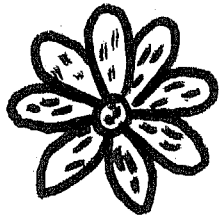


The Work Study Program

1971-1972

Berlin High School

X-ray
Teacher
Calculus
Mechanic
Computer Programmer



Key Punch
Arts

Drafting

Secretaries
Dental Hygiene



AFTV

Technician

Lab Asst.

Forestry

Audio Visual

Photography

AFN

This booklet, THE WORK-STUDY PROGRAM AT BERLIN AMERICAN HIGH SCHOOL, was prepared by the work-study students of BAHS, school year 1971-72.

Editors.....Nancy M. Liepmann
Patricia F. Martel

Photographer

Cover Design.....Larry L. Garrels

Work-Study Coordinator.....Judith B. Belt

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 1971-72 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.

PHOTO LAB WORKER



Job Description:

This job includes making contacts, making prints, completing work-orders, drying-trimming prints, and developing film.

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

Future Job Opportunities:

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

TAR SCHOOL TEACHER HELPER



Job Description:

This job includes helping the teacher teach classes, some students have their own little private classes, where they teach the children math, reading and other subjects. Some Students help the slower student to catch up to the faster ones. A student can also specialize in one particular subject to assist in such as art or p.e. depending on what activity the student is most interested in.

Gas Station Attendant

Job Description:

This job is for any student who may be mechanically inclined and who likes pumping gas, checking oil, etc., and for anyone who likes working around cars. The job is located up at the ARAL (German) Gas Station on Clayallee. (~~Photo on page~~)

Beautician

Job Description:

This work-study job is for any student interested in washing and curling hair and wigs, styling and bleaching wigs and assisting the other beauticians. The job is located at the Harmack House Beauty Shop. (~~Photo on page~~)

Computer Programmer

Job Description:

This is an experience for anyone interested in going into computer work. The job is located at the Computer Center in Berlin Brigade. The student firsts acquaints himself with the basics of programming, terminology used, etc. Then he/she work on the different computer languages such as COBOL, RPG, FORTRAN, and ASSEMBLER. In order to get a complete knowlege of the workings at a computer center the student will write a simple program, keypunch the cards, and then run the program to try and acquire correct results. (Photos on page)

Student Teachers and Assistants

Job Description:

This work-study job is for a student interested in working at BAHS. The student helps the teacher grade papers, run errands, file, mimeograph, type letters and do other secretarial assignments. A student may also specialize and work in the Art or Music Departments. (Photo on page)

Supply Assistant

Job Description:

This job is located at BAHS; the job includes running off dittos on the mimeograph machine, stocking books and maps in the supply room. The supply assistant also runs errands and repairs locks, doors, etc., as a handy man. (Photo on page)

Film Run Man

Job Description:

This job is for anyone who is interested in working with movies at the Outpost Theater. The job includes going on film run, delivering the movies from one theater to another, typing, filing, accounting and some bookkeeping. (Photo on page)

Receptionist

Job Description:

This job is located either in the hospital's Registrar Department or at AFTV.

At the hospital the student does the usual secretarial jobs of answering the telephone, typing, taking notes, filing, and making new records, stamping them, and making appointments for people.

Receptionist (continued)

Job Description:

At AFTV the receptionist must answer the phone, take messages, take shorthand, transcribe, file, type letters, reports and other communications. (photo on page)

X-Ray Assistant

Job Description:

An X-Ray assistant helps with the patients in general, develops film in the X-ray darkroom; he makes files for the films and helps with getting people into the garments that must be worn, or into the rooms where they belong. At times, the X-ray assistant also works with the UGI and IVP tests. (Photo on page)

Hospital Lab Assistant

Job Description:

This job includes using a microscope and making a large number of different tests. Cell count of blood is performed, along with RPR test run on blood samples. Other tasks include Blood banking, urinalysis, parasitology, plate cultures in bacteriology and he often helps in Hematology. The lab assistant is almost always busy, and even takes over as secretary sometimes. (Photo on page)

Hospital Warehouse Worker

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 some sorting or arranging to do. (photo on page)

Dental Assistant

Job Description:

The work-experience student assists the dentist in various ways, she cleans impression trays and all the instruments, answers the telephone, and schedules appointments. The dental assistant helps with the tools and mixtures, and changes the laundry, she must also polish band and retainers and fill out records. (No picture)

Bank Clerk

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 manage money, but they can open and close accounts. Checks are sorted and filed, typing is done and monthly bank statements are prepared for the customer. (No picture)

Food Service Worker

Job Description:

This job includes helping in the kitchen, making different kinds of food, learning how to make different kinds of menus. Some students get to work on the diet foods for the patients that are in the hospital. (No picture)

Television Studio Technician

Job Description:

The student is taught how to operate the TV 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, is after school training, since TV does not go on the air until 4 p.m. It involves live televising of AFTV's evening shows, and an interested student can learn almost as much as a full time technician.

Photo-Journalist

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, preferable 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.

Architect's Assistant

Job Description:

The work-experience student becomes familiar with house plans, drainage systems, and building structure. He first sketches a house design, and 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-study student also estimates the final cost of 'his' building.

Computer Programming



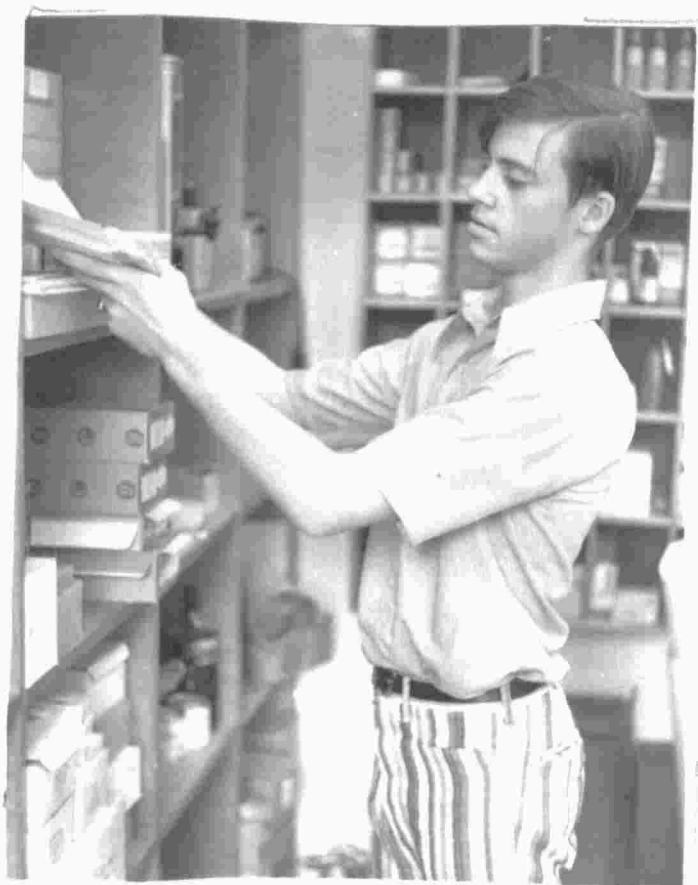
Writing a Program

Keypunching



Running the program in the computer.

Supply Assistant



Stocking Shelves

Film Run Man

Filling out a film
request.

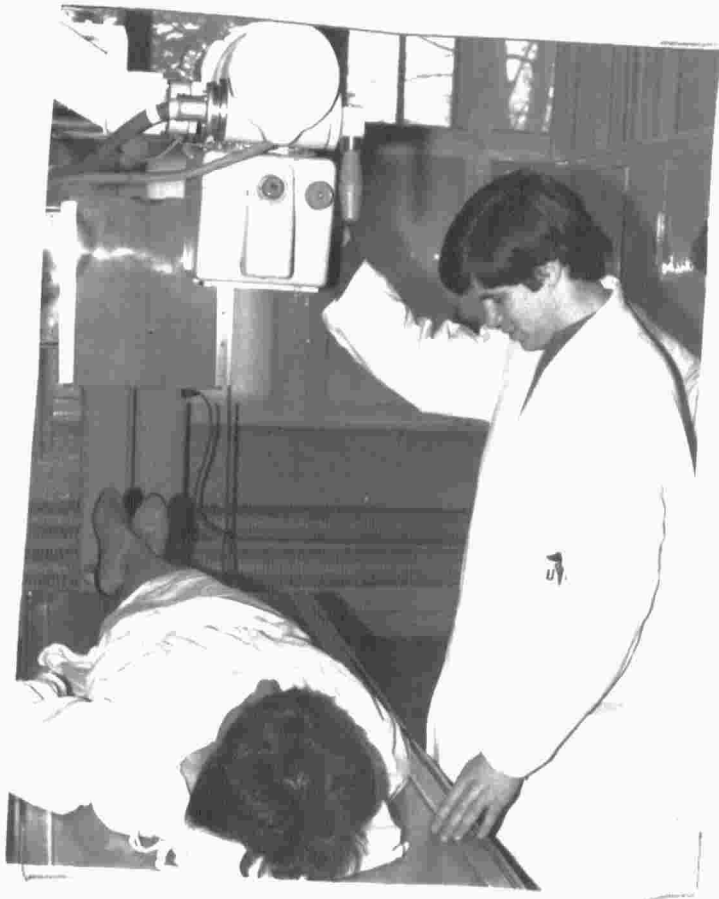


Secretary - Receptionist



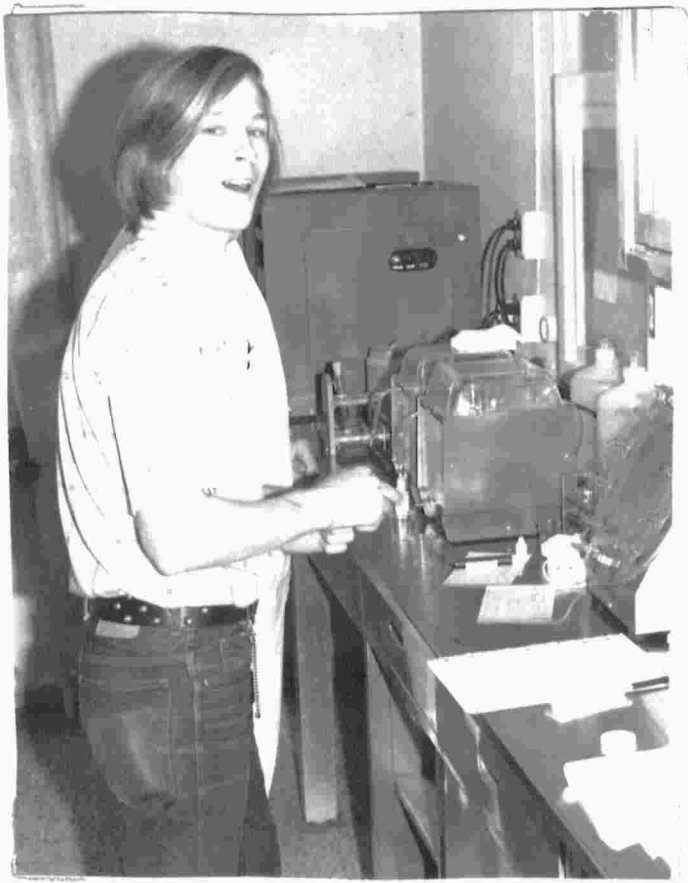
Typing Letters

X-Ray Assistant



X-Raying

Hospital Lab Assistant



Doing a cell count.

Hospital Warehouse Worker

