WORK EXPERIENCE EDUCATION

COURSE SYLLABUS AND INFORMATION

2014-2015

**CONTACT INFORMATION FOR MRS. EDMONDSON:**

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**COURSE DESCRIPTON:** Work Experience is an elective class which combines supervised, paid employment in any occupational field with related classroom instruction. Students attend their own jobs during the week, and also attend a class session once a week at school. Students must have an approved, legally paid job while enrolled in this class or complete an approved internship.

**WEEKLY COURSE MEETING DAYS AND TIMES:**

Tuesday/Wednesday of each Week Rocklin High – 5th Period

Whitney High – 8th Period

Thursday Victory High – 3rd Period

**COURSE OUTCOMES (GOALS) (State Standards):**

1. Students will understand the employment cycle. Students will demonstrate job-seeking skills, skills for understanding the workplace and keeping a job, and demonstrate skills for making a positive impression when leaving a job.

2. Students will understand the career development process. Students will evaluate their interests and skills to identify careers to investigate, culminating in development of a personal career plan.

3. Students will have an awareness of basic economic principles. Students will understand their paycheck including common deductions/taxation; financial aspects of business operations; and exhibit knowledge of personal financial management.

**COURSE REQUIREMENTS:**

1. **Employment:** All students enrolled in Work Experience **must** be employed or be seeking a job or an internship (see below for Internship guidelines). Students must work at least 10 hours per week. Students must have an approved, legally paid job while enrolled in this class. If a student becomes unemployed, students have a maximum of three (3) weeks to find alternate employment. **State Law will not allow you to go to work if you miss school that day.** A student without a job/internship cannot earn a grade higher than a B.

2. **Internships**: An intern is a student without a paid job who is given short, structured work experience. Internships may occur in a public, private or non-profit organization and involves no obligation on the part of the worksite employer to offer regular employment to the student subsequent to the experience. **State Law will not allow you to go to work if you miss school that day.** A student without a job/internship cannot earn a grade higher than a B.

2. **Work Permit:** All students with a paid job who are under the age of 18 must have a work permit. The work permit you currently have will expire the end of August. **YOU MUST GET A NEW WORK PERMIT THROUGH THE WORK EXPERIENCE COORDINATOR!!** All students enrolled in Work Experience must maintain a 2.0 g.p.a. and no more than 1 NM in order to maintain employment. Grades will be checked each quarter.

3. **Class Meetings:** Students are required by STATE LAW to attend one class meeting or equivalent each week of the semester. Any student who misses **four (4) class meetings during** **the semester** will receive a NC.

4. **Classroom Behavior:** Students are expected to act in a businesslike manner at all times while in class. Respect for one another and the teacher is mandatory. Classroom behavior expectations center on the 3P Principles: Be Present, Be Pleasant, Be Productive.

5. **Cell Phones**: Cell phones are not part of the business world nor are they part of this class **unless used in a class project**. Use of a cell phone, other than when might be necessary for an assignment, is prohibited and subject to seizure. **CELL PHONES IN CLASS!!**

6. **Communication:** As is the usual practice of an employee, students will be expected to report to the instructor if absent **during the day of** the weekly class meeting. It is the student’s responsibility to obtain information/assignments from a missed class. Assignments can be obtained from the WE website. Assignments will be posted weekly.

7. **Class Binder:** Students are **expected**  to keep all assignments, class handouts and notes in a notebook such as a 3-ring organized binder or folder. Information obtained in this class will benefit you in the future! Keep this information for reference.

8. **Pre-class work:** This is a project-based class. You may be asked to read, watch a video, or prepare in some way for class discussion or project. It will be your responsibility to check on the website or Schoology prior to class for the information. Please come to class prepared!!

9. **Work Hours Report/Pay Check Stubs:**  Students will be required to turn in a copy of their **Work Hours Report** and pay check stubs by the **15th of each month** for the previous month in order to verify employment. Work Hours Reports not turned in by the 15th will not be given full credit. Students without a job will be required to complete a **Report of Non-Work** with copies of applications in order to continue to receive credit for this class. Sports counts for only 75%...it does not take the place of a job!!

10. **Employer Evaluation:** Once each quarter the instructor will meet with your employer to discuss and evaluate your current job performance. The information will be discussed with you through a summary of the evaluation. The evaluation will not affect your grade.

**GRADING POLICY/INTERVENTIONS:** Your grade is based on ***your*** performance **AND** Mastery of the essential concepts and skills. The four elements of the course grade are:

Attendance at Weekly Class Meetings

Completion of in-class or homework assignments

Essential Skills – 1st and 2nd semester Projects

Maintaining a job (cannot earn an “A” without a job or an internship!)

Grades will be based on a percentage of total points for each semester.

90-100% A

80-89% B

79-70% C

Below 70% No Credit

In addition to regular class instruction, I am available during office hours for students who may need additional assistance or have questions regarding class assignments or specific employment situations, such as job loss, supervisor difficulties, work schedule or locating new employment. I can be reached via email or cell phone at any time – I check my school email daily even when I am not on campus.

**LATE WORK:** Late work is acceptable but will lose points each week that it is late. After 4 weeks late there is not an opportunity to receive any credit on the project/assignment.