



# WESTWOOD COMMUNITY HIGH SCHOOL

## Work Experience 15/25/35

Please return this package to the Career Café

Any Questions? Call 780-791-1986 x157 or 284

**Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_

<b>Office Use Only</b>	<p style="text-align: center;">OTH 3998 _____ OTH2998 _____ OTH1998 _____</p> <p style="text-align: center;">Please complete this contract and all pages in blue or black PEN! Thank you!</p>
<b>Description</b>	<p>The Work Experience Program is designed for students to earn credits while working part time. During this time students gain valuable employment skills along with many other valuable skills. For every 25 hours worked one can earn 1 credit. Students can earn up to 30 credits with 15 eligible towards graduation.</p>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Students must complete <u>Workplace Safety</u> module (HCS 3000). Students can register at the Career Café for the module if it was not completed in grade 10. ****Students <u>CANNOT</u> earn credits until this is completed****</li> <li>• Students must also complete the contract package to be eligible. This includes having the contract signed by the student, parent and their employer.</li> <li>• Students must also self-evaluate their performance at work and have their immediate supervisor evaluate their job performance 2 times a school year and once during the summer</li> <li>• A brief assignment about the job must be completed and passed in with the contract before one can be enrolled.</li> </ul>
<b>Hours</b>	<p>Students can pass in the following to claim their hours:</p> <ul style="list-style-type: none"> <li>• Pay stubs OR a letter stating the hours worked</li> <li>• Volunteer Activity Sheet -green form or brown forms where hours can be filled in and then signed off by the employer.</li> <li>• Monthly calendar with hours and supervisor's signature.</li> </ul>
<b>Grades</b>	<p>Students earn a mark from Work Experience through:</p> <ul style="list-style-type: none"> <li>• 50% employer/supervisor evaluation, Learning Plan 10%, Contract Completion 20% , Paystubs/volunteer forms submitted monthly 20%</li> </ul>

# Welcome to Westwood Work Experience/Volunteer Program

## WORK EXPERIENCE PROGRAM

Work Experience is an opportunity to earn high school credits while working in a part time job or volunteering.

### Overview

- **Students must log a minimum of 75 hours (3 credits) in order to earn credits.**
- Students can earn one credit for every 25 hours worked. Students can earn up to 10 credits at each grade level for a total of 30.
- Up to 15 Work Experience credits can be used to meet the graduation requirement of 100 credits.
- In order to earn credits students must have HCS 3000, complete the Work Experience Package or appropriate volunteer forms.
- As a way to track a student's working hours students will need to bring in a document stating the hours worked. This can be in the form of a letter or monthly calendar signed by the employer, paystubs or an email from the employer. **The letter/email must include the hours worked.**
- Volunteer hours can be used in conjunction with work experience hours or on their own. Students can pick up appropriate forms from Ms Mellsen or Ms Stang in the main office. The correct forms must be used. **Volunteer positions must have a direct, in person supervisor. Babysitting and Jr Achievement do not meet these requirements.**
- Work Experience hours can only be passed in during the school year in which the student completed the work. (September 1<sup>st</sup>- mid June )
- Summer Work Experience- July and August is considered a new school year

**Pay stubs and volunteer hours are due to be handed in at the main office every month.**

**20% of the final mark is based on the receipt of these items being handed in every month. If items are only handed in at the end of the year, there will be a deduction of 18% off of the final grade.**

Please sign to confirm that you have read and understand the requirements to obtain work experience/ volunteer credits.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## WORK AGREEMENT

A. Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

B. Name of Company: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

### WHEREAS

- a) The Fort McMurray Public School Board has approved an Off-Campus Education Program, Work Experience Program (RAP), for pupils in its school pursuant to section 37 of the School Act.
- b) The Employer and the Student have agreed to participate in the said Program on the terms and conditions here in set forth.

### WITNESSETH

- a) **Period of Agreement**  
The student shall faithfully, honestly and diligently serve the Employer and devote his/her time and attention to such employment during the hours of employment hereunder prescribed.
- b) **Hours of Work**  
The hours of employment are to be determined between supervisor and the students.
- c) **Termination**  
Notwithstanding anything herein contained to the contrary, any party written hereto may, with or without cause, summarily terminate by giving written notice of termination to the parties to this agreement.
- d) **Supervision**  
During the hours of employment herein set forth the Student shall be under the direct supervision and control of the employer; provided however, the Employer shall at all times permit the Board or its representative access to the employment site and the Student.
- e) **Evaluation**  
The Employer shall at the request of the Board or its representatives, evaluate the students in the performance of his/her duties hereunder and report such evaluations on a form from time to time provided the Employer by the Board.
- f) **Full-Time Employee Tenure**  
The Employer agrees that the employment of the Student hereunder shall in no way affect the job security of any other employees of the Employer, nor the Employer's hiring practices with regard to full time employee.

\_\_\_\_\_  
Student's Name (print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Name (print)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Off Campus Coordinator (print)

\_\_\_\_\_  
Off Campus Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer's Name

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

1. By Worker's Compensation Act, AR R.S.A. 2000, Section 153(3), the Students have been deemed to be "workers" of the government of the province of Alberta.
2. In the event the Student shall be employed by the Employer outside the scope of the agreement, the Employer and Employee are subjected to the Alberta Relations Code, the regulations and orders thereunder.

# Work Experience Program Assignment

It is your responsibility, within the first 2 shifts, to complete the following questions regarding your work site. You may ask a co-worker or supervisor for assistance.

1. What is the **full**, legal name of the business or company?

\_\_\_\_\_

2. What is your supervisor's first and last name? Do you have more than **one** supervisor?

Name: \_\_\_\_\_

Name: \_\_\_\_\_

3. What is the name(s) and telephone number(s) of the person you should contact if you are going to be absent or late? (There may be more than one person.)

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

4. What are the **business hours** of this company?

Weekdays: \_\_\_\_\_ Weekends: \_\_\_\_\_

5. What is the **purpose** or **function** (*example - grocery, retail, hardware*) of the business or company?

\_\_\_\_\_

6. List three **health and safety** rules that apply to your particular work area.

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

7. What are the **times** and **durations** of lunch and breaks?

Lunch: \_\_\_\_\_ Break: \_\_\_\_\_

8. What are the company policies with regard to employees?

a) What is the company policy concerning cell phone? \_\_\_\_\_

b) What time does your employer expect you there before your shift (punctuality)? \_\_\_\_\_

c) Does the company have a dress code?

\_\_\_\_\_ Yes. Describe: \_\_\_\_\_

\_\_\_\_\_ No.

9. List three of your roles and responsibilities at work.

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

**STUDENT NAME:**  
**EMPLOYER EVALUATION**  
**WORK EXPERIENCE PROGRAM**



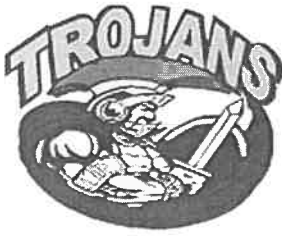
**PERFORMANCE RATING GUIDE**

5	Excellent	Exceeds performance expectations.
4	Very Good	Meets performance expectations with minimal assistance.
3	Good	Meets performance expectations with some assistance.
2	Needs Improvement	Meets some performance expectations with supervision.
1	Unsatisfactory	Does not meet performance expectations even with supervision.
NA	Not Applicable	Does not relate to this job site.

SELECT APPROPRIATE RATING FOR EACH PERFORMANCE STATEMENT      5    4    3    2    1    NA

	5	4	3	2	1	NA
<b>PERSONAL MANAGEMENT</b>						
• Dependable (90% attendance)	•	•	•	•	•	•
• Provides notice to supervisor prior to absences.	•	•	•	•	•	•
• Consistently on time.	•	•	•	•	•	•
• Dresses appropriately for the job.	•	•	•	•	•	•
• Accepts constructive criticism.	•	•	•	•	•	•
• Demonstrates an interest in improving job performance.	•	•	•	•	•	•
• Shows respect for others.	•	•	•	•	•	•
<b>SAFETY</b>						
• Works in a manner that prevents injury to self & others.	•	•	•	•	•	•
• When required, uses and wears protective equipment.	•	•	•	•	•	•
• Identifies & reports health and safety hazards to a supervisor in an appropriate manner.	•	•	•	•	•	•
<b>TEAM WORK</b>						
• Works efficiently with colleagues and supervisor.	•	•	•	•	•	•
• Takes responsibility of his/her share of the work.	•	•	•	•	•	•
• Contributes to the team effort.	•	•	•	•	•	•
• Takes a leadership role when appropriate.	•	•	•	•	•	•
<b>COMMUNICATION</b>						
• Uses language and terms appropriate for the job when speaking to customers and co-workers.	•	•	•	•	•	•
• Written communication is neat and legible.	•	•	•	•	•	•
<b>THINKING, PLANNING, ORGANIZING</b>						
• Organizes time and work effectively to complete tasks.	•	•	•	•	•	•
• Uses prior experience or knowledge to solve problems and make decisions.	•	•	•	•	•	•
<b>COMMENTS:</b>						

Employer's Name: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_



## Off Campus Student Programs Work Site/Station Approval

SCHOOL AUTHORITY: FMPSD – Juris. # 2833      SCHOOL CODE:1857

SCHOOL: Westwood Community High School

ADDRESS: 221 Tundra Drive, Fort McMurray, T9H 4Z7      TELEPHONE: (780) 791-1986 x284

Student Name \_\_\_\_\_

Work Site \_\_\_\_\_

Address: \_\_\_\_\_

**The purpose of the chart is to ensure that the workplace is a safe area and in no way a danger to employees.**

Work Site Station Inspection	Yes	NO	N/A
Supervisors Name:			
Is there job health and safety training and orientation?			
Does the student need PPE?			
Are you familiar with reporting a student injury? The student is t an employee of Alberta Education for WCB coverage (see work agreement).			
Are the following available in the workplace? Emergency preparedness procedure?			
Someone trained in First Aid/CPR available at all times in the workplace?			
Workplace includes fire extinguishers, first aid and emergency exits?			
Eyewash station			
Has the student been made aware of the hazards in the workplace?			
Does the worksite seem orderly and well maintained?			
Is there a minimum age if employment at this workplace?			

Workplace Supervisor Name \_\_\_\_\_

Workplace Supervisor Signature \_\_\_\_\_

Email or Phone of Supervisor \_\_\_\_\_

Off Campus Coordinator Signature \_\_\_\_\_

## Work Experience Learning Plan

<b>STUDENT NAME:</b>
<b>JOB TITLE:</b>
<b>COMPANY NAME:</b>
<b>SUPERVISOR:</b>
<b>PHONE #:</b>

### Student's Duties and Responsibilities

Provide a description of exactly what your job is and in as much detail as possible.

1.
2.
3.
4.

### Student's Learning Plan

Please list the skills that you have used and learned at work that you may not learn or use at school that enabled you to do your job well and even excel.

#### **STATE AN EXAMPLE OF YOUR WORK THAT YOU USE YOUR SKILLS.**

Workplace Skills-What skills do you use in the work place that help you do your job well?
Attitude-
Knowledge-What have you learned from your job that you may have never have known otherwise

What specific initial training have you completed in order to do your job?

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Ask your Supervisor what other training you may be getting in the near future and list it here


What **workplace skills, attitudes, and knowledge** you should develop or **improve** in the next few months at this workplace? **List them here:**

Workplace Skills
Attitudes
Knowledge

Please complete a separate learning plan if job duties change significantly during the school year.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OCC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE CAREER CAFE AS SOON AS POSSIBLE AFTER THE STUDENT ENTERS INTO THE WORK EXPERIENCE PROGRAM.***

Thank you for your cooperation and participation in the Westwood Community High School's Work Experience Program!



STUDENT NAME: \_\_\_\_\_

## SELF EVALUATION

### WORK EXPERIENCE PROGRAM

WorkPlace: \_\_\_\_\_



Please read each question and select 1-2 answers per question.

1. At the beginning of my shift I take steps to find out what is expected of me.
  - Am told directly what to do by my supervisor
  - Ask what is expected of my
  - Wait until I am told what to do
  - Follow the usually expectations of my job
2. In my work I take pride in my work when
  - I like the task I have been assigned
  - When I am told it is important
  - No matter what
3. Once a task is assigned to me I was able to work without supervision.
  - If I am familiar with the task
  - Sometimes if I feel motivated
  - I work better when I work with others
  - I like to work independently so I can get the job done
4. If I finish my task early or there is not any work assigned to me I
  - Relax
  - Find other work to do
  - There is always work to be done for the most part
  - leave early if possible
5. Constructive criticism is someone giving you advice/instructions to help improve something. When someone gives you constructive criticism how do you
  - Are grateful to have the guidance
  - Find it difficult to learn that way
  - Take it personal sometimes
  -
6. When you miss time at your job you...
  - Call the supervisor to let them know you will not be in
  - Tell them in person a few weeks ahead if possible
  - Tell the supervisor your next shift

7. One area I could improve on in my job is.....explain why or how

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8. One are of my job I do well or even excel in is...

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9. One area of my job that I have noticeably improved in is .....

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