



Southridge High School Work for Credit Program

Community Work Experience is a one or two trimester program for employed juniors and seniors who want to receive elective credit in connection with their job. Students can earn .5 credit for 60 hours worked with a *maximum* of 1.0 credit for 120 hours worked. For questions about qualifying work and summer employment please see the College and Career Center.

Objective:

- To help students strengthen their workplace knowledge and skills.
- To help students recognize the connection between skills needed in the workplace and continued learning.

Requirements:

- Students must fully complete all forms/assignments and turn them in on time. The paperwork includes:
 - Student/Parent contract
 - Worksite Agreement
 - Resume
 - Skill Development Goals
 - Type-written journal discussions
 - Proof of hours worked
 - Final Employer Evaluation
 - Self Evaluation
- **Student/Parent Contract, Worksite Agreement, Resume** and the **Skill Development Goals** form need to be completed and turned in to the College and Career Center and approved **before starting your work for credit hours.**
- The **proof of hours** (pay stubs, employer signature, or timesheets), **journal discussions, final employer evaluation and self evaluation** are **due at the completion of each 60 hours completed.**

Employer Participation:

- Employers must be included in the creation of workplace skills and goals. The employer's signature on the Skill Development and Goals form implies proper available opportunities and support for the student in reaching the goals.
- Employers are invited to communicate with the Work for Credit Coordinator in the Career and College Center about the student's progress at any time during the program. Employers will be asked to complete a final evaluation of the student's progress near the end of the semester.

To receive credit you must turn in *proof of hours*, journal discussions, essays, skill development evaluation and final employer evaluation.

STUDENT/PARENT CONTRACT

I understand I must complete all assigned paperwork and turn assignments in on time. The assigned paperwork includes this contract, a Training Agreement, and other assignments as outlined on the assignment page.

I understand I must turn in proof of my hours (pay stubs, employer signature, timesheets, etc.) when I have completed 60/120 hours. If I am fired from my job during the semester, I will lose credit in this program.

I understand *this is not an assigned class but a self managed program*. I understand if I successfully complete the Community Work Experience program, I receive a .5 elective credit; a grade of "Pass/Fail" will be given.

I understand my credit will be based on attendance at work, completion and quality of the assignments and an evaluation of my progress on my workplace goals.

I understand failure to comply with any of the above requirements will result in denial of credit.

I understand that the Beaverton School District does not in any way supervise students on a job site; nor does the district screen employers or develop a list of approved job sites.

I have read the above statements and agree to comply with all of the requirements.

Student Signature

Date

Parent Signature

Date

PARENT PERMISSION

I support the learning goals and concepts of this experience, and I give my son/daughter permission to participate in this work experience program.

I understand that school personnel may not have visited the job site, may not have met the host personnel at the site, and will not be present when the student is at the site.

If my student is leaving school during school hours to participate during school hours in a job shadow, I am aware of the method by which my student intends to be transported to or from this worksite and I approve of this method. In the case of a job shadow, I expect my student to accept the responsibility of this placement as arranged and agreed upon. I expect my student to return promptly to the appropriate place at the agreed time and by the method of transportation agreed upon in the parent permission form when the appointment is over.

Parents and their heirs, executors, administrators, and assigns agree to defend, indemnify, and hold harmless the District and any staff member, officer, director, agent, or representative, against any and all manner of actions, suits, debts, claims, or liability of every kind incurred or arising by reason of student's intentional acts in the activity including, but not limited to, any injuries or other damage the student may cause.

I understand that the information from this experience will be entered in an electronic database used to link School-to-Career activities for my student. All student information is treated as confidential and is not available to the general public. The database is used in Clackamas, Multnomah, and Washington counties by authorized personnel only.

I understand that my student is not directly supervised by Beaverton School District personnel at the worksite. I agree that the District and its officers, employees, directors, and agents shall not be responsible for any personal injury or death, other injury, damage, loss, or expense, either to the student or student's property, whether or not such injury is caused by negligence. IT IS THE INTENTION OF THE UNDERSIGNED TO EXEMPT AND RELIEVE THE DISTRICT FROM LIABILITY FOR PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE.

Parent/Guardian Signature _____ Date _____

Worksite Agreement

Student	Name:
Worksite	Worksite: Phone Number: Address: Worksite Supervisor: Alternate Supervisor:
School	School: Southridge High School Phone Number: 503-259-5400 Address: 9625 SW 125 th Ave., Beaverton, OR 97008 School Coordinator: Shelly Koop

This section is to be completed by Worksite Supervisor in conjunction with Student and School Coordinator:

Job Title: _____
 Work: Start Date: _____
 Number of Hours/Week: _____

Work Schedule: Indicate hours to be worked each day

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Rate of Pay \$ _____

Special Restrictions/Accommodations: _____

Failure on the part of the undersigned parties to meet their obligations under this agreement may result in suspension or termination of this Agreement.

Student Date

Parent/Guardian Date

Worksite Supervisor Date

School/Program Coordinator Date

SKILL DEVELOPMENT GOALS & EVALUATION

To be completed prior to starting your 60 hours

Student Name: _____ ID#: _____ Grade: _____

Worksite: _____

Worksite Supervisor: _____ Phone: _____

Worksite Address: _____

The worksite supervisor and the student agree to the following Skill Development Goals. These skill goals are for the first 60 hours worked. You will write new goals for the second .5 credit.

SKILL #1: _____

SKILL#2: _____

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Journal Discussions

*Use these questions for the first 60 hrs of work at a workplace.

These questions are to be answered as part of the requirement for receiving the first 0.5 credit for 60 hours of work. Each journal discussion should be typed and have a word count of at least 120 words. Please turn them in to the College and Career Center. These journal entries are due at the completion of 60 hours.

1-Describe the business you work for. Is it small or large? What product or service does it provide? What are the competing companies? What do you like about this business, its service or product, and the work that you do there?

2-What was it like to be a new employee? What type of work skills and personal attributes did you have in order to successfully get this job? What were some positive and negative aspects of your interview for this job?

3- Make a list of the duties you perform at your job and then compose an official job description. Describe how you use the following basic skills in your job: reading, writing, math, speaking and listening? Which classes at Southridge helped you develop these skills? What job skills are easy for you? Which job skills are more challenging for you?

4-Examine your pay stub. How much do you make? What deductions are taken out of your pay? Is this pay enough to live on? Why or why not?

5-Describe a conflict that has occurred at work. It could involve your employer, other employees or even a customer. How was it resolved? Were you involved? How would you have handled the problem?

6-What is the best thing about your job? What is the worst thing? How do you deal with the parts of the job that are not fun?

Essay & Discussion Assignment

*Use these questions for the second 60 hrs of work at the same workplace.

The following questions are to be completed as part of the requirement for receiving the second 0.5 credit for another 60 hours of work at the same place of employment. The essay should be typed and have a word count of at least 500 words. This essay needs to be turned in when you have worked a total of 120 hours. Please bring the completed packet to the College and Career Center.

A) Think about yourself as an employee. What has been the most rewarding part of your job? What has been the most challenging? Write about a difficult situation and/or customer you encountered at work-how did you handle the situation? What did you learn about your problem-solving and communication skills? Think back to your skill goals-were you successful in meeting those goals? If not, what prevented you from reaching those goals.

B) Think about how this work experience fits into your post High School plans. How has this experience influenced your thoughts about future career paths and educational goals? What steps will you need to take to reach your goals? What skills have you gained in this job that you would like to carry over into your future career?

Please share this essay with your counselor.

Counselor's Signature: _____

Date: _____

FINAL EMPLOYER EVALUATION

Please evaluate the student worker by using the scale below, placing the appropriate number in the column next to the standard.

3=Exceeds Expectation 2=Meets Expectation 1=Below Expectation

STANDARD	3, 2, 1	NOTES
PERSONAL MANAGEMENT	-	
Identify tasks that need to be done and initiate action.		
Plan, organize and complete projects/tasks on time with agreed upon quality.		
Takes responsibility for decisions and actions.		
Maintains regular attendance and timeliness.		
Maintains appropriate interactions with colleagues.		
PROBLEM SOLVING	-	
Identify problems and locate information that may lead to solutions.		
Identify alternatives to solve problems and assess consequences of alternatives.		
Develop a plan to implement the selected course of action. Assess and take corrective action as needed.		
COMMUNICATION	-	
Listens attentively and is able to clarify tasks.		
Gives and receives feedback in a positive manner.		
Reads technical/instructional materials for information and applies to specific tasks.		
Speaks clearly, accurately and in a manner appropriate for the intended audience.		
TEAMWORK	-	
Demonstrates ability to work on a team successfully.		
Shows ability to negotiate, compromise and build consensus.		
Works together to build consensus and manage conflict in a positive way.		
Works with the team to share decision making and set goals.		
EMPLOYMENT FOUNDATIONS	-	
Demonstrates appropriate dress, appearance and personal hygiene for the work environment.		
Is able to work with flexibility in the workplace and is able to make adjustments as needed.		
Follows health and safety standards in the workplace.		
CAREER DEVELOPMENT	-	
Progressed in their position becoming more confident, efficient and productive. Was an asset to the workplace.		

Additional
Comments: _____

Supervisor Signature: _____ Date: _____

STUDENT SELF EVALUATION

Please evaluate yourself by using the scale below, placing the appropriate number in the column next to the standard.

3=Exceeds Expectation 2=Meets Expectation 1=Below Expectation

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STANDARD	3, 2, 1	NOTES
PERSONAL MANAGEMENT	-	
Identify tasks that need to be done and initiate action.		
Plan, organize and complete projects/tasks on time with agreed upon quality.		
Takes responsibility for decisions and actions.		
Maintains regular attendance and timeliness.		
Maintains appropriate interactions with colleagues.		
PROBLEM SOLVING	-	
Identify problems and locate information that may lead to solutions.		
Identify alternatives to solve problems and assess consequences of alternatives.		
Develop a plan to implement the selected course of action. Assess and take corrective action as needed.		
COMMUNICATION	-	
Listens attentively and is able to clarify tasks.		
Gives and receives feedback in a positive manner.		
Reads technical/instructional materials for information and applies to specific tasks.		
Speaks clearly, accurately and in a manner appropriate for the intended audience.		
TEAMWORK	-	
Demonstrates ability to work on a team successfully.		
Shows ability to negotiate, compromise and build consensus.		
Works together to build consensus and manage conflict in a positive way.		
Works with the team to share decision making and set goals.		
EMPLOYMENT FOUNDATIONS	-	
Demonstrates appropriate dress, appearance and personal hygiene for the work environment.		
Is able to work with flexibility in the workplace and is able to make adjustments as needed.		
Follows health and safety standards in the workplace.		
CAREER DEVELOPMENT	-	
Progressed in your position becoming more confident, efficient and productive. Was an asset to the workplace.		

Additional
Comments: _____

Student Signature: _____ Date: _____