

PALM SPRINGS HIGH SCHOOL 2401 East Baristo Road, Palm Springs, CA 92262-7127

WORK EXPERIENCE CLASS

Ms. Rudd, Instructor 760-778-0448 frudd@psusd.us

Mondays, Period 7 Section 4547 Time: 2:55 p.m. Classroom: Ramon 405

WORK EXPERIENCE TRAINING PLAN

PLEASE PRINT

Student Name: _____ Your cell phone number: _____

Your email address: _____

Employer (Name of company): _____ Supervisor's Name (Print): _____

Work Address: _____ City: _____

Work Phone Number: _____ Closest Cross Streets: _____

How many hours do you usually work in a week? _____ How many credits do you expect to earn for Work Experience Class? (check one):

___ 2.5 credits for 9 weeks (average 10-19 hours/week at work), or

___ 5.0 credits for 9 weeks, (average 20+ hours/week at work)

What are your current job duties?

a. _____

b. _____

c. _____

Dear Employer:

Our students earn course credits for learning at your company, so the information you provide below is very important.

After completing this form (below), would you kindly sign and date it (on both sides). Student is responsible for returning the completed form to the instructor. If you have any questions, please contact me any time. Thank you for participating in our Work Experience Education program.

- Ms. Rudd, Work Experience Teacher Phone: 778-0448 Fax: 778-0481 Email: frudd@psusd.us

TO BE COMPLETED BY EMPLOYER--

1. What can this student do that would increase his/her chance of being promoted or obtain a pay increase?

2. What new skill or activity can this student learn? (This could be any activity that increases or improves overall job performance):

a. _____

b. _____

Some examples: learn how to close out the cash register, get along better with employees/customers, not be late for work, lead and train others on the job, improve attendance at work, master good telephone skills, participate at one inventory, do bank deposits.

Employer's Signature

Employer—Please print name

Date

Student Signature

Job Title

Date

TRAINING AGREEMENT

WORK EXPERIENCE EDUCATION

PALM SPRINGS HIGH SCHOOL

Purpose: Work Experience Education programs are established by the State of California to provide relevance between the education curriculum and the workplace. Students enrolled in Work Experience Education can develop a positive work ethic and learn new job skills or enhance job performance in work settings. This Training Agreement is to specify the roles and responsibilities of the participants—student, parent, school, and employer—so that the student can achieve high school credits for participating in Work Experience class.

The Student will:

1. Have the responsibility of finding a job.
2. Obtain a Work Permit for each job held until age 18.
3. Work at a legally paid job (not self-employed).
4. Work a minimum of 5 hours a week.
5. Be on time to class, just like on the job.
6. Attend all scheduled classes, provide copies of pay stubs on request, complete and hand in this Training Plan and Training Agreement, and complete other classroom assignments.
7. Talk to Ms. Rudd before you quit any job. If student loses his/her job, student will see Ms. Rudd immediately.
8. Maintain acceptable levels of school attendance and academic performance.

The Parent/Guardian will:

1. Give permission for the student to leave school to go to work during the periods enrolled.
2. Assume liability for the safety and conduct of the student while traveling to and from school, job, and home.
3. Approve of the student's enrollment in the Work Experience Education Program.

The School will:

1. Approve the student work stations/job sites.
2. Ensure that this Training Agreement and the Training Plan are completed and in the student's file, and that all other records required are in the student's file according to the legal requirements.
3. Conduct a minimum of two site visits per semester with a supervisor at the student's job site.
4. Maintain all records as required by the California *Education Code* and the *California Code of Regulations*, Title 5.
5. Provide the equivalent of 18 classes of related instruction during the semester for the student.
6. Not discriminate on the basis of race, color, national origin, sex or sexual orientation, handicap (or disability), or age in any of its policies, procedures, or practices in compliance with Title VI of the Civil Rights Act and Title IX of the Educational Amendments.

The Employer will:

1. Comply with provisions of the Work Permit.
2. Assist the student in developing skills appropriate to the job and to the employability skills necessary for continued employment.
3. Complete an evaluation of student performance each grading period.
4. Comply with all applicable State and Federal laws and regulations affecting the employment of minors.
5. Provide the student with workers' compensation insurance as required by law.
6. Provide adequate adult supervision so that students may receive maximum educational benefit.
7. Assist with developing an Individual Training Plan each semester (see over).
8. Not discriminate on the basis of race, color, national origin, sex or sexual orientation, handicap (or disability), or age in any of its policies, procedures, or practices in compliance with Title VI of the Civil Rights Act and Title IX of the Educational Amendments.

I AGREE TO THE PROVISIONS ABOVE:

Employer's Signature

Company Name

Date

Student Signature

Date

Parent/Guardian Signature

Date

Work Experience Teacher

Date