

Course Title: WORK EXPERIENCE I	Course Description
<p>Course No. 4827 Grade level: 9-12</p> <p>Text and Resource Options: A. <i>Workplace Essential Skills</i>; PBS Literacy Link B. <i>30 Ways to shine as a New Employee</i>; Milt Wright and Assoc. C. <i>Workforce Development Series</i>; PACE Learning Systems</p>	<p>Course Duration: *One Semester</p> <p>Credit Value: 1-5</p>
<p align="center">Course Content: Key Content Standards and Course Objectives</p>	
<p>Students will demonstrate the ability to:</p> <ol style="list-style-type: none"> 1. Understand the process of job selection that suits individual needs. 2. Understand future occupational trends. 3. Understand the skills employers' want in employees. 4. Dress appropriately for a job. 5. Effectively apply for a job. 6. Participate in a job interview. 7. Get along with others and have positive human relations on the job. 8. Develop proper communication skills for the workplace. 	<p>Electives with this course number will allow students to earn credit for their work experience activities. Students must have a valid work permit and verify the hours they work with a pay stub or written verification from the employer.</p> <p>Students will also be required to attend a class for two hours each week and complete career preparation coursework under the supervision of the Career Coordinator.</p> <p>Credit value will be determined by the teacher and may vary depending upon the amount of work produced in class as well as the degree to which the student had a successful work experience.</p> <p>*Open entry/open exit</p>
<p align="center">Methods of Study</p>	<p align="center">Evaluation of Performance Standards</p>
<ol style="list-style-type: none"> 1. Students will participate in and successfully complete a job experience. 2. Students will complete assigned coursework. 3. Students will participate in discussion with other class members and/or teachers. 	<ol style="list-style-type: none"> 1. Students will complete all assignments with a minimum of 70% accuracy. 2. The supervising teacher as well as the Career Coordinator will be satisfied with the quality of the student's work. 3. The student must receive a minimum score of 70% on a teacher assigned final evaluation.