

Student Learning Plan (Part 1)

Work Experience Program Expectations

	W.E. 35	W.E. 25	W.E. 15	RAP	PFO	INTERN	Green	
Student:		Jol	placement:	S	upervisor:			

The following learning plan is to let the student and employer know how the student will be evaluated and the kinds of things that the student should be aware of in order to do a good job. Before hours can be counted towards any off campus placement, the student will need to have completed the learning plan by going over the following items with the off-campus coordinator. It is highly recommended that the workplace supervisor also

take time, as needed, to remind the student of their learning goals.						
Employability Skills	Workplace Skills					
Safety	Knowledge					
 Identifies potential health and safety hazards 	 Asks questions when necessary 					
 Assures personal safety 	 Has knowledge appropriate to the task 					
 Reports injuries 	 Identifies materials appropriate to the task 					
 Maintains a safe workplace environment 	 Selects the correct tools, equipment and/or 					
 Uses correct safety equipment 	processes					
Personal Management	Skills					
Dresses appropriately	Uses correct techniques					
 Accepts responsibility 	Ability to learn new skills					
 Makes informed decisions 	Demonstrates appropriate behaviors					
 Applies risk management strategies 	 Provides appropriate services 					
Thinking, Planning and Organizing	Demonstrates safe practices					
 Solves problems and makes decisions 	Accuracy and quality of work					
 Demonstrates planning abilities 	Demonstrates knowledge of use and care of					
 Organizes time and work 	materials and equipment					
 Stays usefully occupied while at work 	Follows written instructions well					
Working With Others	Follows verbal instructions well					
 Communicates effectively 	Attitudes					
 Works as a member of one or more teams 	 Appreciates the opportunity to learn 					
 Demonstrates tolerance and understanding 	 Appreciates the opportunity to work 					
 Reacts appropriately to uncertainty 	 Is aware of the importance of safety 					
 Perseveres at all tasks without complaint 	Is on time and reliable					
Works well with the public	 Shows a good work ethic 					
 Shows a positive attitude 	Willingness to help and learn					
Managing Transitions and Change	For ALL skills you will be rated on the following scale:					
 Takes responsibility for own learning 	5 – Exceeded requirements					
 Is able to adapt to change 	4 – Met all job requirements					
 Understands related career opportunities 	3 – Met minumum job requirements					
 Demonstrates initiative and self-motivation 	2 – Did not meet job requirements in some areas					
 Demonstrates flexibility 	1 – Unsatisfacory work placement					
 Accepts both praise and criticism 	N/A – Not applicable					

Before signing up for Work Experience read the following carefully and sign

(Be sure to have Mr. Montoya or Mrs. Kirchner explain anything you do not understand)

For the school

- 1. The student agrees to:
 - FULLY complete the purple hours sheets on a monthly basis, sign them, submit them to the Work Experience Office within ONE week of the end of the month (June, July and August hours are due in September). These steps are required to receive the possibility of full marks. Marks will be deducted for lateness, up to one full month after the hours were due. The student agrees to forfeit said hours if they are handed in more than a month late.
 - If the student forfeits hours:
 - The student's parents will be informed (as the student may losing bursary money based on overall credits)
 - > If the problem persists, the employer will be informed as the student is close to being removed from the program
 - The student will be placed on noon hour detentions until all work is caught up.

NOTE: Marks in Work Experience can be used to help earn Rutherford Scholarships (up to \$3000). In many cases W.E. marks may be necessary for the student to graduate or receive a "spare" in Grade 12. Active participation in the Work Experience program may also result in earning Due Diligence Teal Cord at graduation.

2. The student agrees to:

- Meet with their Work Experience teacher for discussions about their hours sheets including additions or revisions to the reflection sections, if needed.
- Stay connected with their Work Experience teacher and/or the Work Experience Office. This means the student agrees to answer all W.E. text messages as soon as possible (and certainly within a day).
- Have regular meetings with the Off-Campus coordinator (usually every few months to discuss work progress and complete self-evaluations) to occur as needed (i.e. following meetings with the W.E teacher, after hours have been turned in, etc.)

3. The student agrees:

 NOT to terminate their employment without first discussing their issues and reasons with the Off-Campus Coordinator. Failure to do so may result in loss of credits/grades. Students are reminded that quitting their job also means premature termination of their work experience contract. GOOD reasons will be necessary.

4. The student agrees:

- If removal from the Work Experience Program becomes necessary because the student cannot, or will not, complete their school-related W.E. assignments:
 - The student will need to complete a two-month probationary period (during which time all school-related Work Experience tasks will be completed to superior quality).
 - The student will not be considered for sign-up again until this probationary period is completed to a high level of competency.

For the employer

- 5. The student agrees:
 - NOT to terminate their employment without first discussing their issues and reasons with their supervisor or employer.
 - The student agrees that they will not terminate their employment without giving two weeks written
 notice and, during that time, will still remain available for regular shifts and will do the shifts to the best
 of their ability.

7. The student agrees:

• To do the job they have chosen to the best of their ability, to use safe work practices at all times, to ask questions when necessary, to improve their skills and attitudes with experience, to be on time and reliable, to always show a good work ethic, to accept responsibility, to demonstrate initiative and self-motivation and to become a valuable member of the team.

8. The student agrees:

- To communicate with their employer the need to not take on so much work that it unduly affects their schoolwork, family commitments, sports obligations and the like.
- On the other hand, the student recognizes that the employer, while being flexible, will expect that the student completes the obligations that they have agreed to fulfill.
- The student agrees to communicate clearly and organize their time and work in a manner that satisfies themselves, the school and their employer.
- 9. The student agrees that at work they will not use their cell phone and will remain usefully occupied.
- 10. The student is strongly urged to send a letter of appreciation to the employer upon completion of their employment, thanking the employer for giving the student this opportunity. Bonus marks can also be earned in this way (NOTE: the school needs to get a copy first).
- ** The employer and student agree that the student has the right to refuse to do anything they may think is illegal (e.g. sell alcohol if they are under 18 years of age) or unsafe (e.g. do a job without proper safety practices in place, etc.).

By signing below you acknowledge that you have read and understood the above expectations for taking part in the Eagle Butte High School Work Experience Program.

	1.		
Off Campus Coordinator signature		Employer signature	Student signature
	2.		
		Employer signature	

Employer signature