

welcome to WORK EXPERIENCE

Work Experience Green Sheet
Mr. Berticevich

Course Title: Work Experience Education

Length: One semester • Variable credit

Course Description: This course is a combination of related work experience education instruction and paid employment designed to assist the student in acquiring desirable work habits and attitudes.

Course Objectives:

The student will:

- A. Recognize that the process and content of all school work is relevant to career requirements and responsibilities.
- B. Appreciate the importance of work to personal fulfillment and maturity.
- C. Analyze career opportunities and compare these with personal potential and expectations.
- D. Identify with and participate in adult roles and responsibilities in the world of work.

Requirements for the successful enrollment and completion of the WEE Program:

1. Documents on file—Every student is required to have the following documents on file:

- “Green Sheet” signed by student and parent/guardian
 - Work site agreement signed by all parties
 - Work permit
- * *Failure to complete this requirements may result in a transfer out of WEE.*

2. Work Permits—A minor under 18 years must have a valid work permit on file. A new work permit must be obtained for each job. All work permits expire at the beginning of each school year. A student’s work permit may be cancelled, or the work hours reduced, if it is found that the job is negatively affecting the student’s health, education, or welfare. A revoked work permit would cause a student to fail WEE.

3. Length of Employment—A student must be employed no later than the third class meeting of the semester. After the start of the semester, a student must be employed a minimum of 14 weeks(78%) in order to be eligible to earn a passing grade.

4. Attendance—The student’s primary responsibility is to the on-campus class schedule. It is understood that if a student is too sick to attend school, he/she is too sick to report to work. A student who frequently works on school days when he/she has not attended school is subject to having the work permit revoked and earning an “F” grade for the semester.

5. Hours of Work—A student must work a minimum of 10 hours each week.

6. Weekly Reports—Each student must submit a report of hours worked each week. If a student is ill, injured, or laid off temporarily, a “Weekly Report” must still be submitted. However, in such a case, the “Weekly Report” will show a total of “0” hours for the days not worked.

7. Classroom Instruction—It is the student’s responsibility to make up work missed due to an absence. The student must request any missed assignments at the next attended classroom instruction period.

8. Evaluation—Each student is responsible for having the employer complete one (1) written job performance evaluation. The semester evaluations will be computed as part of the grade earned.

9. Change of Job or Employment—If a student has any problem on the job, he/she must immediately notify the WEE Coordinator. There may be a solution to the problem enabling the student to continue successful employment.

- If a student plans to change jobs, prior approval must be obtained from the WEE Coordinator. A new work permit and “Work Site Agreement” must be completed.
- If a student quits, he/she is required to give the employer reasonable notice (two (2) weeks is usually considered “reasonable.”)
- If a student quits a job without prior approval from the WEE Coordinator, the student may receive an “F” grade for the semester.
- Any student fired for just cause will have his/her right to continue in WEE subject to review by school authorities and may fail WEE. Such determinations will be made on an individual basis.

10. Classroom Rules and Procedures:

1. Bring required materials to class and begin work by the tardy bell.
2. Listen carefully and follow directions the first time.
3. Raise your hand for permission to speak.
4. Complete assignments on time.
5. No food, drink, chewing gum, or swearing in the classroom.
6. Accept responsibility for care of the books and supplies.
7. The Pioneer Policies for Academic Honesty is strictly enforced.

Consequences:

1. Warning
2. Student will be sent to OCS
3. Parent contact
4. Referral to administration

11. Grading Policy—Each student's grade will be computed on points earned.

**Points earned will be based on the following criteria:*

Participation: 18 instructional classes

Prompt/Participation = 10 points
Unexcused Tardy = 5 points
Unexcused Absence = 0 points
Excused Absence = makeup points
Total Possible Points = 180 points

Assignments: 8-10 assignments per semester

Weighted scale = TBA points
Less than 60% = 0 points
Total Possible Points = TBA points

Weekly Reports: 18 reports of hours worked

On time/correct = 10 points
1 week late = 5 points
Total Possible Points = 180 points

Final Examination(Employer Evaluation):

On time = 100 points
1 week late = 50 points
Total Possible Points = 100 points

THE GRADING SCALE:

100 - 90% = A
89 - 80% = B
79 - 70% = C
69 - 60% = D
59% = F
(and below)

I have read and I agree to all the Green Sheet Instructions and Program Requirements:

Parent/Legal Guardian Signature

date

Student Signature

date