

Work Experience Education (WEE)  
Chino Valley Unified School District  
Alternative Education Program  
**Course Syllabus**

**Course Title:** WORK EXPERIENCE EDUCATION (Year-long class)  
**Instructor:** Mr. Hancock  
**E-mail:** [todd\\_hancock@chino.k12.ca.us](mailto:todd_hancock@chino.k12.ca.us)  
**Phone:** (909) 628-1202 ex 8920/5324  
**Office Hours:** Instructor is available by appointment on the day that he is scheduled to teach at your school or on another day by arrangement.

**Schools: (Class meets from 12:00 to 2 PM (unless otherwise specified))**

Alternative Education Center	Monday	Room 24	Office Hours 8 am to 12 pm
Adult Education Center	Tuesday	Room 10	Office Hours 8 am to 12 pm

**Course Materials Used:**

Learning Activity Packets/Handouts/Reference Materials/Articles  
Videos, blogs, podcasts and other types of Internet media  
Recent news articles relating to the business, retail, and restaurant industries, etc...

**Equipment and Materials:**

1. Students should come to class prepared with: their logs, completed homework assignment, weekly timesheet, and a copy of their pay stub.
2. Students shall maintain and organize all assignments in an organized manner (can be check at anytime).
3. Students should make use of all electronic resources at our disposal (Internet, e-mail, and Remind correspondence).

**Technology, Media, and Password Codes:**

1. Teacher's Website - Students will be invited to visit and most assignments will be posted there
2. <https://www.chino.k12.ca.us/Page/19672>
3. Remind app- Students will be asked text the code @mrhworkexp to 81010 to join
4. Online Modules- Students may be asked to complete various modules for a grade in the class

**Overall Assessment/Grading Scale:**

**Grading Scale:**

90-100+%	A	Homework/Class Participation
80-89%	B	Attendance (Absences/Tardies)
70-79%	C	Required Course Forms/Pay Stubs/Timesheets
60-69%	D	Worksite Evaluation
0-59%	F	Final Exam

**Students will be graded on the following:**

**Homework/Tests-** All assignments are due at the beginning of the class period on the date requested by the instructor. Throughout the course the instructor will assess student comprehension using various formative and summative evaluation methods.

**Class and homework during absences-** Students who are absent are responsible for checking **Teacher's website** for the work they missed and turning it in **during the same week**. This includes paystubs, timesheet and other required documentation. The students may email the assignment to the instructor by the next school day. If the student is aware of an absence in advance, arrangements may be made to obtain the assignment ahead of time from the instructor. **ONLY STUDENTS WITH EXCUSED ABSENCES WILL BE**

**ALLOWED TO MAKE UP ASSIGNMENTS.** Parents will be notified if students habitually violate these policies.

## Attendance (Tardies and Absences)

**TARDIES**-Class begins promptly at 12:30 PM (unless otherwise noted). Students must have signed the attendance log and be in their assigned seats by the scheduled start time of class **or their name will be highlighted and will therefore be considered tardy**. This is very important and no exceptions will be made. The instructor will be in the classroom at least 15 minutes prior to the start of class so students are encouraged to arrive early. Persistent tardiness may result in a reduction in their course grade and credits.

**ABSENCES**- Anytime a student is going to be absent, he/she must inform the instructor via text message no later than 10:30 AM the day of their absence. However, since the class only meets once per week, it is imperative that the students **make every effort to attend class** as one absence in the Work Experience Education is equivalent to one week of absences from a regular course on their campus. **Work hours may not be counted for the week a student is absent from class.** Students may not attend work on a day that they are absent from school. Students must contact the Work Experience Instructor for prior approval if they plan to go to work on a day they are absent from school. **NOTE:** After 3 absences per semester, students may be dropped from the program.

## Work Forms and pay stubs

ALL students will be required to have a job or a non-paid training/internship assignment for the duration of the work experience program as well as turn in all the required forms **promptly. Required forms MUST be turned in to receive a passing grade in the class and students must pass the class in order to receive credits.** *Paid students* will turn in weekly, bi-weekly, or semi-monthly *copies of their pay stubs*. *Nonpaid volunteers/interns* will turn in a *weekly time calendar* signed by a supervisor or manager and answers to the weekly progress/reflection questions. **These documents are how credits are earned in this class.** Failure to follow any of these requirements will result in reduced grade/credits and may be grounds for dismissal from the Work Experience Education Program. Copies of pay stubs must be turned in regularly so credits can be calculated and processed in a timely manner. Students must work a minimum of 86 hours per semester in order to receive the 2.5 credit minimum. ***If a student is let go from a job for ANY reason other than seasonal or slow work period, they may be dropped from the Work Experience Program with an F in the course.*** Students must find a job or non-paid internship assignment within a 3 week period in order to maintain their hours and credits. **Please refer to the chart below for work hours and semester credit equivalents.**

## Worksite Evaluation/Teacher Consultation/Observation

Jobs must be approved by the instructor at the beginning of the school year before credits can be earned. (See **sheet with a list of sample approved work experience jobs**). If a student leaves a job for any reason, he/she must find another **instructor-approved** job immediately to keep their grade and earn credits. Additionally, each grading period students will be evaluated for their performance on the job by their supervisor. The student must remain an employee in good standing while in the WEE program. If the student is terminated for unlawful or unethical behavior, they may be dropped from the Work Experience class with a failing grade.

## General Work Experience Credits:

Work Hours	Units per Semester	Assignments Required to pass the class
<ul style="list-style-type: none"><li>256+</li><li>128 -144</li><li>86-127</li></ul>	<ul style="list-style-type: none"><li>10 Units maximum</li><li>5 Units maximum</li><li>2.5 Units maximum</li></ul>	Failure to complete <b>required forms/assignments</b> will result in the student receiving an F and 0 credits (even if all other work is turned in and they are passing)

## Exploratory Work Experience Credits:

33-64 Volunteer/Intern hours = 2.5 credits	65+ Volunteer/Intern hours = 5 credits
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## Work Experience Education (WEE)

### Course Outline/Major Units of Instruction

#### Course Description:

Participants in the Work Experience course will demonstrate job seeking and acquisition skills, the qualities necessary for keeping and advancing on the job, and the importance of maintaining a positive impression when leaving a job. They will explore various careers using the World Wide Web as well as other career assessment methods and they will complete a career portfolio showcasing their academic and career accomplishments. Students will also develop an understanding of wage systems, payroll deductions, taxation, insurance benefits, basic business operations, and personal money management. As employees, students will master their knowledge of workplace safety standards, policies, and procedures, as well as federal and state labor laws. Finally, students completing this course will practice the career development techniques of career decision making, goal setting, and entrepreneurship.

Alternative Education Center's Work Experience Education Program (WEE) is a year-long course that focuses on General, Career Technical, and Exploratory Work Experience (GWE, CTWE, EWE) opportunities. **General Work Experience** includes a curriculum where students develop good work habits and behavior while becoming responsible and productive individuals. This is accomplished by way of classroom instruction and supervised paid employment. **Career Technical Work Experience** includes the components of General Work Experience as well as the following criteria: teacher approval of work stations, related classroom instruction supervision of students while in training and joint venture training agreements and plans. **Exploratory Work Experience** is designed for students who would like to explore a career and/or train/intern (without pay) to gain skills and knowledge in that field. **Classroom hours below are based on 16 weeks of school per semester (class meets once per week) for a total 32 hours.**

#### Semester 1

##### Fall Semester (1<sup>st</sup> Year)

##### Unit 1 – Being Employed

1. Orientation, Process and Procedures, and Employment Paperwork
2. Labor Law Instruction and Collaborative Research
3. Labor Law Review and Discussion
4. Sexual Harassment on the Job
5. Safety on the Job – Injury, Workers Compensation
6. Work Habits for the Beginner

##### Unit 2 – Balancing School, Life, and Work

1. Keeping Records (schedules, checks, taxes, responsibilities, and school work)
2. Ethics in the Work Place
3. Getting Along with Others
4. The Power of Time Management and Goal Setting
5. Time Management
6. Goal Setting

##### Unit 3 – Financial Literacy

7. How People are Paid – Show Me the Money
8. Benefits, Deductions, and Payroll Plans
9. Planning for Retirement, Savings, and Investing
10. Federal Income Tax
11. State Income Tax
12. Raises and Promotions, Leaving a Job Appropriately

## **Spring Semester (1<sup>st</sup> Year)**

### **Unit 4 – Staying Employed**

1. Orientation, Process and Procedures, Employment Paperwork
2. Labor Law Review and Discussion
3. Workplace Violence, Dealing with Crime
4. The Rules of Work – How to Succeed on the Job
5. Safety on the Job
6. Work Values – Being the Best

### **Unit 5 – Career Development**

7. Career Aptitudes and Research
8. Job Applications and References
9. Resume's and Cover Letters
10. Interviewing
11. Interviewing Simulations
12. Following Up
13. Being a Leader
14. Training Others
15. Dealing with Supervisors
16. Becoming a Supervisor
17. What is Success? Awards, Honors, and Recognitions
18. Final Portfolio Presentation

## **Fall Semester Lessons (2<sup>nd</sup> Year)**

### **Unit 1 – Being Employed**

1. Orientation, Process and Procedures, Employment Paperwork
2. Labor Law Instruction and Collaborative Research
3. Labor Law Review and Discussion
4. Sexual Harassment on the Job
5. Keeping Good Employment Records (Rough Drafts of Resume's and Cover)
6. Packaging Your Self for the Future (resume and Reference Letter Project)

### **Unit 2 – Success on the Job**

1. Customer Service, Communicating with Customers
2. Dealing with Difficult Customers (Role Play)
3. Getting Along with Others on the Job/Surviving Office Politics
4. Being an Exceptional Employee – Getting a Promotion
5. Keeping and Advancing in Your Job
6. Training Others (Presentation)

### **Unit 3 – Managing Life**

7. Personal Financial Management
8. Budgets and Credit
9. Company Morale and Camaraderie
10. Taxes
11. Self-Assessment/Personal Reflection and Review

## **Spring Semester Lessons (2<sup>nd</sup> Year)**

### Unit 4 – Staying Employed

1. Orientation, Process and Procedures, Employment paperwork
2. Labor Law Review and Discussion
3. Positive Work Habits
4. Self-Evaluation and Improvement Plan
5. Surviving Office Politics
6. Leaving a Job Appropriately

### Unit 5 – Career Preparation – Post Secondary Options

1. Post-Secondary Options – Colleges and Universities
2. Community colleges and Online Training
3. Tech Schools
4. The Armed Forces and Apprenticeships
5. Getting Your Act Together – References/Portfolios
6. Updating Your Resumes

### Unit 6 Entrepreneurship

7. Job Outlook and Employment Projections
8. Designing Your Own Business
9. Managing Your Own Business
10. Employee Handbook
11. Selling Your Own Business

Final Review and Presentation

## WORK EXPERIENCE STUDENT APPLICATION FORM

(You can always add a second sheet for more lengthy comments below)

Student Name \_\_\_\_\_ School \_\_\_\_\_

Cell Phone \_\_\_\_\_ E MAIL \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Home phone \_\_\_\_\_

Workplace \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Job Title \_\_\_\_\_

Manager/Supervisor Name(s) \_\_\_\_\_

Contact Phone \_\_\_\_\_ E mail Address \_\_\_\_\_

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1. What career(s) or occupation(s) are you interested in pursuing in your future? List at least one.

\_\_\_\_\_

2. Why are you interested in the Work Experience Education program?

\_\_\_\_\_

\_\_\_\_\_

3. Describe the work you do at your job in detail.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4 Rate your attendance and punctuality at school using the A to F scale.

Attendance \_\_\_\_\_ Punctuality \_\_\_\_\_ Explain: \_\_\_\_\_

5. What do you plan to do after you graduate from high school? Be specific. If you are going to college, what do you want to study? If getting a job, where? What are your long term goals and plans?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. List any special skills or talents you possess. (ie- fluent in another language, proficient in computer applications, play a musical instrument, draw/artistic, fix things, etc...)

\_\_\_\_\_

\_\_\_\_\_

7. What are your hobbies and/or extra curricular activities? To which clubs or organizations do you belong?

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8. How do you feel the Work Experience Education Program will help you in the future?

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9. What other career technical education (CTE) classes have you taken or are you taking now?  
(Culinary Arts, Digital Design for the Web, Engineering, Tech Theater, SVCTE (specify course), etc...)

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### **WORK EXPERIENCE APPROVED JOBS CHECKLIST**

(All of these must be checked in order to be approved for a job in Work Experience)

1. \_\_\_\_\_ You are an employee, **NOT** self employed or independent contractor
2. \_\_\_\_\_ You are issued a pay stub with itemized tax deductions each pay period (weekly, biweekly, monthly)
3. \_\_\_\_\_ The business has worker's compensation insurance
4. \_\_\_\_\_ You are scheduled to work at least 8 hours per week
5. \_\_\_\_\_ The business is open to the public M-F between the hours of 8AM-5PM
6. \_\_\_\_\_ The supervisor is present at the business M-F between 8AM-5PM
7. \_\_\_\_\_ The business is located within a 15-mile radius of my home high school
8. \_\_\_\_\_ The business is not located on or within private or residential property (Home-based business)
9. \_\_\_\_\_ The business is observable, stationary, open to the public, and permits indiscriminate (unscheduled) access to the Work Experience Teacher during regular school hours
10. \_\_\_\_\_ Working conditions are safe, moral, and legal
11. \_\_\_\_\_ Your paid position has probability of lasting the entire year
12. \_\_\_\_\_ You do not work for a temporary employment agency
13. \_\_\_\_\_ Your employer provides a learning situation, keeps records of your attendance, and agrees to the requirements outlined in the Training Agreement
14. \_\_\_\_\_ If under 18, you do not work more than 8 hours a day, more than 48 hours a week, and only work between the hours of 5AM and 10PM (unless permit is signed to work until 12:30AM)
15. \_\_\_\_\_ If under 18, you have or will immediately obtain a work permit
16. \_\_\_\_\_ If under 18, you do not operate prohibited equipment or machinery (see partial list below)

#### **PARTIAL LIST OF UNACCEPTABLE JOBS FOR WORK EXPERIENCE**

- ◆ Babysitting
- ◆ Housekeeping
- ◆ In-home health care
- ◆ Home office (private homes, cash, self employed)
- ◆ Street vending
- ◆ Door-to-door sales
- ◆ Some phone soliciting businesses
- ◆ Street sign advertisers
- ◆ **Any other occupation that is unsafe or has no supervision**

<b>PARTIAL LIST OF PROHIBITED EQUIPMENT/MACHINERY FOR MINORS</b>
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(These are also located on the back of your work permit)

- Motor vehicle driving-may not drive a motor vehicle on public roads for employers
- Power-driven woodworking machines-may not operate or assist in cleaning of off bearing material
- Power-driven hoists-may not operate forklifts or hydraulic hoists
- Power-driven metal forming, punching, shearing, machines-may not operate!
- Power-driven bakery machines-may not operate dough mixer, bread/vegetable/ meat slicer, or dough sheeter
- Power-driven paper products, machines, box crushers, etc...may not operate!
- Power-driven circular saws, band saws, shears...may not operate!
- Roofing operations, excavation, digging...may not perform!
- Pits-State law prohibits minors from working below ground in pits (auto)

**I certify that I have read and understand the contents of the Course Information Sheet, Course Outline, and Work Experience Approved Jobs Checklist. I also understand that falsifying and/or failure to comply with these responsibilities may be grounds for dismissal from the program. My parents and I are signing the Parent Letter to acknowledge our approval of my participation in the Work Experience Education Program and its policies.**

(See Parent Letter for signatures attached)

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_