

## Work Experience 1 & 2

Welcome to Work Experience 1 & 2. Your facilitator for this semester will be Dr. Grimm. The requirements for receiving credit and an A are stated below. All work is due on time with penalties for late work. I expect that you will have a pleasant experience and learn some valuable skills this semester.

Included in this packet is an information/application sheet and employer/employee contract. You must show proof of employment before I can enter OJT on your schedule.

The third sheet in your packet is the time sheet. You must keep track of your time in a "timely manner". The hours are due each Monday from the previous week. The hours are the first 150 hours must be recorded for the first 9-weeks. The last date to turn in the first 150 hours will be at the end of the 9-week marking period. The second set of 150 hours (for a total of 300 hours), will be recorded for the second nine-weeks. Once again, timeliness is of the essence. NO hours will be accepted after the last day of the semester. Students who fail to turn in all the hours will be given an incomplete or partial credit. An incomplete will become an automatic F after two weeks. Hours may be mailed, hand delivered, or faxed to me at the appropriate times. Your supervisor must sign off on the hour sheets. Unsigned sheets are invalid. It is your responsibility to maintain your own sheets.

The last sheet is the evaluation form. Your employer and/or supervisor must complete this sheet. It must be signed and mailed or faxed to me at the proper intervals. The first evaluation is due after approximately 75 hours of work, the second after 150 hours of work, the third after 225 hours of work and the fourth, after-300 hours of work- If the evaluation sheets are not received YOU WILL NOT RECEIVE credit for the course or hours. All sheets are due on or before the last day of the semester for which you are to receive credit.

In addition, there are several other requirements. ALL are due on or before the last day of the marking period. Late work will not be accepted.

1. Write a letter of application (explaining why you want the job, what qualifications).
2. Complete a job application form.
3. Prepare a termination letter (listing reasons for termination). Describe your natural motivations, interests and talents for work.
4. Complete a formal résumé.
5. Write four essays (Standard 5 paragraph essays):
  - a. Describe the importance of honesty, truthfulness, and loyalty in the work setting.
  - b. Describe the relationship between educational achievement and career opportunities.
  - c. Explain the value of a high school diploma.
  - d. Describe the importance of meeting financial obligations.