



Student Learning Plan (Part 1)

Work Experience Program Expectations

W.E. 35

W.E. 25

W.E. 15

RAP

PFO

INTERN

Green

Student: _____ Job placement: _____ Supervisor: _____

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
<p>Safety</p> <ul style="list-style-type: none"> Identifies potential health and safety hazards Assures personal safety Reports injuries Maintains a safe workplace environment Uses correct safety equipment 	<p>Knowledge</p> <ul style="list-style-type: none"> Asks questions when necessary Has knowledge appropriate to the task Identifies materials appropriate to the task Selects the correct tools, equipment and/or processes
<p>Personal Management</p> <ul style="list-style-type: none"> Dresses appropriately Accepts responsibility Makes informed decisions Applies risk management strategies 	<p>Skills</p> <ul style="list-style-type: none"> Uses correct techniques Ability to learn new skills Demonstrates appropriate behaviors Provides appropriate services Demonstrates safe practices Accuracy and quality of work Demonstrates knowledge of use and care of materials and equipment Follows written instructions well Follows verbal instructions well
<p>Thinking, Planning and Organizing</p> <ul style="list-style-type: none"> Solves problems and makes decisions Demonstrates planning abilities Organizes time and work Stays usefully occupied while at work 	<p>Attitudes</p> <ul style="list-style-type: none"> Appreciates the opportunity to learn Appreciates the opportunity to work Is aware of the importance of safety Is on time and reliable Shows a good work ethic Willingness to help and learn
<p>Working With Others</p> <ul style="list-style-type: none"> Communicates effectively Works as a member of one or more teams Demonstrates tolerance and understanding Reacts appropriately to uncertainty Perseveres at all tasks without complaint Works well with the public Shows a positive attitude 	<p>For ALL skills you will be rated on the following scale:</p> <p>5 – Exceeded requirements</p> <p>4 – Met all job requirements</p> <p>3 – Met minimum job requirements</p> <p>2 – Did not meet job requirements in some areas</p> <p>1 – Unsatisfactory work placement</p> <p>N/A – Not applicable</p>
<p>Managing Transitions and Change</p> <ul style="list-style-type: none"> Takes responsibility for own learning Is able to adapt to change Understands related career opportunities Demonstrates initiative and self-motivation Demonstrates flexibility Accepts both praise and criticism 	

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 lose 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.

