

Work-Based Learning (Internships) Disclosure

Instructor: Ms. Anna Tuttle

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Course Description

(Possible 2 credits each year – grades 11 and 12). Eligibility requirements include but are not limited to: internship related to SEOP career goal, student having taken or currently enrolled in a related class, good grades and attendance, and you must attend the Critical Workplace Skills class the first two weeks of each semester and every other Wednesday. The goal of this program is to unite the student, the school, and the community. Some of the participating community organizations include businesses, elementary schools, professional organizations, universities, governmental offices, and medical facilities. While interacting with successful adults, students explore exciting career possibilities, gain valuable volunteer service hours, earn high school credit, and begin networking a career path in order to make a successful transition from school to work.

Class

You are required to attend the Critical Workplace Skills class. You are to bring a folder to each class. This folder is for you to keep all materials and information in from our class and to help you build your own portfolio. The following topics will be covered in this class:

- Career preparation, including: resumes, cover letters, interviewing skills, job applications, apprenticeship possibilities and entrepreneurship
- Legal and safety standards, including: labor laws, workers compensation, safety in the workplace, and confidentiality agreements
- Professional character standards: ethical behavior and attitude
- Interpersonal communication: conflict resolution and teamwork
- Critical Analysis of WBL experience: generating a skills grid, composing a written report and/or oral presentation on internship experience, and researching and evaluating specific career interests

Late assignments: Late work will receive ½ credit up to one week past due date. **NO CREDIT** will be given for any assignment more than one week late.

Class Expectations/Policies

1. BE ON TIME! Your internship is not a reason for being late to ANY class, including mine. Leave your internship site in enough time to be punctual in your other classes. I will not excuse tardies or allow this class to serve as an excuse.
2. Bring your folder, paper, and pen/pencil to class everyday.
3. Respect yourself and others. Check your attitude – how are you being perceived? Show appreciation and acknowledge the contribution of others.
4. NO CELL PHONES! Turn them off at the door or leave them home. Phones will be confiscated if used during class. **Do not** take them inside your internship site.
5. In this class, we fully support the attendance policy of this school.

Grade

40% Assignments

60% Time Cards

Scale:

P = 70-100

F = 0-69

Internship site

Attendance and punctuality are essential for a successful career experience. If circumstances arise that require you to miss a day, it is **YOUR RESPONSIBILITY** to contact your employer/supervisor and let him/her know that you will miss that day. This includes notifying them of school holidays and assembly schedules. A timecard signed by your supervisor must be handed in the first week of the following month. Bring these to class the 1st Wed. of the month, or slip it under my office door if your class does not meet that month until the 2nd week. Time spent at the worksite should equal the amount of time you would spend in the classroom for that class period, minus the drive time. The following forms are required for interning:

- _____ Confidentiality Agreement (3-part) _____ Intern/Parent Checklist (pink)
- _____ Instructions for Employers (3-part) _____ Internship Disclosure (green)
- _____ Training Agreement (3-part)

Please note: If I come to do a site visit and you are not there and you have not called them to let them know you are not coming, you will be marked a sluff (and I'll be really upset). After 3 days of missing your assigned days and not notifying them of your absence, you will automatically receive a failing grade and be immediately dropped from the program. We cannot have your irresponsibility jeopardizing our program.

Parents

If you have any concerns, questions or suggestions regarding policy or practice of the work-based learning program, please feel free to contact me via e-mail or phone. If your student has special needs, please notify me of this information and I will make every effort to accommodate them. I am excited to start this new school year and to have a hand in preparing your student for the work environment.

-----cut on line, return signed portion-----

Ms. Anna Tuttle
SHS Work-Based Learning

Please sign below indicating that you have read and understood this disclosure statement and return it to me.

Print Student Name	Signature of Student	Date
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Print Parent Name	Signature of Parent	Date
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