

WORK EXPERIENCE EDUCATION SYLLABUS

Course: Work Experience

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Office: Palm Springs High School, 2401 East Baristo Road, Palm Springs (in the Counseling area)

Length of Course: Nine weeks. Students may re-enroll for a total of eight quarters.

Grade Level: 11 & 12 (9 & 10 may enroll with Principal's approval)

Course Credits:

Hours Worked Per Week	Credits Per Quarter	Credits Per Semester
20+	5	10
10-19	2.5	5
5-9	0	2.5

Course Description:

Work Experience is an elective class that gives students credit for learning at their place of employment and in the Work Experience class meetings held once a week. All students must have a job to be enrolled in Work Experience Education class.

In class, students gain knowledge about labor laws and their rights. They also develop essential skills such as: identifying their personal characteristics and interests towards developing an individual career plan; exploring different career opportunities and projected trends by investigating required education, training and experience for careers of interest; creating, formatting and producing documents such as job applications, resumes, cover letters, thank you letters; filling out tax forms; developing social skills (i.e. how to handle an unhappy customer), accessing the Internet for career exploration; and understanding the basic attitudes necessary for success in the workplace. Students are encouraged to share their job experiences with their classmates in order to promote self-awareness and knowledge about the various types of entry level jobs available.

At work, employers participate by designing students' learning goals and evaluating student performance on the job. The instructor visits the student's place of employment once a quarter to monitor progress.

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Course Objectives:

The purpose of Work Experience class is to help students develop skills and attitudes that will help them be successful at school and at work. Skills are developed, including:

- ability to listen to directions and follow through
- attention to detail
- initiative
- self-awareness (i.e. self-evaluation)
- planning skills (i.e. career path)
- communication skills, including conflict resolution skills (i.e. customer service skills)
- technology and research skills (i.e. use of Internet to find a job, use of word processing software to prepare a resume)
- critical thinking skills (i.e. how to comprehend and interpret items from news articles)
- basic mathematics skills (i.e. how to calculate their average hours worked, how to calculate their class grade)

Course Requirements:

Students must submit the following forms when requested:

1. Work Permit
2. Training Plan and Training Agreement (blue form)
3. Monthly pay stubs

Students will also receive grades for:

4. Attending and participating in class
5. Assignments
6. Employer's evaluation

Students must work a minimum of 5 hours a week at a bona fide job (*no getting paid "under the table"*). Student's employer must provide student with Worker's Compensation Insurance coverage, submit payroll tax withholdings, and must provide a safe, moral, and legal environment. Students must attend class the equivalent of one hour a week. Students are responsible for finding their own jobs.

Grading Policy:

All classroom work will be graded. Students cannot pass Work Experience Class unless they submit, in a timely fashion, their Training Plan and Training Agreement (blue form), pay stubs and all other assignments. Students must attend class for the full duration of the class at least 80% of the time to achieve a passing grade. **Class work that is missed cannot be made up unless the student has an excused absence due to illness.**

How Grades Are Determined:

Student Performance Requirement	* G R A D E *				
	A	B	C	D	F
Number of classes that are missed per quarter	0	1	2	3	More than 3
Number of paystubs brought to class (one for each month)	2	2	2	1	0
Training Plan and Training Agreement (Blue Form)	Yes	Yes	Yes	Yes	No
Participate in class discussions and activities	Yes	Yes	Yes	Yes	No
Quizzes, Tests and Assignments	85 – 100%	75 – 84%	65 – 74 %	50 – 64%	0 – 49%

Note: The “F” grade is determined if any of the items say “no”, or if more than three classes are missed, or if student fails to bring paystubs to class.

Homework Policy:

Students are responsible for bringing Training Plans, Training Agreements, Work Permits and related assignments (fully completed) to class on a timely basis.

Class Materials:

Students are required to bring lined writing paper and a working pen to class each week. File folders are provided to students to keep class materials in a filing cabinet.

Unemployment Policy:

- Students must inform instructor before they quit their job.
- Students are permitted three weeks if they become unemployed, or unable to work for any reason (fired, quit, illness, injury).
- If student loses his/her job while taking Work Experience class, they must fill out an unemployment form each week and report on where they have applied for work. This is a requirement unless student is ill or injured.
- Students must work a minimum of six weeks per quarter.
- If unable to secure employment, students must withdraw from class at the end of the quarter.

Attendance:

- During the first three weeks of the quarter, students who have not attended will be dropped from class without penalty.
- Students who miss three or more classes will be dropped with an “F” grade.
- Students who miss any classes will receive a call slip the next school day to determine if the absence was an excused absence or not. If you receive a call slip (from Ms. Rudd), please show up to Ms. Rudd’s office as soon as possible. If you fail to show up after two call slips have been sent, Ms. Rudd will telephone your parents.
- Students must sign in for attendance and remain for the entire class to be counted “present” for full attendance credit.
- Students are advised to see their counselor to verify enrolment in Work Experience class. Students wishing to drop Work Experience class must see the teacher and their counselor. It is not possible to drop Work Experience class four weeks prior to the end of a quarter.

Class Rules:

Students are expected to—

1. Show up for class on time.
2. Show up for work on time.
3. Maintain satisfactory academic progress and attend school regularly in order to keep their work permit.
4. Be courteous to one another and to the instructor.
5. Be prepared to work in class.
6. Be prepared to participate in class.
7. Be respectful of the classroom routine.
8. Work independently, unless otherwise instructed.

If class rules are not adhered to, the consequences are as follows—

1. Student will receive a warning in class.
2. After the second warning, student’s parent will be contacted.
3. After parent is contacted, if no improvement is noted, the student’s work permit will be cancelled.