**WORK EXPERIENCE EDUCATION SYLLABUS**

**Course:** Work Experience at DHSHS

 **Class meets Wednesdays 9:25am – 10:15 , Periods 0, Room 207**

**Teacher**: Sam Cucciniello **Phone:** 760-288-7000 x1487 **Email:** scucciniello@psusd.us  **Course:** Students are/may re-enroll per quarter; grades and credits are given per quarter

**Grade Level:** 9-12

**Course Credits:**

|  |  |  |
| --- | --- | --- |
| Criteria | Credits Per Quarter | Credits Per Semester |
| 0 -2absence/ 0 tardy/ 0 late work | 2.5 | 5 |
| 3 or more **UNEXCUSED** absences / tardies / late work | 0 | 0 |

**Course Description:**

Work Experience is an elective class that gives students credit for learning at their place of employment and in the Work Experience class meetings held once a week. All students must have a job to be enrolled in Work Experience Education class.

In class, students gain knowledge about labor laws and their rights. They also develop essential skills such as: identifying their personal characteristics and interests towards developing an individual career plan; exploring different career opportunities and projected trends by investigating required education, training and experience for careers of interest; creating, formatting and producing documents such as job applications, resumes, cover letters, thank you letters; filling out tax forms; developing social skills (i.e. how to handle an unhappy customer), accessing the internet for career exploration; and understanding the basic attitudes necessary for success in the workplace. Students are encouraged to share their job experiences with their classmates in order to promote self-awareness and knowledge about the various types of entry level jobs available.

At work, employers participate by designing students’ learning goals and evaluating student performance on the job. The instructor visits the student’s place of employment once a quarter to monitor progress.

**Course Objectives:**

The purpose of Work Experience class is to help students develop skills and attitudes that will help them be successful at school and at work. Skills are developed, including:

* Ability to listen to directions and follow through
* Attention to detail
* Initiative
* Self-awareness (i.e. self-evaluation)
* Planning skills (i.e. career path)
* Communication skills, including conflict resolution skills (i.e. customer service skills)
* Technology and research skills (i.e. use of Internet to find a job, use of word processing software to prepare a resume)
* Critical thinking skills (i.e. how to comprehend and interpret items from news articles)
* Basic mathematics skills (i.e. how to calculate their average hours worked, how to calculate their class grade)

**Course Requirements:**

Students must submit the following forms when requested:

1. Work Permit on file
2. 1 paystub per month
3. Course Syllabus signed by student and guardians

Students will need to turn in:

1. Attending and participating in class
2. Video notes
3. Employer’s completed employee appraisal (1 per each quarter)
4. Weekly Google docs on videos and skills taught in class

Students must work a minimum of 4 hours a week at a bona fide job (no getting paid “under the table”). Student’s employer must provide student with Worker’s Compensation Insurance coverage, submit payroll tax withholdings, and must provide a safe, moral, and legal environment. Students must attend class the equivalent of one hour a week. Students are responsible for finding their own jobs.

**Grading Policy:**

All classroom work will be graded. Students cannot pass Work Experience Class unless they submit, in a timely fashion, their pay stubs and all other assignments. Students must attend class for the full duration of the class; if student accumulates three (3) absences, the student will be dropped from the class. Class work that is missed cannot be made up unless the student has an excused absence due to illness.

**How Grades Are Determined:**

|  |  |  |
| --- | --- | --- |
| Grade | P | F |
| Number of classes that are missed per quarter | 0 | 3 OR MORE |
| Number of paystubs brought to class (one for each month) | 2 | 0 |
| Participate in class discussions and activities(all google docs) | Yes | No |

**Career Survey Activity YES NO**

**NOTE: The “F” grade is determined if 3 or more unexcused absences OR if student fails to submit 1 paystub per month 2 per quarter to class or STUDENT IS FIRED FOR CAUSE FROM THIER EMPLOYER**

A FAILING GRADE IN THE CLASS WILL MEAN THAT THE STUDENT WILL NOT EARN CREDITS.

**Homework Policy:**

Students are responsible for bringing paystubs and evaluations (fully completed) to class on a timely basis.

**Class Materials:**

1. Students are required to bring their Chromebook and a working pen to class each week. Handouts for classwork or homework will be provided to students.
2. All students unless over the age of 18 are to have an active Work Permit on File with Mr. Cucciniello in the Work Experience Office.

**Unemployment Policy:**

* Students must inform instructor before they quit their job.
* Students are permitted three weeks if they become unemployed, or unable to work for any reason (fired, quit, illness, injury).
* If student loses his/her job while taking Work Experience class, they must fill out an unemployment form each week and report on where they have applied for work. This is a requirement unless student is ill or injured.
* Students must work a minimum of six weeks per quarter.
* If unable to secure employment, students must withdraw from class at the end of the quarter.

**Attendance:**

* During the first three weeks of the quarter, students who have not attended will be dropped from class without penalty
* Students who missed three or more classes will be dropped with an “F” grade.
* Students who miss any classes will be responsible for bringing to the instructor a Report from the Attendance Office showing the absence is excused, otherwise it will remain with an “unexcused” status for the work experience class. No parent’s notes will be accepted.
* Students must sign in for attendance and remain for the entire class to be counted “present” for full attendance credit.
* Students are advised to see their counselor to verify enrolment in Work Experience class. Students wishing to drop Work Experience class must see the teacher and their counselor. It is not possible to drop Work Experience class four weeks prior to the end of a quarter.

**Class Rules:**

Students are expected to:

1. Show up for class on time
2. Show up for work on time
3. Maintain satisfactory academic progress and attend school regularly in order to keep their work permit
4. Be courteous to one another and to the instructor
5. Be prepared to complete video work sheets from weekly videos assigned in class
6. Be prepared to participate in class
7. Be respectful of the classroom routine

If class rules are not adhered to, the consequences are as follows-

1. Student will receive a warning in class
2. After the second warning, student’s parent will be contacted
3. After parent is contacted, if no improvement is noted, the student’s work permit will be cancelled.

**How Might Your Work Permit be Cancelled:**

1. Not having a 2.0 average in all of your classes at school
2. Attendance issues (unexcused absences)
3. Not following class rules
4. **Being let go from your job for cause**

**Dear Families,**

Please sign and detach this portion along the line above and have your child return it to the instructor so that you may keep this copy of the course expectations for future reference. Please contact me at extension 760-288-7000 x 1487 or scucciniello@psusd.us if you have any questions regarding the information included in this document. I look forward to meeting you and becoming a partner in your child’s educational experience at Desert Hot Springs High School.

**I HAVE READ THESE COURSE EXPECTATIONS AND UNDERSTAND THE EXPECTATIONS FOR MY CHILD WHILE ENROLLED IN WORK EXPEREINCE CLASS DURING THE 2022-2023.**

**Parent/Guardian Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I HAVE READ THESE COURSE EXPECTATIONS AND UNDERSTAND THE EXPECTATIONS FOR ME WHILE ENROLLED IN THE WORK EXPEREINCE CLASS DURING THE 2022-2023 SCHOOL YEAR.**

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

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_**