



Maplewood Alternative High School

COURSE OUTLINE

SUBJECT: WORK EXPERIENCE 12

Work Experience 12 prepares students for the transition from secondary school to the world of work or further education and training. In Work Experience, the community is the classroom where students gain knowledge and experience about the workplace and are provided with a frame of reference to review or revise their career goals.

Work experience provides students with an opportunity to apply classroom learning in a context outside of school and to bring back to the classroom new perspectives about their learning. Work experience also provides students with the chance to gain new skills that can be used in future work opportunities. Special emphasis is placed on helping students to develop the knowledge, skills, and attitude, which will impact their immediate and future work and family life.

GENERAL CURRICULAR COMPETENCIES:

1. Workplace Health and Safety

It is expected that students will:

- Apply hazard recognition and injury prevention skills in a work experience placement
- Demonstrate knowledge of basic workplace incident and accident response procedures and protocols
- Demonstrate knowledge of workplace health and safety rights and responsibilities
- Analyze hazards or potential hazards in an occupation or industry sector related to a work experience placement (eg. restaurant industry, construction industry)

2. Secure and Maintain Work

It is expected that students will:

- Apply job search skills, including resume writing and a job interview, for work experience placement (completed with Ms. White in grade 10/11)
- Demonstrate an understanding of workplace ethics and workplace etiquette

3. Workplace Application

It is expected that students will:

- Identify and describe the type of work done while on workexperience
- Use employability skills while on work experience
- Demonstrate a positive work ethic and meet performance standards of the workplace
- Use workplace-specific skills while on work experience
- Identify how a workplace problem can be analyzed/solved
- Identify the transferable skills acquired from in-school courses that were used during work experience placements (eg. accounting, applied math, carpentry, mechanics, video production, cooking, writing, computer skills, presentationskills)

4. Education and Career Planning

It is expected that students will:

- Analyze the impact of work experience learning on their graduation transition plan required for Graduation Transitions
- Identify a chosen Focus Area (eg. Business and Applied Business, Health and Human Services, Trades and Technology) and describe how four in-school courses and the work experience placements support this Focus Area

RESOURCE MATERIALS:

- Program Guide to Ministry Authorized Work Experience (Ms. White)
- Program Guide to Secondary School Apprenticeship (Ms. White)
- Graduation Portfolio Assessment and Focus Areas: A Program Guide (Graduation Transitions)
- Student WorkSafe (Video by Ms. White)
- Employability Skills 2000+ (completed in grade 10 Planning)
- MyBlueprint

Students will have access to all course materials, course outlines and post placement work via: Careers and Guidance 11/12 Google Classroom

STUDENT LEARNING & ASSESSMENT ACTIVITIES:

- workplace participation
- student activity logs
- employability skills performance scales
- portfolios
- occupation-specific performance scales
- employer evaluations
- student self-assessments
- written reports
- student projects or products
- oral presentations
- co-operative learning
- reflective journals
- resume and interview skills demonstrations
- student learning logs
- student training plans
- tests and quizzes

MARKS ASSIGNMENT:

Class Work (20%)

- class work assignments (ongoing during placement and check-ins)

Work Placements (80%)

- During Placement (50%)
 - Hours completed as signed by contract- at least 90 hours completed in one or more placements
- Post Placement (30%)- Due one week after the placement has completed
 - Safety Report
 - Student Evaluation
 - Employer Evaluation
 - Daily Journal
 - Reflection Report
 - Thank you letter
 - Updated resume

“Incomplete”:

Students who have been assigned an “Incomplete” have not completed the learning outcomes to a level that meets the prescribed learning outcomes for Work Experience. **Students with a mark of “Incomplete” must see their teacher immediately to ensure completion of the learning outcomes.**

POLICIES AND PROCEDURES:**Attendance:**

Participation and attendance are required in this course to ensure student readiness for work placements. Failure to complete classroom activities will result in a delay or cancellation of work placement.

Assignments:

Students are expected to complete all assigned work both within class and at home to ensure readiness for work placement. Student assessment is based on project work, assignments, demonstrations, presentations, teacher observation, reflection and self-evaluation. It should be noted that the quality of students’ work will be monitored. Students will regularly check in with a work place mentor.

Plagiarism, cheating, or copying of assignments will result in a mark of zero (0) for all parties involved. Parents or Guardians will be notified and a note will be added to the student’s school file.

STANDARDS FOR STUDENTS IN RELATION TO WORK EXPERIENCE PLACEMENTS:

In order for a work experience placement to be effective, a student must:

- Demonstrate personal management skills within the expectations of employers (positive attitude, adaptability, responsibility, readiness to learn)
- Abide by the behavior standards and practices of the workplace
- Understand the rights and responsibilities of employees in the workplace
- Understand and meet the expectations of the employer
- Work the days and hours of work as agreed with the work site supervisor (attendance and punctuality)
- Notify the work site supervisor and school when unable to report to work
- Adhere to all safety-related rules and regulations at the worksite
- Notify the work site supervisor and school immediately of any injuries, emergencies, or problems at the work site
- Respect the confidential nature of information at the worksite
- Participate in evaluation meetings as required by the work site supervisor or work experience teacher
- Continue to attend all in-school courses at times other than those assigned to work experience

Please contact Ms. White kwhite@kgms.ca for more information.