

Online Flexible-Paced

Course Name	Work Experience 12
Teacher	Ms. Jennifer Wong
Contact Information	jewong@sd43.bc.ca Cell Phone: 604-788-9983
Location	Online
Course Site	http://sd43.knowplace.ca/course/view.php?id=267 (username/password required)
Course Resources	All are on the course site. The following are also required for the course: <ul style="list-style-type: none"> • a three ring binder or folder for keeping track of important documents • internet access • calendar for record keeping of working hours

Online Flexible-Paced –There are no scheduled classes in flex-paced courses. In a flex-paced course, a student has a maximum of 10 months to complete a course, which means students are not eligible to be enrolled in this course at any other school while completing the course with Coquitlam Open Learning. This is **not** an "at your own pace" course. You are given [due dates](#) and are required to submit assignments regularly as well as regularly communicating with the teacher and other online students. The 'flexibility' comes in the time of day and the location you work on the course.

Work Experience is a high school program that is intended to help prepare students for the transition from secondary school to the world of work or further education and training. However, in Work Experience, the community is the classroom where students gain knowledge and experience about the workplace and are provided with a frame of reference to review or revise their career goals. Work Experience provides students with an opportunity to apply classroom learning in a context outside of school and to bring back to the classroom new perspectives about their learning. Work experience also provides students with the chance to gain new skills that can be used in future work opportunities.

Most students' work does not interfere with their school day. Work Experience 12 can be completed on weekends, evenings, summer holidays, or on a special release from school.

Curricular areas covered in Work Experience 12 include:

Workplace Health and Safety

It is expected that students will:

- apply sector-specific safety knowledge, including hazard recognition and injury prevention skills, in the workplace
- demonstrate knowledge of workplace health and safety rights and responsibilities, including basic workplace incident and accident response procedures and protocols

Secure and Maintain Work

It is expected that students will:

- apply job search skills, including résumé writing and a job interview for work experience placements to gain employment
- demonstrate an understanding of workplace ethics and workplace etiquette

Workplace Application

It is expected that students will:

- identify and describe the type of work done while on work experience
- use employability skills in the workplace
- demonstrate a positive work ethic and meet performance standards of the workplace
- use work-specific skills while in the workplace
- identify how a workplace problem was analysed/solved
- identify the transferable skills acquired from in-school courses that were used during work experience placements (e.g., applied math, carpentry, mechanics, cooking, writing, computer skills, blueprint reading)

Education and Career Planning

It is expected that students will:

- analyze the impact of their Work Experience learning on their graduation transition plan
- identify a chosen Focus Area (e.g., Trades and Technology, Tourism, Hospitality, Business and Applied Business) and describe how four in-school courses and the work experience placement support this Focus Area

See the Program Guide at http://www.bced.gov.bc.ca/careers/work_experience.pdf for more detail on course contents.

Evaluation

The goal of Work Experience is to provide hands on, relevant training in a specific Focus Area. Course evaluation and assessment will focus on 3 main areas: **Workplace Evaluation, Classroom Evaluation, and a Journal Reflection.** Students will be expected to meet with the teacher to conduct interviews and journal reflections that discuss their skills and goals for the career field they are working in. These meetings may occur face to face or online using conferencing software such as Skype. Students are also expected to let the teacher know if there are any issues with their employer and to ensure a safe working environment.

Course Assessment	
Workplace Evaluation	70%
Classroom Evaluation(Assignments)	20%
Student Journal Reflection	10%

Individualized Course Learning Plan

As part of any online course, it is important to set goals for yourself. Please complete the following information, which will serve as your plan for completing the Work Experience program, as well as a reference for your teacher in supporting your learning goals.

Planned Course Start Date:	Planned Course Completion Date:	Your goal for a grade in this course:
Please check/list any areas where you feel you will need extra support from your teacher in this course:		
<input type="checkbox"/> Private Tutor <input type="checkbox"/> Learning Center Support <input type="checkbox"/> Extra Time on Tests (in class or in learning center...usually due to a recommendation in an IEP) <input type="checkbox"/> Fewer Questions Assigned (by classroom teacher...usually due to a recommendation in an IEP) <input type="checkbox"/> Changes to a Final Exam (must have IEP recommendation and testing to support these changes) <input type="checkbox"/> _____ <input type="checkbox"/> _____		
I believe I have an IEP in this subject area.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What is your main reason for taking this course?		
Student Signature:	Date:	
Student cell:	Parent cell:	
Preferred Student Email:	Parent email:	