MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
DIVISION OF LEARNING SERVICES

OFFICE OF ADULT LEARNING AND REHABILITATION SERVICES – VOCATIONAL REHABILITATION  
**MISSOURI VR SUMMER WORK EXPERIENCE PLAN**

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| **INSTRUCTIONS** | | | |
| For completion by the Community Rehabilitation Provider (CRP) prior to start of summer work experience. Submit to Vocational Rehabilitation within 10 days. | | | |
| If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here for more information about military-related services in Missouri](https://dese.mo.gov/veterans-services) or visit [www.dese.mo.gov/veterans-services](http://www.dese.mo.gov/veterans-services) | | | |
| STUDENT NAME | | CRP NAME | |
| REQUIRED ACCOMODATION OR ASSISTIVE TECHNOLOGY NEEDS | | | |
| **WORK EXPERIENCE INFORMATION** | | | |
| SITE NAME | | PHONE NUMBER | |
| SITE ADDRESS | | | |
| POSITION TITLE | START DATE | | END DATE |
| **JOB TASKS** | | | |
| List goals to support job tasks and describe how each will be addressed during summer work experience. | | | |
| GOAL ONE | | | |
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| GOAL TWO | | | |
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| GOAL THREE | | | |
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| GOAL FOUR | | | |
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| GOAL FIVE | | | |
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| GOAL SIX | | | |
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| **daily soft skills competencies** | |
| **Communication:** Demonstration and use of effective verbal, aural (listening), non-verbal, written, and visual communication skills in the workplace.  **Enthusiasm and Attitude:** Demonstrates a positive attitude toward work regardless of the work-related task being performed.  **Teamwork:** Demonstrates the ability to work with other people by working cooperatively, contributing ideas, engaging in effective two-way communication, taking responsibility for oneself, respecting other’s thoughts and opinions, and participate in group decision-making.  **Networking/Professional Relationships:** Demonstrates the ability to develop professional workplace relationships that can be an asset for potential future employment.  **Problem Solving & Critical Thinking:** Demonstrates the ability to recognize problems as they arise. Demonstrates the ability to take initiative to either resolve the problem independently or identify the appropriate individual (i.e., supervisors/co-worker) to assist.  **Professionalism & Work Ethic:** Demonstrates the ability to take responsibility for actions. Demonstrates high levels of integrity, honesty, and work standards. Demonstrates the ability to dress appropriately and maintain appearance. Shows a positive work ethic through daily attendance and appropriate work-place phone usage.  **Self-Advocacy:** Demonstrate the ability to identify needs, communicate them clearly, and help others understand how they can  support you. | |
| SIGNATURE OF PERSON SERVED | DATE |
| SIGNATURE OF PARENT OR GUARDIAN | DATE |
| SIGNATURE OF CRP STAFF | DATE |