

Course Outline: Internship 12A and 12B

WEX Teacher: Mr. D. Liu

WEX Facilitator: Mrs. K. Fletcher

The Big Ideas for this course are:

- 1) Experiences outside of school expand our workplace skills and career-life options while providing opportunities for self-discovery
- 2) Personal awareness and pathway options are developed through an inquiry mindset.
- 3) Understanding and applying one's personal rights and responsibilities as a worker builds a safer work environment for all.

This course gives students the opportunity to participate in, observe, and learn about the tasks and responsibilities related to an occupation or career. In conjunction with Career-Life Education and Career-Life Connections, work experience helps prepare students for the transition from secondary school to the world of work, for further education and training, or for other post-graduation opportunities.

Students learn about the workplace by observing and practicing generic skills specific to occupations, apply their employability skills, update their resume and cover letters, as well as gain a WorkSafe Certificate.

Why take this course?

- Completion of this four-credit WEX course meets the Applied Design, Skills, and Technologies graduation requirement.
- You can use work that you are presently doing towards hours
- hours accrued during a ministry-authorized WEX placement may be used toward fulfilling the substantive experiential learning (30 hours or more) of career-life exploration required for graduation as outlined in Career-Life Connections (CLC)

Course Expectations:

Pre Placement: Students begin the course with [Pre Placement Work](#) before they are placed on a job site. This includes much of the work already completed in Careers 10. If a student is outside the timetable, weekly due dates for the course work is posted and students are responsible to provide that work on those posted dates at lunch. If work is not handed in, then they are subject to late marks.

Job Placement: Students are required to do a minimum 90 hour placement in one or more placements. Students will work with the teacher and facilitator to find suitable placements that work within their schedule and field of interest.

Students are reminded that the work placement is part of their course. These guidelines are **required** while on placement.

- If you are sick or you have to miss a day of your placement, you must phone your employer and let Mr. Liu or Ms. Fletcher know
- You must complete your safety inspection on your first day and turn it in to Mr. Liu or Ms. Fletcher the following day.
- **Please be respectful of the work environment (these are professional businesses) so LEAVE THE PHONE ALONE**
- **Dress appropriately--business casual**

Post Placement: Upon completion of your job placement the following work is to be completed and handed in within ONE WEEK.

1. **Safety Questionnaire (due usually after the first day on the job)**
2. **Signed Time Log**
3. **Self Evaluation**
4. **Reflective Report**
5. **Thank you letter to the employer**
6. **Updated resume showing recent placement**

MARKS ASSIGNMENT:

- 50% Pre and Post Work Placement
- 50% Work Placement

POLICIES AND PROCEDURES:

1) PREPARATION FOR CLASS

It is the student's responsibility to arrive for each class **on time** with their notebook and pencils. Good work habits, effort, regular attendance, and completion of assignments contribute to successful achievement.

2) MS TEAM

This course will run simultaneously on MS Teams. Please make sure you have logged in and are actively participating in the online community.

3) ABSENCES

Missing classes for any reason will have an impact on learning, assessment, and evaluation. Students absent from class, whether excused or unexcused, are solely responsible for obtaining and completing any missed assignments, work, or homework. **Your teacher is not required to make special arrangements for unexcused absences.**

- a. Students absent for illness, medical appointments, and other emergencies **must** contact their teacher **on the day they return to school** to submit overdue assignments, schedule missed assessments, and to receive missed work.
- b. Students absent for school related activities (ex. field trips, work experience, sports trips, etc.), **must** inform their teacher of this absence **well in advance** of the activity, in order to receive specific instructions on work that will be missed and the rescheduling of missed assessments.
- c. Students absent for any other reason, including family vacations, are considered **unexcused**. Any work or assessments missed for these absences may result in receiving a **zero** for that activity.

4) ONLINE LEARNING

It is recognized that online learning will accompany in class learning during these unprecedented times. Students are expected to equal the effort at home as in the school setting as much as possible given each individual situation.

5) UNSUPERVISED CLASS TIME AND TRAVEL

As part of the course requirement is work experience at a workplace setting, there will be times during the scheduled class time when students will have the opportunity to be going to work place settings and the teacher and/or facilitator will be visiting various workplace settings. Since there is no common workplace schedule for all students in a class, this will result in some unsupervised class times. It will be the responsibility of the parent/guardian to instruct their child on what to do during this unsupervised class time. Furthermore, students are not supervised for travel to and from any work experience activities.

Internship 12A and 12B Course Requirements

STUDENT:

I understand that to complete the course requirements I must:

- Complete all course work assigned before and after the Work Experience Placement
- Complete a minimum of 90 hours of work experience related to my career goals
- Agree to attend all classes and fulfill my job placement requirements in order to pass this course

Student Name _____

Student Signature _____ **Date** _____

PARENT:

I have read the course outline and understand my son/daughter must fulfill the course job placement requirements in order to pass this course. I approve to unsupervised class time and unsupervised travel to, form and attendance at interviews, field trips, workshops, open houses, career fairs, seminars and special events that the student may be undertaking in relation to the Work Experience Course. Activities may occur outside of regular school hours and during school vacation times. I approve the travel to any activities related to this course understanding the transportation is the responsibility of the parent or guardian, as a teacher may not be in attendance or travelling with the student.

Parent Name _____

Parent Signature _____ **Date** _____