

CHINO VALLEY UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL GUIDE
WORK EXPERIENCE

Course Number	5893
Department	Elective
Length of Course	One (1) year, two (2) semesters
Grade Level	9-12
Prerequisite	Must be employed at a paid and approved job site with approval of school, parent, and employer. Must be at least 16 years old. Approval of Work Experience Coordinator.
Credit	5 units per semester/10 total units - elective
Repeatable	May be repeated for an additional thirty (30) units, no more than twenty (20) units of Work Experience can be given in any given year.
Board Approved	March 6, 2003

Description of Course – Work Experience provides job-related experiences for high school students through supervised part-time employment as part of their total school program. This course is aligned to the California Model Curriculum Standards for Work Experience Education.

Rationale for Course – Work Experience assists students in becoming productive, responsible individuals through employment experiences.

Standard 1 – Personal Skills

- 1.1 Objective: Students will understand how personal skill development affects their employability. They will exhibit positive attitudes, self-confidence, perseverance, self-discipline, and personal hygiene. They will manage time and balance priorities as well as demonstrate a capacity for lifelong learning.
 - 1.1.1 Performance Indicator: Students will write an error-free resume using their own data.
 - 1.1.2 Performance Indicator: Students will identify and/or list parts of a standard business letter, properly formatted.
 - 1.1.3 Performance Indicator: Students will compose a cover letter for the resume using a standard business letter format.
 - 1.1.4 Performance Indicator: Students will compose a thank you letter after the completion of an interview using a standard business letter format.

- 1.1.5 Performance Indicator: Given aptitude and/or skills assessments, students will develop a plan to continue their educational and career opportunities.
- 1.1.6 Performance Indicator: Students will identify and/or explore career opportunities and projected trends; investigate required education, training, and experience; and develop an individual career plan.
ELA STANDARDS LINK
WRITING, Grades 11/12, 2.5: Write job applications and resumes
WRITING, Grades 9/10, 1.2: Use precise language
WRITING, Grades 9/10, 1.3: Use clear research questions and suitable research methods
WRITING, Grades 9/10, 1.9: Revise writing
WRITING, Grades 9/10, 2.3: Write expository compositions
WRITING, Grades 9/10, 2.5: Write business letters
WRITING, Grades 9/10, 2.6: Write technical documents
- 1.1.7 Performance Indicator: Students will identify and/or summarize job interview skills and techniques (e.g., how to act and how to dress).
- 1.1.8 Performance Indicator: Students will identify and/or prepare written responses to potential interview questions and use them in a mock interview.
ELA STANDARDS LINK
SPEAKING APPLICATIONS, Grades 9/10, 2.6: Apply appropriate interview techniques
- 1.1.9 Performance Indicator: Given an interest survey, students will identify areas of their interest in possible careers.
- 1.1.10 Performance Indicator: Given an attitude survey, students will identify their character traits.

Standard 2 - Interpersonal Skills

- 2.1 Objective: Students will understand key concepts in group dynamics, conflict resolution, and negotiation. They will work cooperatively, share responsibilities, accept supervision, and assume leadership roles. They will demonstrate cooperative working relationships across gender and cultural groups.
- 2.1.1 Performance Indicator: Students will identify which discrimination and/or labor and wage law is being demonstrated when presented with various work scenarios.
- 2.1.2 Performance Indicator: Students will identify the situation and appropriate action(s) that need to be taken when provided several sexual harassment case studies.

2.1.3 Performance Indicator: Students will identify and/or prepare a written plan of action for sexual harassment case studies.

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WRITING, Grades 9/10, 2.6: Write technical documents

READING, Grades 9/10, 2.1: Analyze the structure and format of functional workplace documents

READING, Grades 9/10, 2.8: Evaluate the credibility of an author's argument or defense of a claim

2.1.4 Performance Indicator: Students will identify their areas of improvement and develop steps to increase job performance after receiving a copy of the employer's evaluation of student performance.

2.1.5 Performance Indicator: Students will identify and/or prepare outcomes of work ethic case studies.

Standard 3 – Thinking and Problem Solving Skills

3.1 Objective: Students will exhibit critical and creative thinking skills, logical reasoning, and problem solving. They will apply numerical estimation, measurement, and calculation as appropriate. They will recognize problem situations; identify, locate, and organize needed information or data; and propose, evaluate, and select from alternative solutions.

3.1.1 Performance Indicator: Students will identify which discrimination and/or labor and wage law is being demonstrated and will suggest steps to meet compliance regulations given working condition scenarios which are out of compliance.

3.1.2 Performance Indicator: Students will identify, describe, and/or differentiate between various forms of compensation and benefits.

3.1.3 Performance Indicator: Students will identify, locate and/or define the various deductions on their paycheck stub.

3.1.4 Performance Indicator: Students will complete a 1040EZ or 1040A tax return given a W-2 form with appropriate information and/or their own information.

Standard 4 - Communication Skills

4.1 Objective: Students will understand the principles of effective communication. They will communicate both orally and in writing. They will listen attentively and follow instruction, requesting clarification or additional information as needed.

Performance Indicator: The performance benchmarks for this standard are identical to Performance Indicators # 1, 2, 3, 4, 7, and 8 found under Standard 1 - Personal Skills.

Standard 5 - Occupational Safety

5.1 Objective: Students will understand occupational safety issues including the avoidance of physical hazards in the work environment. They will operate equipment and materials safely so as not to endanger themselves or others. In addition to Performance Indicators # 1, 2, and 3 found in Standard 2 - Interpersonal Skills, the following additional performance indicators apply to this Standard.

5.1.4 Performance Indicator: Students will identify the most common work place accidents.

5.1.5 Performance Indicator: Students will identify and/or list ways to avoid common workplace accidents.

Standard 6 - Employment Literacy Skills

6.1 Objective: Students will understand career paths and strategies for obtaining employment within their chosen fields. They will assume responsibility for professional growth. They will understand and promote the role of their field within a productive society, including the purpose of professional organizations.

In addition to Performance Indicators #5, 6, 9, and 10 found in Standard 1 - Personal Skills and Performance Indicators # 4 and 5 found in Standard 2 - Interpersonal Skills, the following additional Performance Indicators apply to this Standard.

6.1.7 Performance Indicator: Students will write a personal essay describing their educational and career goals that effectively demonstrates the sequential steps leading to, or experiences contributing to, their decisions.

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WRITING, Grades 11/12, 2.3: Write reflective compositions

6.1.8 Performance Indicator: Students will identify and explain the possible steps in a professional growth plan for several different careers, demonstrating the concept of lifelong learning for personal and professional growth.

Standard 7 – Technology Literacy Skills

- 7.1 Objective: Students will understand and adapt to changing technology by identifying, learning, and applying new skills to improve job performance. They will effectively employ technologies relevant to their fields.
- 7.1.1 Performance Indicator: Students will identify and/or list fundamentals to create, format, and produce documents.
- 7.1.2 Performance Indicator: Students will demonstrate proper techniques and the knowledge of resources available through electronic media to access information regarding careers.
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- 7.1.3 Performance Indicator: Students will identify and/or list proper workplace ethics and issues as they relate to emerging technologies and telecommunications.
- 7.1.4 Performance Indicator: Students will produce properly formatted resumes and letters using technology, demonstrating the need to continually keep resumes current and specific to targeted job openings.