Welcome to Work Experience. This is an elective class, which combines employment with classroom instruction. As a student you will attend your own job or internship during the week, and attend a class session on the first day of the school week during 5th or 6th period. If there is no school on Monday, then we meet on Tuesday. One class session equals one full week of attendance in either one or two periods, worth 10 to 20 credits for the semester. You will develop ethical work habits, sensible and positive attitude, self-confidence, and job skills which can be used to locate, secure, retain employment, and enhance your career development. You are provided a grade and school credit for learning on the job/internship, not by simply having a job/internship. Your grade drops significantly by not attending class. The additional instruction at John C Kimball High School and the proper completion of all forms and handouts, along with an employers’ evaluation, will determine your grade and positive outcomes!

STUDENT RESPONSIBILITIES
Work Experience is a privilege. A student can be dropped from class for the following reasons:
1. GPA falls below a 2.0 and/or 1 or more F’s.
2. Over 15 hours of Saturday School and/or poor attendance in school and/or work experience.
3. Fails to leave school grounds when released from school for Work Experience.
4. Fails to obtain a work permit for each job held.
5. Fails to notify Work Experience Coordinator of job loss and/or job change.
6. Goes to work on a day when not in attendance at school.

CANCELED OR REDUCED WORK PERMITS
A student’s work permit or internship could be canceled or hours permitted to work reduced if it is found that the job is affecting the health, education, or welfare of the student. This is interpreted to include declining grades, attendance, or failing to meet deadlines. Work permits are revoked if Saturday School time-owed exceeds 15 (fifteen) hours.

JOB REQUIREMENTS
The student must find their own legally paying job, and must work an average/minimum of 10 (ten) hours per week. Additional requirements:
1. Students must show proof of employment during the first 2 weeks of the semester.
2. You cannot be self-employed, or employed as a babysitter, housekeeper, newspaper carrier, street vendor or door-to-door salesperson.
3. You cannot be self-employed or an independent contractor.
4. You cannot be employed by a business operated from a private residence.
5. Employment must be within the Tracy Unified School District enrollment area.
6. The job must be at an observable stationary site.
7. The job must pay with payroll taxes deducted, and include a pay receipt which must be provided to the Work Experience Coordinator at least monthly.
8. Working conditions must be safe, legal, and moral.
9. The employer must have worker’s compensation insurance.
10. The job must have the probability of lasting the entire year.
11. You must be supervised on the job, and the supervisor must be available to meet with the Work Experience Coordinator or Teacher.
12. The employer must provide a learning situation of on-the-job-training.
13. The employer must keep a record of your attendance and complete the John C Kimball required evaluations each quarter.
14. If you are under the age of 18 (eighteen), you cannot perform any job listed as ‘HAZARDOUS OCCUPATION.’
15. You may have more than one job, but all jobs must meet the above criteria. A job not meeting this criteria will not count for class credit.
LENGTH OF EMPLOYMENT – WORK HOURS
You must be employed or in an internship for a minimum of 12 (twelve) weeks each semester to earn a passing grade.

COURSE REQUIREMENTS

• While enrolled in high school, YOU MUST HAVE A WORK PERMIT FOR EACH JOB HELD. You must personally turn in the Request for a Work Permit to Mrs. Sullivan. This is due within the first 2 weeks of the semester, and within one week of starting a new job.

Class Meetings
Work Experience will meet on the first day of each school week during normal class time. Each “un-excused” class missed will result in a significant grade drop.

➢ Ex. 1 class = 1 week of school for one or two periods.

ABSENCES – Three (3) or more un-excused absences may result in removal from class.

➢ Email or send a message to Mr. Calder by 9:00am if you are going to miss a class session.
➢ Clear your absence with the Attendance Office ASAP.
➢ Come see Mr. Calder before both lunches are over upon your return.

HOMEWORK – Generally not assigned. District Policy; per night, 9-12 students will typically average two hours of homework per night. 9-12 students may be given limited homework on holidays and weekends to meet course objectives and acquisition of skill.

Classwork: Timesheets
Timesheets are due every 2 weeks (not including breaks – full weeks off). Your pay stub will be turned in how ever often you get paid. Interns will utilize the Time Sheet as well as Bi-Weekly Journal entries. Failure to turn in timesheets with pay stubs will affect your grade.

➢ Due Date & the day after = Full Credit
➢ The rest of the week = ½ Credit
➢ One week or later = 0 Credit

Classroom Supplies

➢ Classroom Folder (provided): all paperwork will go into your folder
➢ The ability to send and receive text messages.
   ○ Sign up for Remind by texting @wkexp56khs to the number 81010

Consequences for Not Complying With Classroom Rules

1. First offense, student/teacher conference.
2. Second offense, contact parent on phone or in person.
3. Third offense and/or immediate removal, referral to counselor and/or administration for proper disciplinary procedure.

Cheating Policy
Students caught cheating will receive an F for that work and a parent/guardian will be notified. A second cheating offense will be treated as defiance.

**If the student is having difficulty with the class or an employer, the Work Experience Coordinator is willing to provide help before and after regular school hours.
Computer Technology will be utilized to complete required course content. TUSD Computer User Agreement applies. Career Job Ready Skills software, periodicals, and class set copies of the State Work Experience Education Curriculum (required State Standards).

Additional Materials: Newspapers, magazines, promotional materials, and videos.
Additional Activities: Guest Speakers

Internet access and materials will aid in the overall focus of contributing to the students’ development of competencies in Work Experience.

**Learning Standards Outline**

**CTE/Vocational Work Experience Education** The intent is to reinforce and extend vocational learning opportunities for students through a combination of related classroom instruction and supervised paid employment.  (Career Technical Education)

**General Work Experience Education** The purpose is to provide students with opportunities for applying the basic skills of reading, writing, and computation through a combination of supervised employment in any occupational field and related classroom instruction.

**Work Experience Education (WEE)** The WEE program is part of a total educational process that: (1) helps students to choose a career path wisely; (2) prepares them for full-time employment suitable for their abilities and interests; and (3) affords students the opportunity to learn to work with others in ways that are successful and rewarding. The WEE program uses the integrated efforts of teachers, counselors, students, parents, and employers to achieve the following purposes:

- Link the academic core curriculum with the world of work and promote students' school-to-career transitions.
- Help students develop skills, habits, and attitudes conducive to job success and personal growth.
- Assist students in selecting careers and preparing realistically and wisely for the world of work.
- Use the community's business-industrial complex as a career training laboratory to help the students develop a positive work ethic and acquire or refine work related skills and job performance in actual work settings.

**GRADING POLICY**

Each category listed below will be worth 1/3 of your grade!

<table>
<thead>
<tr>
<th>Category</th>
<th>Points per Semester</th>
<th>Points Each</th>
<th>Total Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>16 Meetings</td>
<td>10</td>
<td>160</td>
</tr>
<tr>
<td>Timesheets</td>
<td>8 Timesheets</td>
<td>20</td>
<td>160</td>
</tr>
<tr>
<td>Evaluations</td>
<td>2 Evaluations</td>
<td>33</td>
<td>66</td>
</tr>
</tbody>
</table>

**GRADING SCALE:**

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