

# Newbury Park High School

**Course:** Work Experience  
**Instructor:** Ted Warfield [twarfield@conejousd.org](mailto:twarfield@conejousd.org) 805 498-3676 Ext. 1252  
Web Site: [www.warfield.info](http://www.warfield.info)  
Office: C27A Office Hours: by appointment

## Course Description:

Work Experience is designed to support students as they explore the world of work. It provides an opportunity for students to earn 5 or 10 credits per term depending on the number of hours worked at a legally paid job located in a non-residential stationary business open to public access. Students may not be self-employed and must be supervised at their job site. Internships will be evaluated on a case-by-case basis.

Topics explored on a weekly basis include: Career Assessment and Exploration, Strategies to Gain Employment, Effective Employment, Career Development, Financial Planning and Management, Income Taxes, Personal Growth.

## Requirements:

All students must have:

- Appropriate Employment (min 15 wks of term)
- Valid Work Permit on File (if a minor)
- Completed Work Site Agreement
- Signed acknowledgement of the contents of this document by student and parent/legal guardian (if student is a minor).

**Work Permit** – work permits may be obtained through the College and Career Center located in B-1. A new work permit must be obtained at the beginning of each school year. A new work permit must also be obtained if you change your employer.

A work permit can be cancelled, or permitted work hours may be reduced, if it is found that a student's health, education or welfare is being negatively effected by their employment situation.

California Law states that a minor may not work before 5AM or after 10PM with the following exceptions:

- 1) On the evening preceding a non-school day, a minor may work until 12:30 AM.
- 2) A student enrolled in Work Experience may obtain permission to work until 12:30 AM on an evening preceding a school day through an agreement signed by the parent/guardian, employer and school.

## Attendance:

Weekly attendance is recommended. Student missing 4 or more class sessions will be drop/failed from the course. Class meets Tuesday through Thursday during Period 1 in Rm C20. You may attend any of the three weekly class meetings although attendance is limited to the first 36 students present. Success in this class is directly related to regular attendance. Each class period new concepts will be introduced. The vast majority of the time in each class will be spent exploring work related topics. For these reasons, any make-up work will require the approximate equivalent amount of time as that missed from the classroom.

Make-up work is required for excused absences if class time is missed. You may make up work at home or before or after school as per agreed time scheduled with the instructor. In case of absence, assignment must be completed within a reasonable period of time according to the pace of the classwork. This should generally be considered 1 day after returning from the absence but may be extended with the consent of the instructor. It is the student's responsibility to obtain and complete missing assignments. Contact the

instructor to check out the appropriate materials required to complete the assignment, such as books or handouts.

### **Grades and Credits:**

Grades will be based on the following four criteria:

Employer Evaluation	40%	200 pts possible/evaluated each sub term
Attendance	30%	150 pts possible – 10 pts per weekly class attended
Assignments	20%	100 pts possible – 5-20 pts per assignment
Participation	10%	50 pts possible - 2.5 pts per classroom contribution (max 5 pts per class meeting)

90% - 100%=A      89.9% - 80%=B      79.9% - 70%=C    69.9% - 60%=D      below 60%=F

Credits are earned according to the weekly average number hours a student works:

5 units min Requirements: 15 wks employment, average 10+ hours per week

10 units min Requirements: 15 wks employment, average 20+ hours per week

Students must provide a photocopy of their pay stubs to the instructor in order to verify employment and weekly hours worked.

I will endeavor to post the prior week's points to Q/Zangle by the following Monday. Get in the habit of checking your grade regularly. Please see me immediately if you believe there is an error in your grade information.

I believe that effort is the primary key to success in learning. Choosing not to do assignments will seriously impact your grade. Turn in work done to the best of your ability and on time if you want to earn a grade of which you will be proud.

### **Homework:**

Homework will consist of completing any classroom assignment(s) not completed during class time.

### **Additional Assistance:**

My goal is for you to succeed. I am available before or after school if you need help, have questions or would just like to get some extra practice time. Please let me know, in advance, if you would like to schedule time and what specific skills you would like to address.

Please notify me immediately of any work related issues including but not limited to: loss of employment, harassment, intent to resign your position, concerns regarding Labor Law violations.

### **CLASSROOM RULES:**

- 1) COME TO CLASS PREPARED
  - a) Functioning writing implement.
  - b) 8 ½ X 11 paper for note taking.
  - c) Any due assignments.
- 2) BE READY TO WORK
  - a) You are tardy if you are not in your seat when the bell rings.
  - b) Pencils should be sharpened before the bell rings.
  - c) Warm-up activities should be started as soon as possible after you enter the room.
- 3) RESPECT THE CLASSROOM
  - a) Do not interrupt. Wait your turn to participate in discussion.
  - b) Stay seated during lecture and discussion.
  - c) Wait for teacher to dismiss the class at the end of the period. Room must be neat and clean before you leave. No lining up at the door—you must remain seated.

- 4) **RESPECT OTHER PEOPLE AND THEIR PROPERTY**
  - a) Courtesy towards each other and the instructor is required.
  - b) Cursing is not allowed in the classroom.
  - c) Do not touch anyone else's computer, disks, or personal property.
  - d) Behave properly for a substitute teacher.
- 5) **RESPECT THE EQUIPMENT**
  - a) Unless authorized by the instructor, no files or documents are to be saved to the hard drive of the computer. The computers will be checked regularly. Any unauthorized operation will be treated as vandalism and disciplined as such.
  - b) Do not attempt to reconfigure any computer settings of any type. This specifically includes any system information pertaining to "My Computer" or the "Control Panel". Any unauthorized operation will be treated as vandalism and disciplined as such.
  - c) Personal floppy disks are not to be used in school machines. Students are not to install any type of software on the computer without prior approval of the instructor. Any unauthorized operation will be treated as vandalism and disciplined as such.
- 6) **APPROPRIATE CLASSROOM BEHAVIOR**
  - a) Absolutely no food or drinks allowed in the classroom. This includes gum and candy.
  - b) Notify the instructor immediately of any computer problems.
  - c) Be careful of the electrical outlets on the floor and the computer cords plugged into them.

#### **DISCIPLINARY PROCEDURES**

- 1) First offense will result in a warning.
- 2) Second offense will result in a teacher/student conference.
- 3) Third offense will result in parent contact.
- 4) Fourth offense will result in detention being assigned.
- 5) Fifth offense will result in referral with recommendation for suspension or removal from class.

#### **IMMEDIATE REFERRAL**

- 1) Academic dishonesty will result in an F on the assignment or exam and immediate referral.
- 2) Vandalism and/or improper use of a computer will result in an immediate referral.
- 3) Disrespectful behavior towards a classmate or the instructor will result in an immediate referral.

**Please detach here and return the lower portion no later than Sept 12, 2014.**

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STUDENT NAME \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

I have read and understand the policies and requirements of the Work Experience Program.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE