

OHHS Career and Technology Business Education

WORK EXPERIENCE SYLLABUS



COURSE NAME: Work Experience

PREREQUISITE:

- Students must be enrolled in or have earned credit in a CTE class.
- Students must provide transportation to their worksite.
- Open to grades 11, 12 (need to be at least 16 years of age)

LENGTH:

One Trimester/180 hours of work (may be repeated for additional credit with qualifying class)

COURSE FEES: None

COURSE DESCRIPTION:

Work at a local business and earn credit for a paid job that is related to a course that prepares you for your future. You will gain on-the-job experience.

COURSE RESOURCES:

- Determined by job placement

GRADING SCALE:

0-179 hours worked = No Credit (NC)

180 hours worked = Pass (P)

GRADING CRITERIA:

- Students will receive a P (Pass grade) and a half credit per trimester for each 180 hours of work experience (a maximum of 1 credit will be allowed each year).
- 180 hours per trimester equals and average of 15 hours per week.
- The student must complete a new training agreement for each 180 hours of work.
- Pay stubs will be **required** to verify work hours.

MAJOR ASESMENTS:

- Number of documented hours worked starting from the time the contract is completed between the student, parent/guardian, employer, and the course instructor.

MATERIALS/SUPPLIES:

- Determined by job placement.

INSTRUCTIONAL UNITS:

- To be determined by the employer
- On-the-job training

PLAGIARISM POLICY (WAYS TO EARN A 0 ON ANY ASSIGNMENT):

- Not applicable unless there is a workplace policy.

REDO AND/OR LATE POLICY

- Not applicable—students must complete the 180 hours to receive credit.

TUTORING AND EXTRA HELP:

- If students are having difficulty on the job, the teacher is always available to assist the student and work with the employer.
- If students need extra assistance on the job, the student will need to speak with the employer.

Instructor:

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