

ACALANES UNION HIGH SCHOOL DISTRICT

WORK EXPERIENCE EDUCATION

Adopted: 3/15/06

<u>COURSE TITLE:</u>	WORK EXPERIENCE EDUCATION
<u>COURSE CODE:</u>	T0805e
<u>GRADE LEVEL:</u>	Grade 12 or by Administrative Approval in Grade 11
<u>COURSE LENGTH:</u>	One Semester (May be taken for four semesters only)
<u>PREREQUISITE:</u>	Students must be at least 16 years of age and concurrently employed a minimum of five hours per week in a paid position covered by workmen's compensation.
<u>CREDIT:</u>	Students may earn up to 10 credits per semester with a maximum of 40 credits earned over a four semester period. Credits are based on 90 Hours of work = 5 180 Hours of work = 10
<u>UC/CSU CREDIT:</u>	No
<u>GRADUATION REQUIREMENT:</u>	Fulfills elective units toward graduation
<u>COURSE DESCRIPTION:</u>	Work experience is a one semester elective class combining paid employment experience with classroom instruction emphasizing an introduction to work necessary for job success and fulfillment and classroom training in employability skills. Students are employed and paid a standard wage at the job site while enrolled in a concurrent course at their high school. Students develop positive work habits, self-confidence, and job related skills which can be used to locate, secure, and retain employment in the community. Students must attend weekly related instruction meetings at their school, undertake lessons and activities, and acquire general and specific occupational skills through a combination of supervised paid employment and instruction. Regular job site visitations and supervision by the work experience coordinator is a fundamental part of the course.
<u>COURSE GOALS:</u>	The student will receive classroom instruction in five areas as derived from the California Framework for Work Experience Education. The students will: 1. Have an understanding of how to get a job, retain a job, and leave a job

2. Understand the financial and economic decisions revolving around work that effect your life and retirement
3. Have a working knowledge of workers' rights and labor laws
4. Perform career research
5. Have a working understanding of the skills required to be successful in the workplace

The following learning outcomes will also be addressed:

- Personal Skills
- Interpersonal Skills
- Critical Thinking and Problem Solving
- Communication Skills
- Technology Literacy

The class also provides an opportunity for students to deal with new challenges and situations which will build character and enhance their feelings of self-worth and meet a standard of excellence acceptable to industry and school.

MATERIALS AND
RESOURCES

Instructional packets, guest speakers, periodicals, computer, career software, government and legal forms, brochures, and videos

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COURSE OUTLINE

1.0 STUDENTS UNDERSTAND THE FUNDAMENTALS OF HOW TO GET, RETAIN, AND LEAVE A JOB.

- Orientation to Work Experience Course Requirements
- Applications
- Letters of Reference
- Resume
- Workmen's Compensation
- Fringe Benefits
- Employment Interview Skills
- Employer Expectations
- Semester Employer/Student Evaluation

ASSESSMENT

Students will:

- **Complete job applications, letters of reference, and a resume.**
- **Conduct mock interviews and complete instructional unit packets**

Benchmarks

- Demonstrate correct interviewing techniques
- Be prepared for the hiring process (application, resume, references)
- Understand employer expectations for job
- Know about optional fringe benefit plans

2.0 STUDENTS UNDERSTAND THE FINANCIAL AND ECONOMIC RAMIFICATIONS INVOLVED WITH THE WORKPLACE ENVIRONMENT

- Taxes, State and Federal
- Insurance
- Credit/Budgets/Banking
- Benefits
- Raises and Promotions

ASSESSMENT

Students will

- **Write an individual financial plan**

Benchmarks

- Know how to complete personal tax forms
- Have an understanding of health insurance
- Have an understanding of how financial credit works
- Know how to properly request a raise

3.0 STUDENTS UNDERSTAND WORKERS RIGHTS AND LABOR LAWS

- Labor Laws
- Sexual Harassment

ASSESSMENT

- **Selected response, quizzes, and tests**

Benchmarks

- Understand the legal requirements and

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- Fraud
- Rights and Responsibilities of Being 18
- Social Security
- Equal Employment Opportunity

- restricted occupations
 - Know his/her labor rights
 - Have an understanding of sexual harassment
 - Have knowledge of health and safety laws
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**4.0 STUDENTS WILL RESEARCH POSSIBLE CAREER CHOICES
USING THE INTERNET AND SOFTWARE PROGRAMS**

- Career Exploration
- Explore area of personal strength and interest

ASSESSMENT

- Student creates a report of their findings

Benchmarks

- Understand the results of career inventory tests
 - Know job trends for the future
 - Understand steps in a career search and how it relates to post-secondary education/training
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**5.0 STUDENTS UNDERSTAND AND CAN APPLY THE SKILLS
NEEDED TO BE SUCCESSFUL IN THE WORKPLACE**

- Human relations
- Teamwork in the workplace

ASSESSMENT

- Selected responses to teacher instructional prompts
- On-the-job assessment of learned skills

Benchmarks

- Understand the skills needed to deal with difficult people
 - Have an understanding of stress management
 - Know how to develop positive self esteem and peak performance
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TEACHING STRATEGIES:

- Collaborative learning
- Guest speakers
- Lectures
- Job visitations/Employer evaluation
- Brochures and Legal forms
- Videos
- Software
- Research papers
- Instructional packets

GRADING GUIDELINES:

Classroom work	50%
Employer Evaluation	50%