

**A. Course Information**

Grade Level: 11-12.

Length of Course: One through four semesters. *A student may not earn more than 40 units of Work Experience credit toward meeting graduation requirements.*

Type: Elective.

Recommendation for Enrollment: Employment related to the occupational goal of the student is desirable but not essential.

**B. Brief Description of the Course:**

General Work Experience is an instructional program which, through a written agreement between the school and employers, has as its purpose the application of basic skills of reading, writing, and computation and the acquisition of general and specific occupational skills by a combination of a supervised paid employment in any occupational field and related instruction in Work Experience Education.

The first priority is to register students in Vocational Work Experience. If the student's school does not have a vocational control class which relates to the student's job, or if the student's program consists of all required classes, the student could register for General Work Experience.

**C. Board-adopted Textbook:** None.

**D. Supplementary Instructional Materials:**

Items listed below are commonly used as supplementary materials and are coordinated with the adopted course objectives:

1. District Plan for Work Experience Education
2. State Plan for Work Experience Education
3. Training Agreement
4. Training Plan
5. Work Experience Education instructional guide
6. Work Permit Handbook

**E. Brief Outline of Course Content:**

1. Employability Cycle  
Preparation for successful employment and advancement to a future job.
  - How to get a job
  - How to keep a job

- How to advance on a job
- How to leave a job

**E. Brief Outline of Course Content: (Continued)**

2. Career Development

To begin to identify work experiences, training, schools and courses necessary to attain a positive career.

- Self-knowledge
- Career education
- Career decision-making

3. Economic Awareness

To successfully negotiate through the world of personal finances and business economics.

- Personal finances
- Business economics

**F. Content Standards for GENERAL WORK EXPERIENCE:**

The student will:

1. Be on time for work.
2. Complete assignments on time.
3. Assess attitudes, skills, and knowledge needed for promotion.
4. Relate personal information to prospective employers.
5. Discover their strongest aptitudes.
6. Recognize employability needs.
7. Use the proper interview process.
8. Check the accuracy of their paycheck.
9. Complete federal income tax forms.
10. Demonstrate how to open savings and checking accounts.
11. Demonstrate proficiency and continuing improvement in the following “workplace skills,” as appropriate for the designated coursework.

**I. Basic Employability Skills**

- a. good grooming
- b. good manners, politeness and courtesy
- c. pride in a job well done
- d. honesty and high ethical standards
- e. punctuality
- f. good work attendance
- g. completes tasks independently
- h. good speaking skills
- i. good listening skills
- j. good penmanship
- k. follows directions

- l. basic keyboarding skills
- m. computer literacy

**II. Employee Relations Skills**

- a. able to work with teams of people
- b. cooperative attitude
- c. good interpersonal skills
- d. collaborates to problem-solve
- e. respects authority
- f. high cultural respect and sensitivity

**III. Job Success Skills**

- a. problem-solving skills
- b. decision-making skills
- c. critical thinking skills
- d. higher order thinking skills
- e. able to plan and complete a project
- f. willing to engage in lifelong learning
- g. math skills through algebra
- h. good reading and writing skills
- i. good articulation skills
- j. good study skills
- k. meets increasingly higher expectations
- l. bilingual
- m. able to use technical tools correctly and safely
- n. able to change from task to task
- o. knows how to learn what one doesn't know
- p. knows how to build upon what is known
- q. is a self-starter

**G. Assessment Procedures:**

- 1. Classroom task checklists
- 2. Completion of training agreement objectives
- 3. Employer evaluations
- 4. On-the-job observations