



Work Experience Credit Program

Course E611

Sunset High School

2013-14

Sunset students who are employed have the opportunity to earn elective credit in connection with their work experience. Students can earn a maximum of 1.0 credit in the program during their four years in high school.

Learning Objectives:

- To help students strengthen their workplace knowledge and skills.
- To help students recognize the connection between skills needed in the workplace and continued learning.

Requirements:

- 1) Turn in the Student/Parent Contract, Parent Permission, Worksite Agreement, and Workplace Goals, before logging hours. Save your paystubs and/or proof of hours worked.
- 2) When hours are completed, turn in all Journal Entries and attach proof of the hours worked (paystubs, letter from supervisor, etc.).
- 3) Journal Entries and Hours will be reviewed and if work is satisfactory, elective credit will be added to student's transcript and given a "Pass" grade.

60 hours worked + Journal Entries = .5 elective credit

120 hours worked + Journal Entries = 1.0 elective credit

Work experiences being used for credit in any other program are not eligible for the Work Experience credit. Forms submitted are only valid for one school year.

All documents required are included in this packet and be submitted to the StEPP Coordinator.

If you have questions, please contact:

Alix Loeber, StEPP Coordinator

Office Location: Counseling Office

Phone: 503.259.5059

Email: alexandra_loeber@beaverton.k12.or.us

Student/Parent Contract

Work Experience – Course E611

I understand I must complete all assigned paperwork. The assigned paperwork includes this Student/Parent Contract, Parent Permission, Worksite Training Agreement, Workplace Goals, and Journal Entries listed in the packet.

I understand I must provide proof of my hours (pay stubs, employer signature, timesheets, etc.) when 60/120 hours are completed.

I understand *this is not an assigned class but a self managed program*. I understand if I successfully complete the Work Experience requirements, I receive a .5 or 1.0 elective credit with a “Pass” grade. I understand that I can contact the StEPP Coordinator if I have any questions or concerns about my job.

I understand my credit will be based on attendance at work, and completion and quality of the assignments. I understand it is my responsibility to turn in the completed Work Experience packet to the StEPP Coordinator before June of this school year.

I understand failure to comply with any of the above requirements will result in no credit earned.

I understand that the Beaverton School District does not in any way supervise students on a job site; nor does the district screen employers or develop a list of approved job sites.

I have read the above statements and agree to comply with all of the requirements.

Student Signature

Date

Parent Signature

Date

PARENT PERMISSION

I support the learning objectives and give my son/daughter permission to participate in this work experience program.

I understand that school personnel may not have visited the job site, may not have met the host personnel at the site, and will not be present when the student is at the site.

If my student is leaving school during school hours to participate during school hours in a job shadow, I am aware of the method by which my student intends to be transported to or from this worksite and I approve of this method. In the case of a job shadow, I expect my student to accept the responsibility of this placement as arranged and agreed upon. I expect my student to return promptly to the appropriate place at the agreed time and by the method of transportation agreed upon in the parent permission form when the appointment is over.

Parents and their heirs, executors, administrators, and assigns agree to defend, indemnify, and hold harmless the District and any staff member, officer, director, agent, or representative, against any and all manner of actions, suits, debts, claims, or liability of every kind incurred or arising by reason of student's intentional acts in the Activity including, but not limited to, any injuries or other damage the student may cause.

I understand that the information from this experience may be entered in an electronic database used to link School-to-Career activities for my student. All student information is treated as confidential and is not available to the general public. The database is used in Clackamas, Multnomah, and Washington counties by authorized personnel only.

I understand that my student is not directly supervised by Beaverton School District personnel at the worksite. I agree that the District and its officers, employees, directors, and agents shall not be responsible for any personal injury or death, other injury, damage, loss, or expense, either to the student or student's property, whether or not such injury is caused by negligence. IT IS THE INTENTION OF THE UNDERSIGNED TO EXEMPT AND RELIEVE THE DISTRICT FROM LIABILITY FOR PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE.

Parent/Guardian Signature_____ Date_____

Worksite Agreement

_____ Structured Work Experience

_____ Internship

Employee /Intern	Name: BSD Student #:
Worksite	Worksite: _____ Phone Number: _____ Address: _____ Worksite Supervisor: _____ Alternate Supervisor: _____
School/ Program	School/Program: Sunset High School Phone Number: 503-259-5050 Address: 13840 NW Cornell Rd., Portland, OR 97229 School Coordinator: Alix Loeber, StEPP Coordinator

This section is to completed by Worksite Supervisor with Employee/Intern:

Job Title: _____

Work/Internship Start Date _____ End Date (if applicable) _____

Number of Hours/Week _____

Total Hours _____

Work/Internship Schedule (Indicate hours projected to work each day)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Unpaid _____ Paid _____ Rate of Pay \$ _____

Special Restrictions/Accommodations: _____

I understand that Employee/Intern is a student at Sunset High School working toward earning elective credit for work hours at this work site. I support this student's participation in the work experience credit program at Sunset High School.

Employee/Intern **Date**

Worksite Supervisor **Date**

Workplace Goals and Skills

(To be filled out by student in consult with worksite supervisor)

1. What skills are required to be successful at this job?

2. Which of these skills have you already demonstrated? Which skills are you working on?

3. What workplace goals will you set for yourself and how do you plan to achieve them?

Work Experience – Journal Entries

Each entry is to be typed, single spaced and approximately 200 words long.

.5 Credit (complete 6 entries of your choice)

1.0 Credit (complete all 12 entries)

Entry #1 What was it like to be a new employee? What type of personal/work skills did you have to qualify for this job? Why did you apply for this particular job? Recall your interview. Relate a negative and a positive of the interview.

Entry #2 Describe the business you work for. Is it small or large? What product or services does it provide? List names of local companies that are competitors. How does knowing your competitors help you to be a better employee?

Entry #3 Make a list of the duties you perform at your job and then compose an official job description. Describe how you use the following basic skills on your job: reading, writing, math, speaking and listening. Which classes in school do you feel help you develop these skills? Outside of school, what are some other ways of improving these skills?

Entry #4 Describe a conflict that has occurred at work. Did it involve your employer, other employees, or customers? How was it resolved? What other solutions can you suggest? How do conflicts make you feel? Do you respond differently at work than at home or with your friends?

Entry #5 How is the workload shared so that a team spirit is maintained? Give an example of how you have been a "team player". What skills need to be developed when you are working on a team? How are these skills different when you are working independently?

Entry #6 What is the best thing about your job? What is the worst thing about your job? How do you deal with the hard parts of your job?

Entry #7 What is the company's policy regarding overtime work? Student hours on weeknights and weekends? What benefits are available to employees? When is an employee eligible for benefits? What is the waiting period for benefit eligibility?

Entry #8 Examine your pay stub. How much do you make? What deductions are taken out of your pay? Is your current pay enough to live on? Why or why not?

Entry #9 List the steps of advancement/promotion that can occur from your current position. What new responsibilities accompany each promotion? List the skills, education, and/or experience needed for each step. If you don't know, ask someone!

Entry #10 What is the employee evaluation/review process? What criteria is considered when evaluating an employee? How often are employees evaluated? Does anyone, besides the direct supervisor, participate in the evaluation? List some positive comments you would like to see on your next evaluation.

Entry #11 Has anyone been late, missed a day or work or quit? How does another employee's absence affect the flow of work? What compensations need to be made? How many days of scheduled work have you missed in the last three months?

Entry #12 What are your career plans? How does this job fit into your career plans? List the skills you have developed at your job that are transferable to other occupations. Discuss something you have learned about yourself as an employee from your work. How will you use that information to better your future?