

WORK EXPERIENCE

COURSE SYLLABUS | 2023-2024

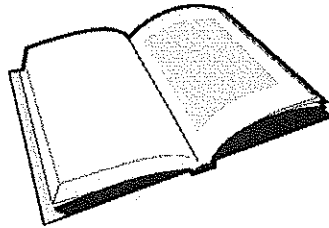
COURSE AND CONTACT INFORMATION

Location:

Spartan Success Center
Mondays
6 & 7th periods

Instructor:

Mrs. Leslie Lauppe
llauppe@eastnicolaus.k12.ca.us
(530)656-2255
Ext. 142

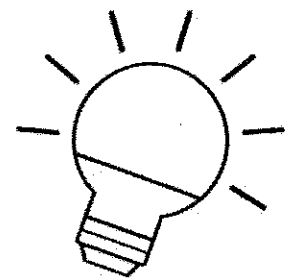


RESOURCE MATERIALS

Job Hunting Handbook,
Dahlstrom & Company, Inc.
Earn & Learn Work-Based Learning Toolset
Various Online Source Materials
Instructor Created Materials

IN THIS COURSE, YOU WILL

- Participate in a supervised internship
- Create a cover letter, resume, and job application
- Prepare for a job interview
- Develop soft skills
- Learn to effectively communicate in work environment
- Much more!!



ASSIGNMENTS AND GRADING

4 hours/week

On-the-Job Experience

1 hour/week

Classwork & participation

Grade: Pass/No Credit
Credit: 5 units elective

You will be in charge of logging your hours on the Student Time Sheet.
Your Jobsite Supervisor will evaluate your performance on-the-job.
Mrs. Lauppe will meet with your jobsite supervisor 2x/semester.
Each week, there will be in-class discussions and assignments.

EXPECTATIONS

Be successful. Be respectful. Be responsible.

WHAT WE'LL ACCOMPLISH

The Work Experience Class provides students with an opportunity to explore a career pathway in depth with a combination of in-class and on-the-job experiences. Students will work for at least four hours per week in an internship and meet in class one hour per week to complete related classroom instruction.



POLICIES

COURSE SYLLABUS | 2022-2023

LATE/MAKE-UP WORK POLICY



All work should be turned in on time and be quality. Late work, without an excused absence, will not be accepted. It's an important skill for life and your future career, to be prompt and plan ahead for absences.

TECHNOLOGY



We will be utilizing various resources to access the Internet to research, review material, and submit assignments. Be sure to spend your time well on these devices.

We will observe the school cell phone policy.

SIGNATURES



By signing below, I agree to abide by the policies and expectation of the Work Experience Class. I acknowledge that it is my responsibility to contact Mrs. Lauppe and/or my jobsite supervisor if I have any questions or concerns.

Student Signature:

OTHER INFORMATION

- COMMUNICATION and FLEXIBILITY are key to success in this class.
- You will need a Composition Book (9.74" x 7.50")
- At the start of class, please grab your folder and binder. Come prepared with a writing utensil and your Chromebook.
- We will follow the school tardy policy as well as the school bathroom policy.

**Be respectful.
Be successful.**