

BCHS Procedures for Work Experience – 2020/2021

A student can collect credits through work experience if they have a job. They must also have **completed HCS 3000** (a one credit job safety module.) A student makes initial contact with Mrs. Bondarchuk and gives the name & contact phone number of the business where they are working.

1. Mrs. Bondarchuk makes initial contact with the supervisor at the business.
2. Mrs. Bondarchuk fills out a work agreement (going over hours the student can work), goes through a safety checklist for the employer, talks about WCB coverage through Alberta Education and finally goes through the evaluation the employer will have to do (midterm & final)
 - i. Students are covered through Alberta Education’s WCB if working in the hours of 7:00 am and 10:00 pm
3. The student takes home the off campus paperwork home to be signed. (work agreement and parent consent form) The student will then return the signed paperwork to Mrs. Bondarchuk
4. The student keeps track of their tasks and hours monthly and turns in the signed timesheet (in at the beginning of the following month (both employer and student must sign) each month to Mrs. Bondarchuk (in Room 47 – black hand in folder on the whiteboard in her room.)
5. The student completes the tasks in the Off campus Google classroom which goes toward the work experience mark. See breakdown below.
6. The supervisor evaluates the student at the midpoint and end of the semester. The student brings in the signed evaluation (both supervisor & student must sign) to Mrs. Bondarchuk. Mrs. Bondarchuk will input a grade into power school to end up as Work Experience credits on the student’s “Detailed Academic Report.”
7. At the end of the semester, the student tells Mrs. Bondarchuk if they are continuing on either through the summer or into the next semester for work experience.

Work Experience Grade Calculation

<p><u>Report 1 Mark</u> (40% of final mark)</p> <ul style="list-style-type: none"> 5% Job list 5% Relevant Skills list 5% Strengths and Areas of Growth list 5% Cover Letter 5% Resume <p>all items above are in google classroom</p> <ul style="list-style-type: none"> 15% Time Sheeting Completion and Timely Return (including reporting to your supervisor when you are absent) 60% Midterm Employer Evaluation 	<p><u>Report 2 Mark</u> (60% of final mark)</p> <ul style="list-style-type: none"> 5% Journal 5% Job Profile 5% Thank You Letter <p>all items above are in google classroom</p> <ul style="list-style-type: none"> 15% Time Sheeting Completion and Timely Return (including reporting to your supervisor when you are absent) 70% Final Employer Evaluation
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Work Experience students may earn up to 30 credits in high school. **Please note that only a maximum of 15 credits can be counted towards the 100 credit high school diploma...**