

## Work Study Syllabus

The Work program is designed to assist students in developing leadership skills, being involved in the community, learning outside the classroom, and increase employability. The idea of the work program is to help students gain successful work experience. The purpose of the program is to provide students with hands-on learning opportunities and create an added dimension of responsibility.

Qualifications for the program are as follows:

1. Student is a senior with a 1.75 or above GPA
2. Student is not or has not failed a class in that semester
3. Student maintains GPA while working
4. Student does not work if suspended from school
5. Student must follow employer schedule

Classes in work experience are graded pass/fail. Student will receive one credit per class. Students must find their own job and make arrangements with the employer to work with the school authorities in arranging credit.

Students agree to ALL of the following Work Program conditions:

1. I will be considered enrolled in the Work Program only after finding an acceptable job at an appropriate work site.
2. I understand it is my responsibility throughout the year to be well dressed and groomed both at school and at the training site.
3. I will be on time and regular in attendance at school and on the job. If I must be absent, I will call the school and my employer and explain my reason for being absent. On days that I do not report to school, I may not report to work.
4. I will carry out my on-the-job training in such a manner that I will reflect well upon myself and the Work Program.
5. On the job and in the classroom I will conduct myself in a satisfactory manner. I will make a concerted effort to abide by all school rules and regulations and, therefore, avoid detentions or other disciplinary action. If such actions are necessary, I may be removed from the program, my employment discontinued, or my schedule altered according to the conditions my school supervisor and the administration feel are necessary and justified.
6. A time sheet will be turned in every other Friday to the Guidance Counselor.
7. I will maintain a C average while in the Work Program. Failure to maintain a C average will subject me to be removed from the program until I am maintaining a C average.
8. If I wish to quit or change jobs, I will first talk to my employer and then the school supervisor.
9. In the event that my work is terminated for any period of time during the school year, I will be expected to remain at school and participate in work that may be assigned to me. If I am removed for the he Work Program; I will receive a failing grade and will lose all credit.

## Rules and Regulations for the Work Program

1. The employer will consult the school supervisor about difficulties arising at the training site and before any student is terminated.
2. The employer will provide experiences that will contribute to the attainment of the student's education.
3. The employer will assist in the evaluation of the student.
4. The employer will provide time for consultation with the supervisor concerning the student.
5. The employer will provide training for the students as needed.

#### Responsibilities of the school

1. The school administration will employ and retain a qualified Work Program supervisor.
2. The school administration will allow the supervisor sufficient time to carry on necessary coordinating activities.

#### Responsibilities of the Supervisor

1. The supervisor will make periodic visits as necessary to the job place to observe the student and consult with the employer.
2. The supervisor will assist in the evaluation of the student.