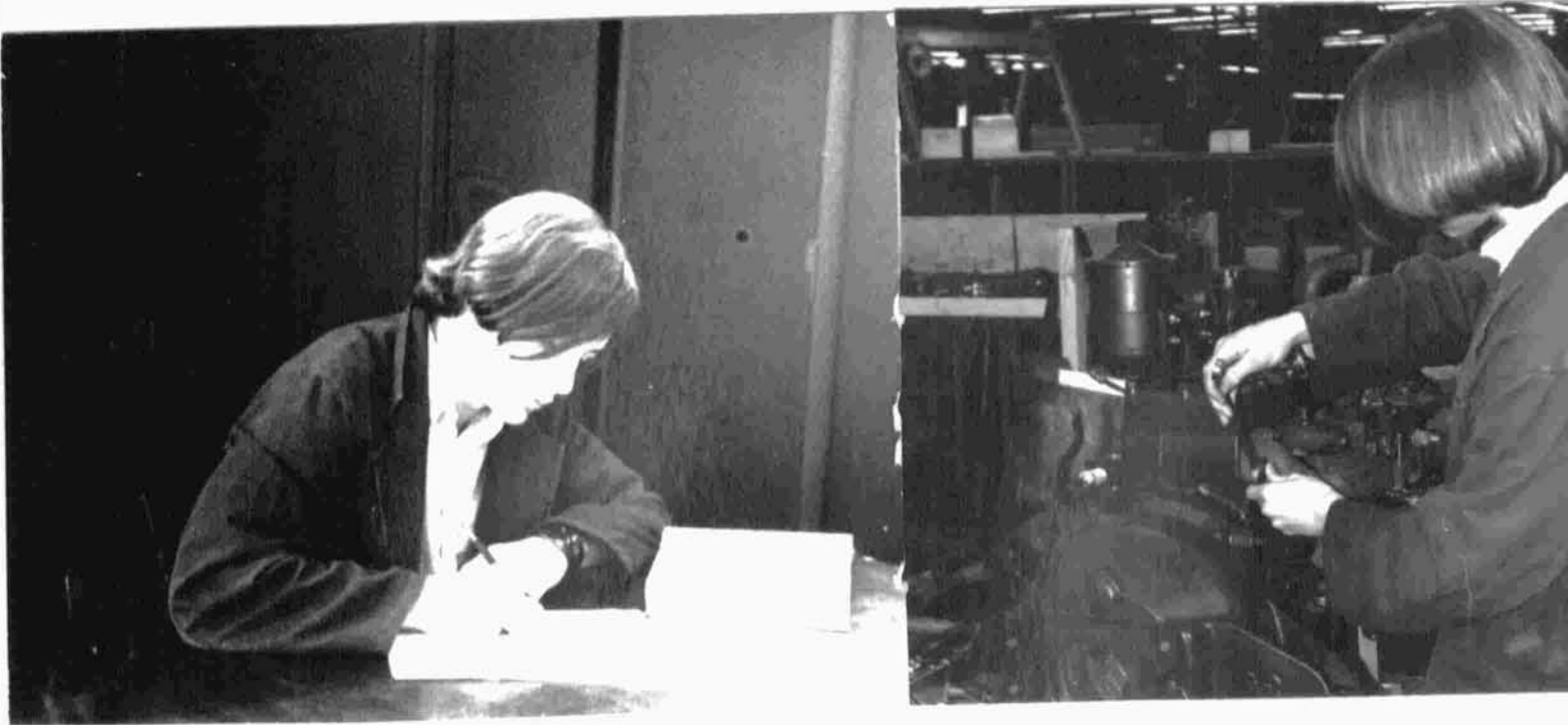
This job is designed for boys desiring a background in auto mechanics.

Job Description:

Most of the work done is on military taxis, school buses, MP cars, jeeps, and even tanks. The work-experience student learns how to spot and repair mechanical failures, and how to clean the small intricate parts of an engine.

The assistant mechanic would also become familiar with the major portions of a vehicle, and would be able to make adjustments on transmission, steering, axels, and engine.

On-the-job training is stressed, but various instructional manuals are also on hand for reference. A student training at this job site (located at Andrew Barracks) must be able to follow directions thoroughly, and should have good manual dexterity.



Future Job Opportunities:

- Tune-up man
- Front end mechanic
- Radiator mechanic
- Automatic transmission specialist
- Brake mechanic

Auto mechanics currently earn an average of about \$4.00 an hour.

GERMAN KINDERGARDEN ASSISTANT

This job is for a German-speaking student interested in working with younger children.



Job Description:

This student works at a German day-care center, reading stories to small children and playing with them. The trainee should be able to speak German fluently, and works with children aging from 2 to 5 years old. Small projects are also made, and the children are fed several times throughout the day.

NURSERY ASSISTANT

Another job for a student interested in working with children, this job site is located at the 'Kinder Keller'.

The work-experience student helps in supervising pre-school children. She also serves food, plays with the children, and lends a hand in the clean-up of the room.

Future Job Opportunities:
Kindergarden teacher
Nursery attendant
Baby Sitter
Maid

Public elementary teachers in 1968-69 earned an average of \$7,676 yearly.



PHOTO-JOURNALIST

This job is for a student interested in both journalism and photography.

Job description:

As a photo-journalist, the student must be able to take newsworthy pictures and write articles for the weekly BERLIN OBSERVER newspaper. For the most efficiency the student should have his own camera, preferably one with a full range of adjustments. The student also has a chance to observe newspaper layouts and the printing process. High School news, especially sports, is the usual assignment, and many hours are spent at various places. The student is basically on his own to find news, although he is expected to submit one article and photo a week.

Future Job Opportunities:

Photographer
Newspaper reporter
Magazine work

Photo-journalists earn varying salaries, many ranging from \$5,000-\$25,000 a year.

NEWSPAPER COLUMNIST

This job is for a student interested in creative writing.

The writer of this column must be proficient with the English language, and must have a working knowledge of today's music. The student would be working with the BERLIN OBSERVER, and its editor will be highly selective in choosing a high school writer for the "SOUND THINKING" column.

Future Job Opportunities:

Columnist
Reporter
Free-lance writer

The earnings of free-lance writers varies greatly. Newspaper reporters with no previous experience earn about \$95-\$125 weekly. (1968 figure)



TELEVISION STUDIO TECHNICIAN

A work-experience student at this job becomes familiar with operating equipment in a live television studio.

Job Description:

The student is taught how to operate the T.V. camera, and also learns a little about set and news preparation. After proving himself capable, the trainee is able to work in the audio booth, which controls all of the sound that goes out over the air.

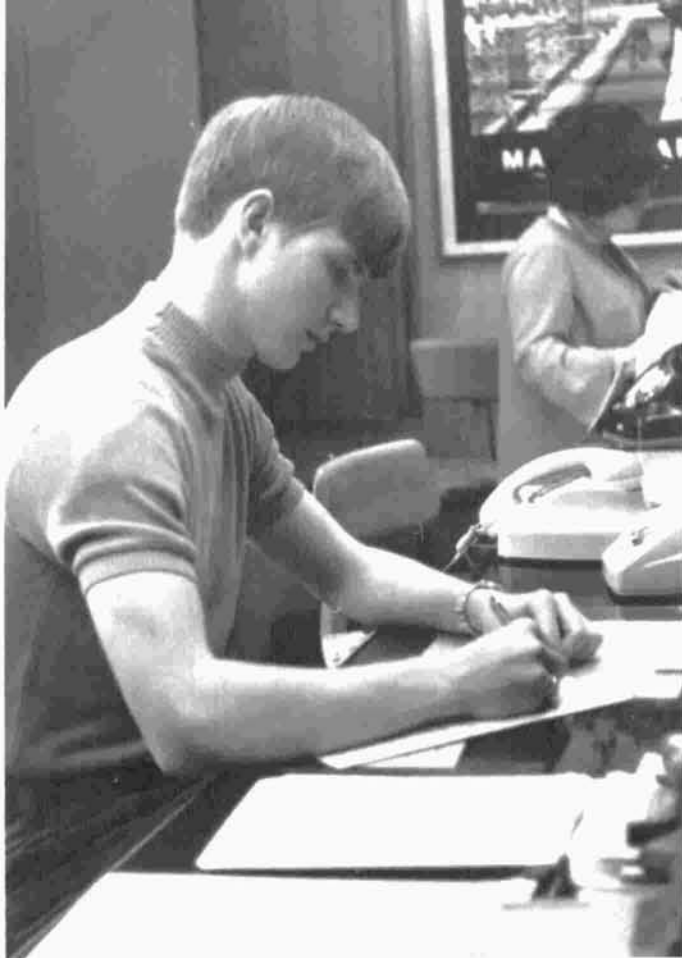
This job, located at AFTV-Berlin (near Foodland), is after-school training, since T.V. does not go on the air until 4 p.m. It involves live televising of AFTV's evenings shows, and an interested student can learn almost as much as a full time technician.

Future Job Opportunities:

- T.V. cameraman
- Set director
- Program director
- Newscaster/Announcer
- Sound Technician

In 1968, "non-supervisory broadcasting workers" earned an average of \$135.75 a week.





TRAVEL AGENCY ASSISTANT

A student training at this job becomes familiar with many of the facets of the travel business.

Job Description:

These tasks include filling out train, bus, and plane tickets, filing folders, and checking on various schedules. The work-experience student working at this American Express office also types up refunds and requests for reservations.

Located in the PX shopping center, a travel agency trainee must be able to get along with both his co-workers and the customers.

Future Job Opportunities:

Airline counter clerk

Railroad or bus ticket agent

Beginning salaries for airline agents in 1968 ranged from \$430-\$455 a month.

SUPPLY ASSISTANT

A work-experience student at this job works with various odd-jobs around the high school.

Job Description:

These jobs include running off dittos on the mimeograph machine, stocking books and maps in the supply room, and helping to keep the school building in good shape. The supply assistant runs errands, and repairs locks, doors, etc. as a handyman.

In 1966-67, building custodians earned an average of \$1.77-\$2.37 an hour.



PHOTO-LAB TECHNICIAN

This job is intended for boys interested in photography, and in particular, the processing and development of film.

Job Description:

The use of darkroom equipment is available to the student, and he is taught how to develop film and print pictures by professional photo-lab technicians at Berlin Brigade. The student learns how to judge lighting for taking pictures, and follows the process through to the printing and drying of the actual photograph.

The instructors also show the trainee how to copy other pictures, mix chemicals, and how to work with color prints and slides. An interested student can learn about portrait lighting, picture cropping, and also about several types of cameras and film.



Future Job Opportunities:

- Free-lance photographer
- Darkroom technician
- Commercial/Industrial photographer
- Magazine/Newspaper work

In 1968, beginning photographers earned an hourly average of \$1.65-\$2.25.

RECEPTIONIST

At AFTV-Berlin, this student works as a secretary-receptionist.

Job Description:

The work-experience trainee answers the phone, takes messages, and directs phone calls to the appropriate person. She also takes shorthand, transcribes, and types up letters, reports, and other communications. Filing is also done at this job site.

Future Job Opportunities:

Secretary
Receptionist
Typist

In 1968, receptionists earned a weekly average of \$80.



BUTCHER'S ASSISTANT

A student at this job site learns the fundamentals of the butchery trade.

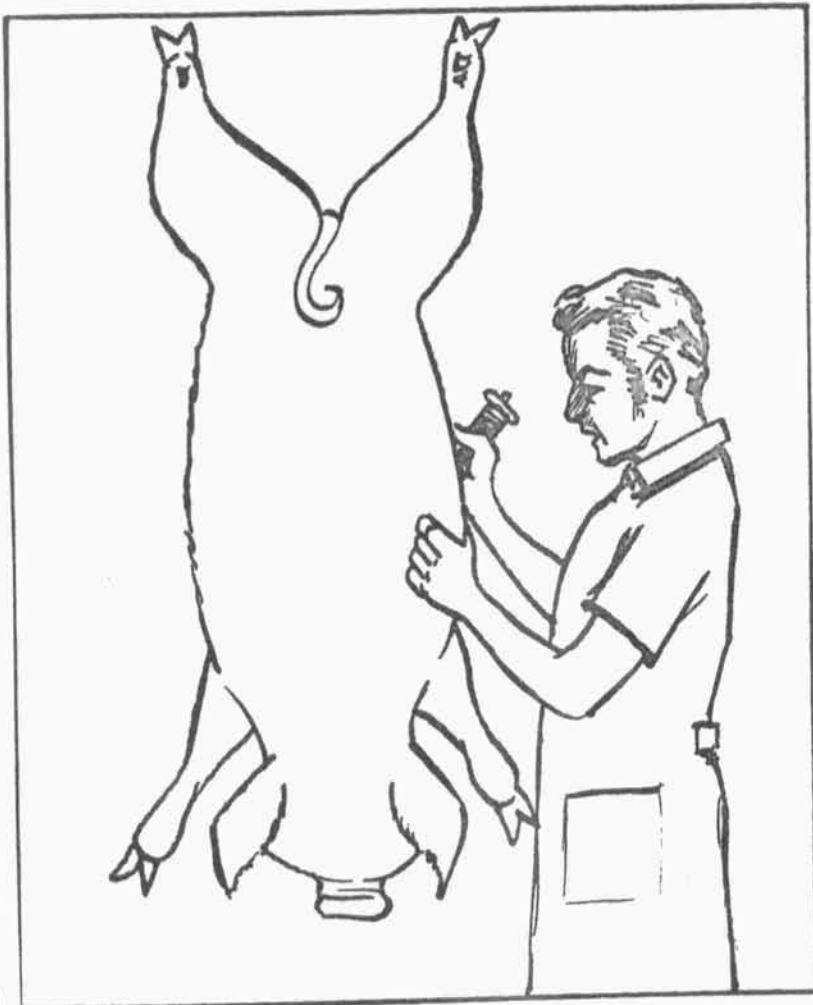
Job Description:

As a butcher's assistant, the work-experience student becomes familiar with the different types of meat, and how they should be properly cut. He also learns what part of the animal the various cuts come from, and their names.

Future Job Opportunities:

Butcher
Supermarket employee

Butchers in selected cities earned from \$124-\$160 a week in 1968.



PHYSICAL EXAM ASSISTANT

This person assists a doctor at the Army hospital.

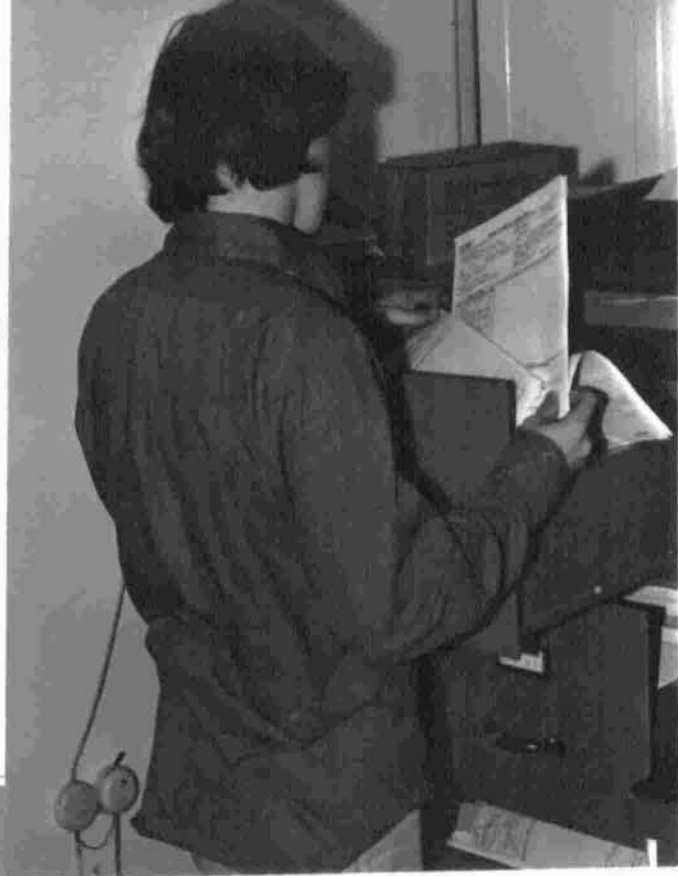
Job Description:

The work-experience student files records, answers the phone, and runs various errands. He also stamps and checks records, and makes sure that the patients get everything done. Laundry is taken to the cleaners, too.

Future Job Opportunities:

- Doctor's assistant
- Intern
- Receptionist

In 1968, beginning interns averaged \$4,890 yearly.



X-RAY ASSISTANT

This is another job for someone interested in hospital work.

Job Description:

An X-ray assistant helps with the patients in general, and develops films in the X-Ray darkroom. He makes files for the films and helps with the separation soldiers.

At times, the X-Ray assistant also works with the UGI and IVP tests.

In 1968, beginning X-Ray technicians earned an average of \$105-\$130 weekly.



PHARMACY ASSISTANT

A student at the pharmacy learns how to prepare medications for dispensing.

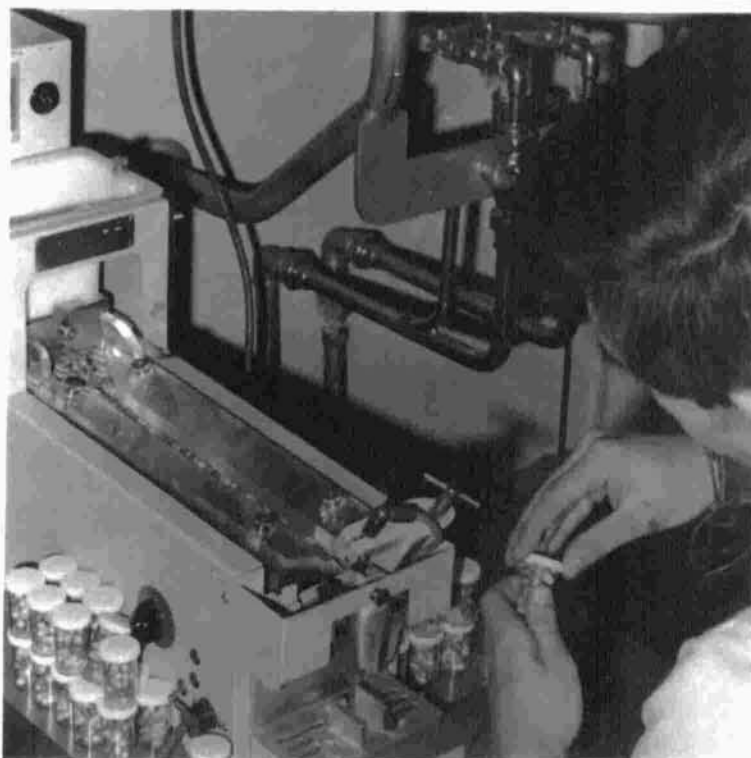
Job Description:

The work-experience trainee at the hospital packs and counts pills, and prepares other medications such as ointments and liquids. The shelves are stocked and supplies are picked up at the warehouse. The pharmacy assistant also helps with clean-up for inspections, and carries drugs to the hospital wards.

Future Job Opportunities:

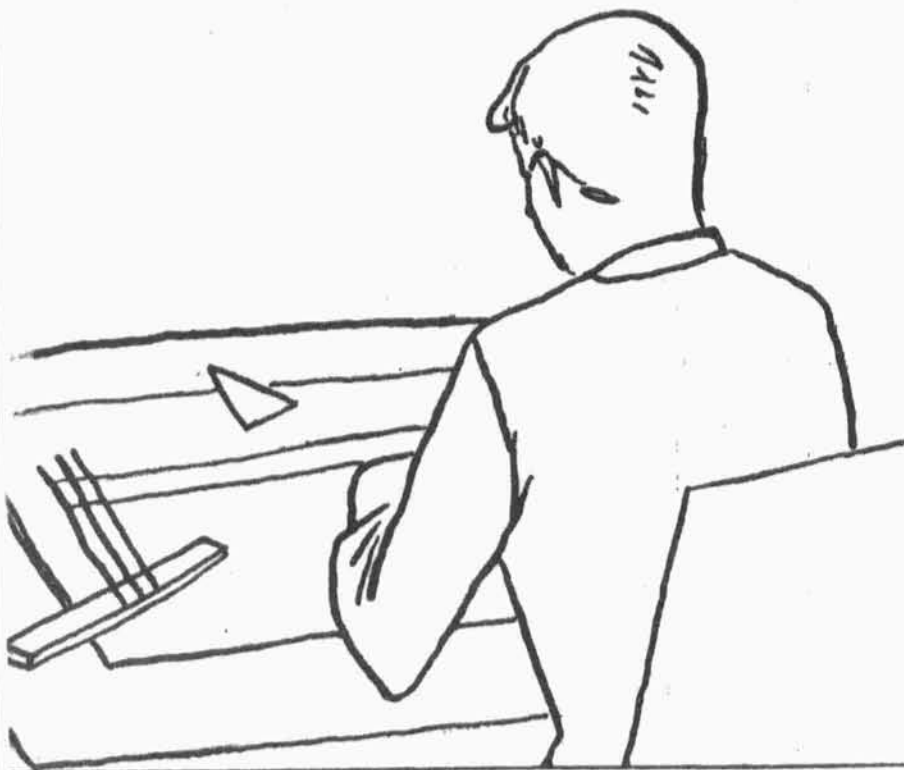
- Pharmacist
- Employee at drug plant
- Drug store clerk

In 1968, beginning salaries for hospital pharmacists ranged from \$7,800-\$13,000 yearly.



ARCHITECT'S ASSISTANT

An architect's assistant learns about blueprints, etc.



Job Description:

The work-experience student becomes familiar with house plans, drainage systems, and building structure. He first sketches a house design, then after getting it approved, makes a finished drawing (master plan) and finally a blueprint. The assistant learns how many of what materials are needed, how the electrical wiring should be done, and what type of foundation the house should have. The work-experience student also estimates the final cost of 'his' building.

Future Job Opportunities:

Blueprinter, Architect
Constructor, Electrician

In 1968, workers directly from architectural school earned \$100-\$150 a week.

HOSPITAL WAREHOUSE WORKER

This job involves manual labor in a supply room in the Hospital compound.

Job Description:

The work-experience student helps pack and unpack boxes, and arranges supplies by their 11-digit number. He also helps in putting the incoming boxes on a fork lift. The 'loose issue' section of the warehouse is stocked with most of the hospital's supplies, and there is usually always some sorting or arranging to do.

Future Job Opportunities:

Warehouse worker
Stockroom clerk

Warehouse workers in 1968 earned about \$65-\$100 a week.



TEACHER'S ASSISTANT

This job is intended for a student interested in becoming a teacher.

Job Description:

The assistant would learn how an elementary classroom operates. The student's activity would consist of working with individual students, grading papers, and teaching a reading and language class. At certain times the work-experience trainee becomes a playground supervisor.

Located at the T.A.R. elementary school, the teacher's assistant should be dependable and patient with the younger students.

Future Job Opportunities:

- Teacher
- Nursery attendant
- Counselor

Public elementary teachers in 1968-69 earned a yearly average of \$7,676.



ELECTRICAL AND MECHANICAL TECHNICIAN (HOSPITAL)

This job involves both electrical and mechanical training at the Army hospital.

Job Description:

This student works with mechanical and electronic equipment, and helps in repairing various machines etc. in the hospital area. He assists in repairing dental chairs, X-Ray machines, and works with equipment such as voltage regulators and ohm meters.

Future Job Opportunities:

- Mechanic
- Electrician
- Repairman

In 1968, Maintenance electricians earned between \$3.15 and \$4.03 hourly.

