



**WORK EXPERIENCE 35**

OTH3998

**3-10 Credit Course**

<p><b>Course Overview</b></p>	<p>Work Experience 35 is a course for credit that provides experiential learning activities undertaken by a student as an integral part of a planned school program under the cooperative supervision of a teacher-coordinator and employer.</p> <p>Work Experience 35 may be offered for 3, 4, 5, 6, 7, 8, 9, 10 credits. The course is hour based. (25 hours per credit)</p>
<p><b>Prerequisite</b></p>	<p><i>Please refer to Alberta Education's Provincially Authorized Senior High School Courses and Course Codes Document</i></p>
<p><b>Required Materials &amp; Resources</b></p>	<p>There are no basic learning resources for Work Experience 35. Required materials will be provided by your teacher-coordinator and include the following:</p> <ul style="list-style-type: none"> <li>• Student Application Interview</li> <li>• Student Contact Sheet</li> <li>• Detailed Academic Report - DAR</li> <li>• Off-Campus Education Agreement Form</li> <li>• Learner Expectation Form (Learner Expectations)</li> <li>• Proof of Hours Worked: Pay Stubs or Log Book or Employment Summary</li> <li>• Off Campus Education Employer Evaluation</li> </ul>
<p><b>Learning Outcomes</b></p>	<p><b><i>The student will:</i></b></p> <p>A. apply, in the workplace, knowledge, skills and attitudes acquired through other course work</p> <p>B. discover their career interests and aptitudes in meaningful work activities, situated in community-based work stations and work sites in business, industry, government and community service</p>
<p><b>Note</b></p>	<p><b><i>Within Alternative Education all teachers are required to follow a common course outline and gradebook set up.</i></b></p>
<p><b>Assessment</b></p>	<p>The student's grade is determined by the knowledge the student has acquired based on the program of studies and the skills the student is able to show in articulating his or her knowledge.</p> <p>The student's grade will be calculated based on the following:</p> <p><b>Coursework – 100%</b></p> <p><i>*There is no final exam for this course</i></p>
<p><b>Topics of Study</b></p>	<p><b>Employability Skills</b></p> <ul style="list-style-type: none"> <li>• Attendance and Punctuality</li> <li>• Attitude</li> <li>• Responsibility</li> <li>• Ability to follow instruction</li> <li>• Accuracy and quality of work</li> <li>• Oral communication</li> <li>• Self-Motivation</li> <li>• Safety Awareness</li> </ul> <p><b>Workplace Skills and Knowledge</b></p> <p>Based on Individual Learner Expectations</p> <p><b>Teacher Assessment</b></p>

<b>Assessment Criteria</b>	<p>The criteria for <b>Employability Skills and Workplace Skills and Knowledge</b> will be evaluated based on the following scale:</p> <ul style="list-style-type: none"> <li>• 5 – Indicates and employee who is <b>meeting all</b> employee performance standards</li> <li>• 4 – Indicates and employee who is <b>meeting most</b> employee performance standards</li> <li>• 3 – Indicates and employee who is <b>meeting some</b> employee performance standards</li> <li>• 2 – Indicates and employee who is <b>beginning to meet some</b> employee performance standards</li> <li>• 0 – Indicates and employee who is <b>unsatisfactory in meeting</b> employee performance standards</li> </ul> <p>The criteria for the <b>Teacher Assessment</b> is based on the following scale:</p> <ul style="list-style-type: none"> <li>• 5 – <b>Excellent</b> – Exceeds expectations in a self-directed manner</li> <li>• 4 – <b>Very Good</b> – Meets expectations with minimal assistance and direction</li> <li>• 3 – <b>Good</b> – Meets expectations with assistance and direction</li> <li>• 2 – <b>Not Acceptable</b> – Does not meet expectations, even with assistance and direction</li> <li>• 0 – <b>Incomplete</b> – Unable to evaluate</li> </ul>
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<b>An Important Note About Assessment</b>	<p>A wide range of assessment information is used in the development of a student’s final grade. Within Alternative Education, individualized assessments provide specific information regarding student progress and overall performance in the course. Student assessments may vary from student to student to adapt to differences in student needs, learning styles, preferences and paces. The teacher will apply best teaching practices to determine appropriate assessment.</p>
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**TEACHER’S CONTACT INFORMATION**

<b>Teacher’s Name</b>	
<b>Teacher’s Phone Number</b>	
<b>Teacher’s Email Address</b>	