

BCHS Procedures for Work Experience 2024 - 2025

A student can collect credits through work experience if they have a job. They must **be 15 years of** age and 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 **and /or** the employer fills out a work agreement (going over hours the student can work), learning plan, goes through a safety checklist for the employer (with Mrs. Bondarchuk or Ms. Wilkinson), 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 between the hours of 7:00 am and 10:00 pm
2. The student takes home the off campus paperwork home to be signed. (work agreement, learning plan, and parent consent form). The student will then **return these signed papers** to Mrs. Bondarchuk **asap!**
3. 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.)
4. The student completes the tasks in the **Off campus Google classroom** which goes toward the work experience mark. See breakdown below.

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.” Mrs. Bondarchuk can claim a **minimum of 3 credits (75 hours) up to a maximum of 30 credits (750 hours)** . **Please note that only a maximum of 15 credits can be counted towards the 100 credit high school diploma...**

5. 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> <p>5% Job list</p> <p>5% Relevant Skills list</p> <p>5% Strengths and Areas of Growth list</p> <p>5% Cover Letter</p> <p>5% Resume</p> <p>all items above are in google classroom</p> <p>15% Time Sheeting Completion and Timely Return (including reporting to your supervisor when you are absent)</p> <p>60% Midterm Employer Evaluation</p>	<p><u>Report 2 Mark</u> (60% of final mark)</p> <p>5% Journal</p> <p>5% Job Profile</p> <p>5% Thank You Letter</p> <p>all items above are in google classroom</p> <p>15% Time Sheeting Completion and Timely Return (including reporting to your supervisor when you are absent)</p> <p>70% Final Employer Evaluation</p>
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BCHS Work Experience Responsibility Checklist 2024-2025 School Year

<u>Student Responsibility</u>	<u>Parent Responsibility</u>	<u>Employer / Supervisor Responsibility</u>
-Pick up paperwork from Mrs. Bondarchuk and read through the BCHS Procedures for Work Experience <input type="checkbox"/>	-read through the BCHS Procedures for Work Experience and the Parent Information Sheet <input type="checkbox"/>	-go through Pembina Hills Safety checklist with Mrs. Bondarchuk or Ms. Wilkinson <input type="checkbox"/>
-take work agreement & Learning plan to employer to fill out & sign <input type="checkbox"/>	-sign work agreement <input type="checkbox"/>	-sign work agreement <input type="checkbox"/>
-take parent consent and work agreement to parent / guardian to sign <input type="checkbox"/>	-sign parent consent <input type="checkbox"/>	- fill out and sign learning plan <input type="checkbox"/>
-sign work agreement & learning plan <input type="checkbox"/>		-sign monthly timesheets <input type="checkbox"/>
-fill out and total monthly timesheets, sign , & get employer / supervisor to sign <input type="checkbox"/>		-fill out midterm & final evaluation & sign <input type="checkbox"/>
-hand in paperwork on time (timesheets monthly & midterm / final evaluation twice a semester) <input type="checkbox"/> The black hand in folder is in on the whiteboard in room 47. Blank timesheets & evaluation sheets are also in the red folder in room 47		-contact Nicole Bondarchuk for at any time if there are issues (You will receive a business card with her contact information on it.) <input type="checkbox"/>
-complete Google Classroom tasks (If you want a grade above 80% you need to do this!) <input type="checkbox"/> Work experience can be used towards Rutherford scholarship averages		-contact Nicole Bondarchuk immediately if there are student injuries, fill out WCB paperwork and send to Nicole Bondarchuk to put in the Alberta Education code. <input type="checkbox"/>