



EAGLE BUTTE HIGH SCHOOL

"Giving Our Students Roots and Wings"

1150 Eagle Butte Road, Dunmore, AB T1B 0J3
Ph: 403-528-1996 Fax: 403-528-1997

2020 Summer Work Experience Checklist

In order to ensure that you receive the credits for your work experience, it is important that you document your progress properly. You can use this checklist to help you stay organized. It is important to note that you must have a contract in place before you begin collecting hours.

To set up your contract for work experience, contact one of the following:

Mr. Ricci	jimiricci@prrd8.ca	403.928.5619
Mr. Wihnan	sheldonwihnan@prrd8.ca	403.952.5047
WE general email address:	ebhsworkexp@prrd8.ca	

Included in this package are the following documents:

- Off Campus Education Program/Work Experience Agreement (Actually, this is not in this package. Once you have a job, you need to call Mr. Ricci or Mr. Wihnan – phone numbers above – to set this up. It must be completed before you can collect any hours for credit.)
- Monthly Work Experience Time Sheet for May (Must be completed by you, signed* by you and your employer, and submitted by June 15, 2020)
- Monthly Work Experience Time Sheet for June (Must be completed by you, signed* by you and your employer, and submitted by July 15, 2020)
- Monthly Work Experience Time Sheet for July (Must be completed by you, signed* by you and your employer, and submitted by August 15, 2020)
- Monthly Work Experience Time Sheet for August (Must be completed by you, signed* by you and your employer, and submitted by September 15, 2020)
- Student Interim Self-Evaluation (Must be completed by you, signed* and returned by July 20, 2020)
- Student Final Self-Evaluation (Must be completed, signed* and returned by September 8, 2020)
- Employer Second Evaluation (You will give this form to your employer around the middle of July. He/she will complete the form)
- If you used a resume and cover letter to obtain this employment opportunity, please include a copy in your submission.

*There is no need to print these forms. They have been formatted in a way that you can save and update on your phone, tablet or computer. If they need to be signed by you or your employer, simply forward the form and they can type in their name on the signature lines. Then they can forward the forms to us directly to our general email address (listed above.)