

Butte Falls Secondary School

Work Experience 2020 (Revised)

CONDITIONS

Students will be allowed to participate in a work experience program under the following conditions:

- must be signed up for at least 5 periods per day, per semester
- 2 of the 5 classes may be work experience
- hours worked must meet or exceed the school time that will be missed.
- periods to be missed for work experience do not have to coincide with working hours, if there is good reason to do so.
- 72 hours = 1 semester credit

HOW TO APPLY

Students will complete the following prior to each semester:

- Submit a letter of application, explaining their job, hours worked, and periods missed.
- Submit proof of future employment, such as a letter from the employer.

REQUIRED DOCUMENTATION (If credits will be given)

Each week, student will submit

- a log, showing days/hours worked

At the end of each 9-weeks, students will submit:

- proof of employment, such as a paystub
- reflection
 - duties
 - skills you have learned
 - personal qualities you have gained
 - why you want to continue this experience

- NOTE: Students can easily get a CRLE if they complete the required paperwork.

Students may be required to give an oral presentation to a panel of staff members at any time throughout this process.

REQUIRED DOCUMENTATION (If credits will NOT be given)

At the end of each 9-weeks, students will submit a note from the employer stating that the student has been working the required number of hours (1hour school missed = 1 hour work) and will continue with the employment.

FAILURE TO PERFORM

If at any time the student is not fulfilling their responsibilities as outlined, the student will be required to attend regular classes for the remaining of the semester or year.