



aspiring professional experience

# Student Associate Operations Manual

2024 - 2025





# WHAT'S INSIDE

WELCOME TO APEX

MEET THE WILC TEAM

MAPS & BUILDING

PROFESSIONAL EXPECTATIONS

COMMUNICATION

CALENDAR & MEETINGS

TRANSPORTATION

FORMS & PROCEDURES

CONTACT INFORMATION

# WELCOME TO THE WILC

Welcome to the Waukee Aspiring Professional Experience (APEX) program! We are excited to embark on this work-based learning journey with you. As you probably already know, you will be spending at least two blocks of your schedule this semester with the APEX Team. Throughout the semester, you will meet at the **Waukee Innovation & Learning Center** (WILC) as well as other **host-sites** and **business partner locations** for projects, client meetings, informational interviews, or seminars.

Most courses at APEX offer **dual college credit** and are focused in the following career areas:

- Finance & Insurance
- Engineering
- Human Services
- Business, Technology, & Communications
- Agriculture & Bioscience



*Glad you're here!*

The APEX experience looks differently for each person, and it will always be the result of what you're willing to put in. We encourage you to **bring your passions, your ideas, and a willingness to learn**. We're excited to work together, and we're always here to help. In this manual, you will find information and resources that will be useful during your experience.

## APEX MISSION

Through a collaboration between education, business, and the community, Waukee Aspiring Professional Experience (APEX) develops highly-skilled, adaptable global innovators and leaders. Waukee APEX draws on the expertise of business partners to bring real-world experience to high school. Through passion-based learning, authentic projects, and experiences, students add value to business partners while exploring career possibilities identified by economic trends within our metro area and state.



# MEET THE WILC TEAM



**Michelle Hill**  
Work-Based  
Learning Director



**Russ Goerend**  
Business Startup  
Designing  
Communication  
Solutions



**Ashley Prieksat**  
Developing Web-Based  
Technologies  
Finance, Banking, &  
Investments



**Kathleen Sender**  
Work-Based Learning  
Manager



**Mindi Heitland**  
Career Services  
Coordinator



**Kary Sprague**  
Basic & Advanced  
Nurse Aid



**Lisa McFadden**  
Front Desk Concierge



**Jesse Hunt**  
Finance, Banking, &  
Investments



**Chandler Thayer**  
Emergency Medical  
Tech



**Jared Almandinger**  
Medical & Bioscience  
Research



**Heidi Mandt**  
Animal & Veterinary  
Science  
Global Food Systems



**Adam Werley**  
Intro to Education  
Coordinator



**Anne Boesen**  
School-to-Work  
Coordinator



**Joy Meksay**  
Basic & Advanced  
Nurse Aid



**Tyler Wright**  
Construction Leadership  
Engineering Technology  
& Robotics



**Andy Briggs**  
Exercise & Sport  
Science



**Tim Murphy**  
School-to-Work  
Coordinator



**Enisa Alibasic**  
Night Custodian



**Brian Cyr**  
Architecture &  
Engineering  
Business Startup



**Dave Oldham**  
Emergency Medical  
Tech



**Yesenia Barrera**  
Day Custodian



**Carrie Eby**  
Exercise & Sport  
Science



**Whitney Overton**  
Health Sciences &  
Medicine



**Pam Vanderbur**  
Night Custodian



**Amanda Gaul**  
Intro to Education  
Coordinator

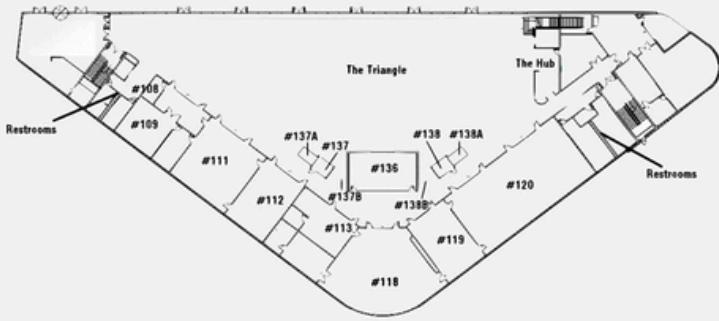


**Al Pieper**  
Automotive

# MAPS & BUILDING INFO

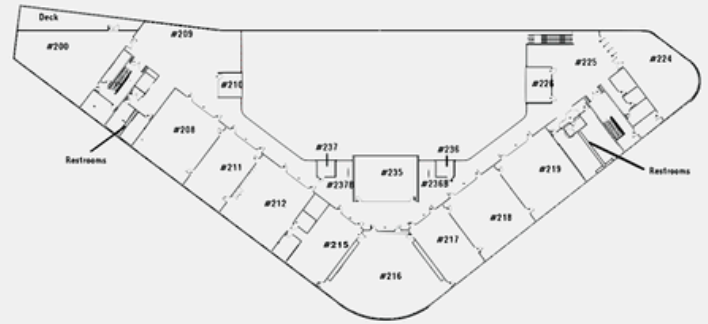
## WILC - WAUKEE INNOVATION AND LEARNING CENTER

1ST FLOOR



## WILC - WAUKEE INNOVATION AND LEARNING CENTER

2ND FLOOR



#	ROOM NAME	#	ROOM NAME
107	Family Room	132	The Hub Café
108	Sound	135	Triangle
109	Reel Studio	136	Enterprise Conference Room
111	The Hue - Russ Goerend	137A	Kings Cross Enclave
112	The Net - Ashley Prieksat	137	Fuel Enclave
113	Clothes Closet	137B	Junction Enclave Centennial
118	Job Shop - Tyler Wright	138A	Centennial Enclave
119	Prototyping - Tyler Wright	138	Gazebo Enclave
120	Workshop - Tyler Wright	138B	Sugar Creek Enclave

#	ROOM NAME	#	ROOM NAME
200	Sport Lab - Andy Briggs & Carrie Eby	218	Finch - Whitney Overton
204	Teacher's Storage	219	Fulcrum - Brian Cyr
208	The Brokerage - Jesse Hunt	224	Career Center - Anne Boesen & Tim Murphy
209	The Loft	225	Boardwalk
210	Greenbelt Conference Room	226	Windfield Conference Room
211	Ranchview - Amanda Gaul	228	Custodial Office
212	Heartland - EMT	235	Top Hat Conference Room
215	Clinic - Kary Sprague	236	Prairie Place Enclave
216	Research Lab - Jared Almandinger	236B	The COOP Enclave
217	Meadowbrooke - Heidi Mandt	237	Wild Rose Enclave
		237B	Kettlestone Enclave

## Professional Clothes Closet

Front Office

You will find professional attire including pants, skirts, tops, shoes, ties, and personal hygiene items in our clothes closet located on the first floor, across from the Enterprise Conference Room. All items are free to all student associates.

### People:

Michelle Hill  
Kathleen Sender  
Lisa McFadden

### Needs:

Prints & Copies  
Thank You Cards  
First Aid  
Office Supplies  
Mail

ENTER

EXIT

All visitors and student associates will enter and exit the WILC using the **main office entry**.

## STUDIOS

**Jared Almandinger**  
Medical & Bioscience Research

**Anne Boesen & Tim Murphy**  
School-to-Work Coordinators

**Andy Briggs & Carrie Eby**  
Exercise & Sport Science

**Brian Cyr**  
Architecture & Engineering  
Business Startup

**Amanda Gaul & Adam Werley**  
Intro to Education Coordinators

**Russ Goerend**  
Business Startup  
Designing Communication Solutions

**Mindi Heitland**  
Career Services Coordinator

**#216 Research Lab**

**#224 Career Center**

**#212 Heartland**

**#200 Sport Lab**

**#219 Fulcrum**

**#211 Ranchview**

**#111 The Hue**

**#107 Family Room**

**Jesse Hunt**  
Finance, Banking, & Investments

**Heidi Mandt**  
Global Food Systems  
Animal & Veterinary Science

**Whitney Overton**  
Health Sciences & Medicine

**Ashley Prieksat**  
Finance, Banking, & Investments  
Developing Web-Based Technologies

**Kary Sprague & Joy Meksay**  
Basic & Advanced Nurse Aid

**Chandler Thayer & Dave Oldham**  
Emergency Medical Tech.

**Tyler Wright**  
Construction Leadership  
Engineering Technology & Robotics

**#208 The Brokerage**

**#217 Meadowbrooke**

**#218 Finch**

**#112 The Net**

**#215 Nursing Clinic**

**#212 Heartland**

**#118 Job Shop**

# PROFESSIONAL EXPECTATIONS

## Dress Code

As part of professional learning, all student associates are required to wear **business casual dress** throughout the week while at the WILC, host sites, or offsite locations. This means...

- Clean, neat, and appropriate for business meetings
- No jeans, flip-flops, t-shirts, hoodies, hats, open-back or open-shoulder shirts, or spaghetti-strap tank tops
- Skirts must be at least knee length
- Nothing extra tight or overly baggy
- Leggings are acceptable as long as you have a long top

There may be times when casual dress is allowed, and that will be indicated by your instructor or the Director. We have a [Professional Clothes Closet](#) at the WILC where student associates can find professional attire if they do not have these items at home. Please check with your instructor on appropriate dress for your day.

## Punctuality

Student associates are expected to practice punctuality at APEX by **being on time** for class, scheduled meetings, onsite and offsite conferences, and any other scheduled events. If you will be late, you should notify your instructor and check in at the front office upon arrival. For more information about check in/out procedures, see the section entitled Paperwork & Procedures.

## Interaction & Greetings

At APEX, you will learn and practice what it looks like to interact with peers, instructors, business partners, and visitors in a professional way. This means acknowledging others, greeting them, and engaging respectfully. You will learn about the **5 & 10 Rule**, as well as other ways to engage and interact with others professionally.

# COMMUNICATION

**Communication** is a key component of the Waukee APEX program. Building professional teams and relationships requires strong and effective communication. Clients and business partners will communicate with you regarding projects and meetings, and your instructors will require your communication for checking in, giving project updates, setting up meetings, etc. Below you will find a few of the important applications or systems we use at APEX.

## GMAIL

Email communication is an essential part of Waukee APEX, especially with business partners and clients. Student associates will use their school Gmail account during APEX.

## SLACK

Slack is a messaging application that instructors use with their teams for reminders, updates, location check-ins, and any other important information.

## CANVAS

Canvas is our **Learning Management System**, which will be used to house lectures, resources, videos, assignments, etc. All student associates will have a login and password for Canvas. More information will come from your Instructor on how and when you will be required to access this system and what materials and information will be available there.

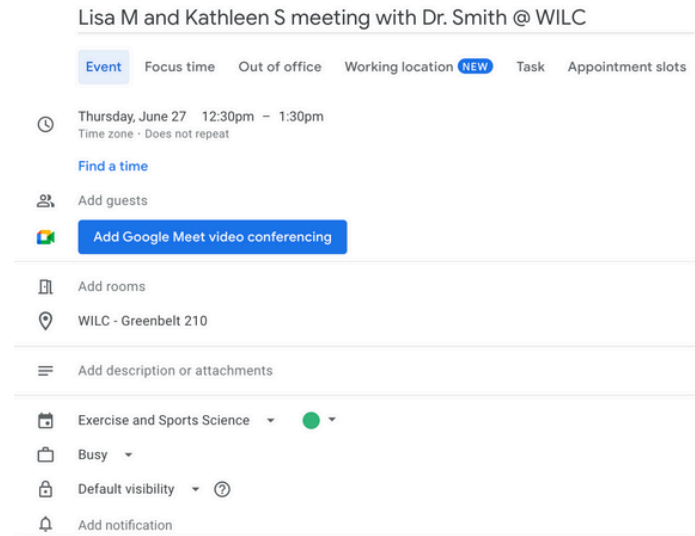
# CALENDAR

## Google Calendar

Time management is another key part of the APEX program. All of the teams at APEX will use a Google Calendar to keep track of meetings, class location, seminars, team members out for the day, and other schedule-related information.

When you set up a meeting with a client or business partner, you will be required to add this to your **team's calendar**. When adding an event to the calendar, please include the following:

- Specify if your meeting is at the WILC, offsite, or online
- Your name(s)
- Full name of client/visitor
- Organization/company name
- Date and time
- Location of meeting
- Notes, meeting links, or other details



Above is an example of what your event/meeting should look like before adding to your team's calendar. To add a new event, double click on the calendar day of your event.

# MEETINGS

## Scheduling & Preparation

Meetings are a big part of the APEX program. You will meet with team members, business partners, and clients for informational interviews and course-related projects.

When scheduling and preparing for a meeting, make sure you **communicate** with all parties involved about meeting details and then follow up to **confirm the details** prior to the meeting.

## Online Etiquette

- Audio/Video are working properly
- Simple and appropriate background
- Professional appearance/clothing
- No eating or chewing gum
- Have an agenda or notes to reference
- Join the meeting room early
- Room is reserved (if applicable)

## In-Person Etiquette

- Arrive early to the meeting location
- Have an agenda or notes to reference
- Professional appearance/clothing
- Room or space is reserved (if applicable)
- Greet meeting participants in the lobby beforehand

## Follow Up

After your meeting, informational interview, or guest speaker, you will send a **thank you note** to your visitor(s). These notes can be found at the front desk. Below is the process to mail them out:

- Obtain address of company/organization
- Print mailing label & address envelope
- Drop in the outgoing mail



## HOW TO RESERVE A ROOM

1

Rooms can be reserved for online or in-person meetings. Determine how much space you will need, number of attendees, date, and time.

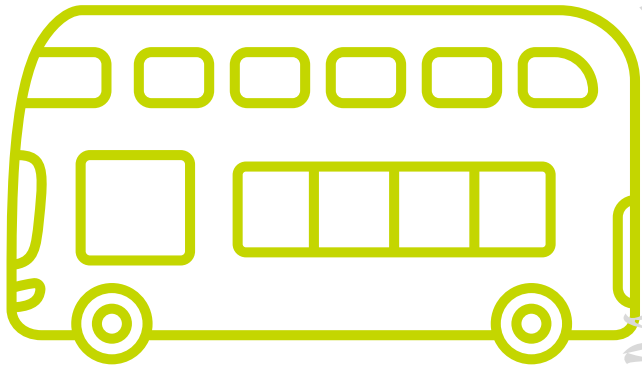
2

Contact the Front Desk Concierge at [lmcfadden@waukeeschools.com](mailto:lmcfadden@waukeeschools.com) or stop by the front desk.

3

Wait until you receive a confirmation before communicating the meeting details to all parties involved. If anything changes or you need to cancel a reservation, contact the Front Desk Concierge.

# TRANSPORTATION



The district offers a shuttle from the WILC to WHS and NWHS throughout the day for students. You can access the **Shuttle Schedule** online by clicking <http://bit.ly/WILCShuttle>

In addition to the WILC Shuttle, there will also be shuttles to and from some of our primary partner sites. These shuttle schedules are also available on the above mentioned schedule.

## FORMS & PROCEDURES

### FORMS

The forms below are **required** for student associates in the APEX program. Forms will be sent out through our Parent-Square system. Please read through the information, sign, date, and submit through **ParentSquare**.

- **Flexible Location Requirements**
- **Participation Form**

### PROCEDURES

#### **Check In/Out at WILC**

When arriving late or leaving early from the WILC, student associates are required to check in and out at the front desk.

#### **Offsite Location**

Students working offsite for a meeting, project, or interview are required to check in on Slack for attendance.

#### **Without Instructor at WILC**

Student associates working at the WILC without their instructor are required to check in/out at the front desk.

#### **Absent**

If you will be absent for illness, appointment, vacation, or any other reason, your parent/guardian must still call your home HS attendance office.

For additional information on procedures, dress code, courses offered, and what to expect, you can reference our **First Day FAQ** by clicking [here](#).

# CONTACT INFORMATION

## WAUKEE INNOVATION & LEARNING CENTER



### ADDRESS

295 SE Ashworth Road  
Waukee, IA 50263

### PHONE

(515) 987-9888

### EMAIL

apex@waukeeschools.org

### FAX

(515) 987-2913

## EMAILS FOR WILC INSTRUCTORS AND STAFF

### Jared Almandinger

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Designing Communication Solutions

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### Mindi Heitland

Career Services Coordinator

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### Michelle Hill

Director of Work-Based Learning

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### Jesse Hunt

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### Heidi Mandt

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Global Food Systems

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### Lisa McFadden

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### Ashley Prieksat

Developing Web-Based Technologies  
Finance, Banking, & Investments

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### Kathleen Sender

Work-Based Learning Manager

[ksender@waukeeschools.org](mailto:ksender@waukeeschools.org)

### Kary Sprague & Joy Meksay

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[ksprague@waukeeschools.org](mailto:ksprague@waukeeschools.org)

### Chandler Thayer & Dave Oldham

Emergency Medical Tech.

[cethayer@dmacc.edu](mailto:cethayer@dmacc.edu)

[jdoldham@dmacc.edu](mailto:jdoldham@dmacc.edu)

### Tyler Wright

Construction Leadership  
Engineering Technology & Robotics

[twright@waukeeschools.org](mailto:twright@waukeeschools.org)

