

## WK7070/ Work Experience Syllabus

Course Title----- Work Experience  
 Course Number----- WK7070  
 Grades:----- 09-12  
 High School Credit Value:----- 0.5  
 Prerequisites:-----

Course Length:----- Regular courses: 17 weeks  
 CR: 9-17 weeks.

Course Time:----- Regular courses: 17 week schedule: 75 - 90  
 minutes per school day (6-7.5 hours per  
 week)  
 Credit Retrieval: 75 - 90 minutes per  
 school day (6-7.5 hours per week) until  
 course completion.

### { Course Description }

This class introduces students to the world of work through supervised activities at a work site. Students will learn how to maintain employment, be successful on the job, and plan for a career. Students may earn job-training credit when they have completed the required related instruction and have documented 180 hours of coordinated work experience. The work site must be pre-approved by the Worksite Learning Coordinator to assure proper placement. The Worksite Learning Coordinator will consult the student's employer to develop an individualized training plan and complete regular work evaluations. Students must be 16 years to enroll in this class. The class may be repeated with permission of the instructor.

This course helps meet the state minimum requirements of 1.0 Occupational education (CTE - CIP: 528888) credits or it may be used towards the 5.5 minimum elective credits required. Please check with your district for more specific requirements.

**Course Materials:**

**State Alignments**

Washington State Standards guided the design of the course. Learning expectations are found within the course itself.

Common Core or Priority Standard	Description of Standard	Units
1	Student will analyze, comprehend and apply skills needed to maintain a safe work environment.	2-9
2	Students will develop and apply skills and knowledge needed to live, learn and work in an increasingly diverse society.	2-9

3	Students will develop and utilize interpersonal skills to communicate, participate, and advocate effectively in a work setting to reach common goals.	2-9
4	Students will demonstrate an ability to work with a variety of technologies, identify or solve problems with equipment, including computers and other technologies.	2-9
5	Students will develop and demonstrate leadership ability to be able to preside, guide or manage self, others, activities or tasks in a workplace environment.	2-9
6	Student will analyze and develop occupationally specific skills and competencies to be successful and productive in the work place.	2-9
7	Student will develop and apply skills to communicate effectively and responsibly in a variety of ways and settings.	2-9
8	The student understands and applies the knowledge and skills in organizing and completing required documents for Cooperative Work Experience.	1

### Course Outline

In order to take this course students must:

1. **Have a qualifying job**--If you're not sure if your job qualifies, check with Geri Lee, Coordinator.
2. **Age**--You **must be at least 16 years of age**
3. **Have a Qualifying Class**--To enroll in Worksite Learning, you must have both a qualifying job and a qualifying class. A qualifying class is a Career and Technical Education Class that relates to the job you hold. You may have taken this class previously (and passed it) or are presently taking the class.

The following classes might be a qualifying class for you:

- Business Marketing
- Accounting 1
- Accounting 2
- Business Law I
- Business Law II
- Career Choices
- Digital Communication Tools

#### 4. **Complete Application form**

#### 5. **Signatures of student and parent on Syllabus**

#### 6. **Complete Work Site Learning Agreement**--signed by student, parent and employer

Students must complete 180 hours of work during the semester and submit pay stubs that show hours worked each week/month.

### Course Work

#### INSTRUCTIONAL STRATEGIES

Students learn in the workplace. The student must continually improve on workplace skills or learn new

tasks in order to gain credit.

### ASSESSMENT STRATEGIES

Students will be assessed in the following areas:

- Worksite Learning Coordinator, Geri Lee, will meet with your employer to develop an individualized learning plan, this will be used for evaluation of workplace skills.
- Prompt completion of required paperwork
- Turning in hours at least monthly (can make copies of pay stubs) through email or postal mail.

### CLASS RULES:

- o Sign and return all documents promptly
- o Keep Geri Lee informed of changes at your job (quit, new position, fired, frustrations, problems with something or someone, etc.)
- o Turn in your hours promptly – at least once each month

### **Grading**

Students are allowed to revise and resubmit work to meet standards.

### **Occupational Credit:**

This course may qualify for \*occupational credit. Please consult your school counselor for further clarification.

\*Please note that FLA901 (Sign Language) does not qualify for occupational credit.

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