

Work Experience Education

Course Syllabus

Teacher: Mr. Nacsin

Room: College/Career Center, Room B-29

Classroom Phone: (909) 475-5540

Office Hours: 7:30AM to 2:30 PM, Monday thru Friday

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What is Work Experience Education? Work Experience Education (WEE) is a elective class that will help you improve your employability skills and prepare for a career. You earn credit by learning on the job, not just having a job, and by participating in related instruction classes at school. As a WEE student, you will be issued a special work permit that will allow you some work privileges not available to holders of regular work permits. There are several requirements for enrollment, continued participation and earning credit in WEE. Read the list carefully to be sure you understand what will be expected of you.

Requirements

1. You must be sixteen (16) years of age and have an acceptable job. (Waivers can be granted for those under the age of 16).
2. Complete and return all required WEE forms to the WEE Coordinator.
3. Complete an intake interview with the WEE Coordinator.
4. Have a completed Training Agreement and Contract on file (explained further at the intake interview).
5. Attend WEE related instruction class once per week outside of regular school hours. Three (3) absences from this class per quarter may result in removal from the program. There are no “excused” absences.
6. Average at least five (5) hours per week on the job while in WEE for five (5) elective class credits.
7. Receive satisfactory evaluations from your job site supervisor.
8. Maintain a satisfactory Grade Point Average (GPA) to qualify for a Work Permit. A current GPA of 2.0 with no more than one failing grade (F) is required to qualify for a Work Permit.
9. Maintain satisfactory school behavior. Suspensions, excessive tardiness, classroom disruption, and failure to follow school rules are all examples of behavior which would be grounds for removal from the program.

10. Inform the WEE Coordinator immediately of anything that might impact your performance in the program including changes in job status or school schedule.

Course Description: The Work Experience Education program encompasses the academic phase of the Student Cafeteria Program, and as such, concentrates on employability and career skills. Emphasis is placed on financial management, work place behaviors, and skills necessary to obtain and sustain employment. The academic class meets once per week, on Mondays at 8:30 am in B-29.

Class Rules: There are four rules to follow in order to be successful in the Work Experience Education Program:

1. Be on Time and Be Prepared – This applies to both the cafeteria and the corresponding academic class. You may be absent only 3 times for the academic portion of the course during a quarter. Anymore than this may require your removal from the program.
2. Respect yourself and others – Practice good customer service skills during your employment hours and positive behaviors in the academic class. Profanity is not tolerated at any time.
3. No Candy, Food, Gum, or Drinks in the College/Career Center – The center is a computer lab and as such, the equipment must be protected.
4. Be Productive – Complete all assignments on time.

Grading Policy: Class grades are based upon a combined evaluation of on the job criteria and classroom performance. A formal evaluation is prepared and distributed at the end of each reporting period. Grades are assigned as follows:

90% - 100% = A	**50% of your grade is earned from your quarterly evaluation
80% - 89% = B	**50% of your grade is earned from the work experience class
70% - 79% = C	
60% - 69% = D	
59% and below = F	

Late work in the academic portion of the course is accepted until the end of the current reporting period; however, you will receive no higher than a “C” grade on any late work.

Attachments:

- Training Agreement and Contract
- Student Cafeteria Employment/Work Experience Program Rules and Regulations
- Work Experience Education Application
- Quarterly Performance Evaluation