



Career & Technical Education Workplace Experience Program



Description: Students will gain practical work experience while working on a job-site and receive a high school elective credit. The work experience is best if done in a career area that is related to the student's future plans. It is primarily open to juniors and seniors; exception can be made if student/parent presents a strong case and thoughtful plan.

Students may earn no more than one credit of work experience credit per job placement. A maximum of one credit may be earned through Summer Work Experience. A second credit of work experience may be available, depending upon the level of success for a student's first work experience.

There are two types of work experience options. Employers involved in these programs are required to abide by all State and Federal labor laws.

- **Cooperative (Work Co-op)**
 - Paid employment
 - 180 hours required for ½ high school credit
 - Work must all take place in the same semester (or during summer session).
 - Verification of hours is required.
 - Journal, career development survey, and other documents required.
- **On-the-Job training (OJT)**
 - Non-Paid employment
 - 180 hours required for ½ high school credit
 - Work must all take place in the same semester (or during summer session).
 - Verification of hours is required.
 - Journal, career development survey, and other documents required.

Career Guidance & Eligibility Session:

A session with the guidance counselor or contact teacher must occur prior to application for work experience. A review of the student's transcript, CTE courses completed and/or enrolled, and their career goals will be the focus of the session. The Career & Technical Education – Workplace Experience – Guidance & Eligibility Flowchart will be followed to decide job workplace eligibility and CTE planning.

Assignments

- **Texts**
 - No texts will be used for the class; instead the world of work will provide a first-hand job training experience.

General Course Objectives - The student will be able to:

1. Perform prescribed goals set forth in the course curriculum.
2. Develop vocational competency enabling the student to enhance his/her employability and advancement in a career field.
3. Develop good work habits and attitudes necessary to become a responsible employee at school and the work site.
4. Develop vocational knowledge and skills related to current trends of industry and technology in the classroom and work site.
5. Assess abilities, interest, aptitudes, preferences, personalities, and attitudes in regards to a career choice.
6. Improve individual employment status and earnings and adapt to changing work environments.

Divisions of the Course - The course will be divided into three basic subunits:

1. Initial planning and related forms to complete
2. Log journal of work performed; timesheets
3. Evaluations

Evaluation - Grades will be Pass or Fail. A student must earn an 80% or higher to earn credit. The following provides a break down for course assignments:

- Employer Evaluations (on the job responsibilities)
- Forms and timesheets (handed in on time)
- Independent Assignments-Resume' and Journal Log

Points will be taken off for late assignments and time sheets. It is the student's responsibility to make sure their required work is handed in on time. The instructor will need to be notified if there are special circumstances that would cause a student to hand in assignments after the deadline.

A journal/notebook must be maintained on a weekly basis. Journals entries are submitted via email. In each entry, you will write about your job duties, training received, and problems encountered. You should also reflect on how well your job is going, and the degree to which you enjoy your job. These items should be written on a daily basis or as a weekly summary.

Note: Students will provide their own transportation to and from the workplace. The parent will be responsible for the safety and conduct and of the student while traveling to/from the workplace.

There are several items that you will need to complete for the work study program. The following is a checklist for you to make sure you have all of the proper paperwork to get started.

Checklist	
____ Job or Worksite Identified	____ Journal
____ Work Experience Plan	____ Evaluation Forms
____ Student Agreement	____ Career Guidance & Eligibility Session

Due Dates for CTE Workplace Experience Assignments

Fall Semester –Spring Semester—Summer: Note that spring and summer assignments will be the same as quarter 1 and quarter 2 assignments. Summer quarters are per each 90 hours of work.

Dates	Assignments	Points
Prior to start	Work Experience Plan	25
Prior to start	Career Guidance & Eligibility meeting with teacher/counselor	25
Prior to start	Student Agreement Form	25
End of Quarter 1	1st Quarter Timesheets	100
End of Quarter 1	1st Quarter Notebook/Journal Check	150
End of Quarter 1	1st Quarter Employer Evaluation	200
End of Quarter 1	Resume'	25
	<u>Total points for 1st Quarter</u>	<u>550</u>
End of Quarter 2	2nd Quarter Timesheets	100
End of Semester	2nd Quarter Notebook/Journal Check	150
End of Quarter 2	2nd Quarter Employer Evaluation	200
	<u>Total points for 2nd Quarter</u>	<u>450</u>
	Total Semester Points	1000

Summer Work Experience

We recommend that the student has attained junior or senior status by June 1 (prior to summer work experience). Exception can be made if student/parent presents a strong case and thoughtful plan. Enrollment must be completed by the end of the school prior to the summer work. Summer assignments are the same as Quarter 1 and Quarter 2 assignments, and should be submitted after each 90 hours of work. All summer assignments are due no later than September 15th.