

Mt. Diablo Unified School District

Course of Study

COURSE TITLE: Work Experience Education

COURSE NUMBER: 9400 - 9410 - 9420

DEPARTMENT: Work Experience Education REQUIRED OR ELECTIVE:  
Elective

LENGTH OF COURSE: One Semester  
(4 sequential semesters offered)

CREDITS PER SEMESTER: 5 credits (minimum 10 working hrs. per week/per semester)  
10 credits (minimum 20 working hrs. per week/per semester)  
(40 credits maximum)

GRADE LEVEL(S): Minimum age 16

PREREQUISITES: Paid or unpaid employment to meet program standards  
with parental approval

COURSE DESCRIPTION:

Work Experience education is an instructional program that combines in-school learning with on-the-job training in the community. Students attend weekly seminars which cover areas of job search, survival and advancement; economic, career and self awareness; and other meaningful career related information. Coupled with the related instruction is actual on-the-job training. Students learn many skills while they are compensated for their efforts through employment in the business community.

COURSE OUTLINE:

1. Major Goals

- 1.1 To understand labor laws and regulations pertaining to the employment of minors.
- 1.2 To attain a better awareness of the self relative to educational/career options.
- 1.3 To work effectively with others.
- 1.4 To develop responsibility.
- 1.5 To develop safe work habits.
- 1.6 To demonstrate better use of time and the decision making process.
- 1.7 To understand economic principles and available economic services.
- 1.8 To acquire marketable employment skills.
- 1.9 To develop and utilize the "core" competencies.

## 2. Performance Objectives

### 2.1 Orientation

- 2.1.1 Explain the purposes, requirements, and benefits of the program.
- 2.1.2 Define school, coordinator, employer and student responsibilities, and expectations.
- 2.1.3 Explain legal aspects pertaining to work experience.
- 2.1.4 Perform job changing procedures.

### 2.2 Career Awareness

- 2.2.1 Know kinds of materials in the career center and be able to locate them.
- 2.2.2 Use career center resources and facilities to research careers and occupations.
- 2.2.3 Analyze current and long range career sources and trends.
- 2.2.4 Interpret aptitude, attitude, and career interest surveys.
- 2.2.5 Know pre-employment and job entry requirements.
- 2.2.6 Identify careers and occupations related to interests.

### 2.3 Job Survival Skills

- 2.3.1 Demonstrate on the job dependability, honesty, loyalty, and productivity.
- 2.3.2 Follow directions and accept criticism where needed.
- 2.3.3 Demonstrate good relations with employers, customers, and co-workers.
- 2.3.4 Demonstrate the ability to read, write and compute effectively.
- 2.3.5 Demonstrate good listening habits.
- 2.3.6 Demonstrate appropriate speaking and communication skills.
- 2.3.7 Follow good grooming and health habits at school and on the job.

## 2.4 Self Awareness

- 2.4.1 Develop a positive self image.
- 2.4.2 Describe how interests, aptitudes, and abilities relate to career decisions.
- 2.4.3 Develop a positive mental attitude.
- 2.4.4 Explain how identifying your values, goals, standards, and resources can help you understand yourself more fully.

## 2.5 Job Search

- 2.5.1 Explain how to find job openings.
- 2.5.2 Prepare letters of application and job resumes.
- 2.5.3 Fill out job application forms properly.
- 2.5.4 Describe interviewing techniques and prepare for an interview.
- 2.5.5 Write a follow up letter after an interview.

## 2.6 Safety/Workers' Compensation

- 2.6.1 Describe the background, causes, and prevention of accidents.
- 2.6.2 Know how to report accidents and understand the benefits and operation of workers compensation insurance.
- 2.6.3 Explain what the occupational safety and health administration does to protect workers on the job.
- 2.6.4 Identify things that workers can do to avoid and prevent accidents.

## 2.7 Time Management

- 2.7.1 Make best possible use of time in school, homework, work and leisure situations.
- 2.7.2 Set realistic goals.
- 2.7.3 Prioritize tasks.

## 2.8 Harrassment on the job

- 2.8.1 Describe various forms of harrassment.
- 2.8.2 Know what to do when harrassed.

## 2.9 Job Advancement

- 2.9.1 Identify techniques and strategies for job advancement within the business.
- 2.9.2 Write a letter of resignation.
- 2.9.3 Obtain a letter of recommendation.
- 2.9.4 Describe the process of changing jobs.

## 2.10 Career Planning

- 2.10.1 Become familiar with educational opportunities for career preparation.
- 2.10.2 Identify values and relate those values to career planning.
- 2.10.3 Compare the enhancement and barriers to job possibilities.
- 2.10.4 Be familiar with credentials in employment.
- 2.10.5 Describe different work situations and the demands placed upon them.
- 2.10.6 Define a personal action plan and be able to make a record of action.
- 2.10.7 Discuss different lifestyles and family life and the effect this has on career choices.
- 2.10.8 Discuss the many different types of career clusters.
- 2.10.9 Describe the wide range of jobs within career clusters.
- 2.10.10 Identify careers and occupations of interest to them.
- 2.10.11 Explain how to research careers and occupations.
- 2.10.12 Evaluate careers based on educational requirements, working conditions and pay.

## 2.11 Decision Making Process

- 2.11.1 Identify the steps of the decision making process.
- 2.11.2 Know the process of developing a plan of action and follow through.

## 2.12 Economic Awareness

- 2.12.1 Compute deductions, S.D.I., benefits and other pertinent paycheck information.
- 2.12.2 Be familiar with background information, principles, and procedures of filing state and federal income taxes.

- 2.12.3 Define financial planning and determine its importance.
  - 2.12.4 Be aware of employee benefits.
  - 2.12.5 Select banking services and financial institutions that will best meet their financial needs.
  - 2.12.6 Perform the principles of check writing, deposits, endorsements, and other special types of checks.
  - 2.12.7 Compare different types of investments and begin the process of financial planning.
  - 2.12.8 Summarize auto, health, home, and life insurance programs.
  - 2.12.9 Prepare a budget to enable them to manage money wisely.
  - 2.12.10 Identify and know how to establish different types of credit and explain the pros and cons of each.
  - 2.12.11 Describe consumer problems and know where and how to obtain legal consultation.
  - 2.12.12 Summarize the fair labor standards act and California labor code and the provisions it covers.
  - 2.12.13 Development consumer competencies and decision making skills.
- 2.13 Labor Unions and Contracts
- 2.13.1 Define labor unions and know the background and functions they perform in business and industry.
  - 2.13.2 Describe and interpret the contents of a labor union - management contract.
  - 2.13.3 Explain the pros and cons of union membership.
- 2.14 Entrepreneurship
- 2.14.1 Identify personality types of entrepreneurship.
  - 2.14.2 Describe the procedure to set up a small business.
  - 2.14.3 Compare the three forms of business ownership.
  - 2.14.4 Describe the responsibilities involved in managing a business.
  - 2.14.5 Explain the advantages and disadvantages of starting your own business.

### 3. Content Outline

#### 3.1 Orientation

- 3.1.1 School Expectations.
- 3.1.2 Student/Coordinator/Employer responsibilities.
- 3.1.3 Laws pertaining to Work Experience.
- 3.1.4 Individual student plan of training
- 3.1.5 Legal documents
- 3.1.6 Work Experience forms
- 3.1.7 Employer Evaluation/student grading
- 3.1.8 Changing jobs
- 3.1.9 Labor commission (Labor Law enforcement for minors)

#### 3.2 Career Awareness

- 3.2.1 Career Center orientation
- 3.2.2 Aptitude, Attitude and Interest survey interpretation
- 3.2.3 Career trends
- 3.2.4 Career sources and investigation
- 3.2.5 Job entry requirements
- 3.2.6 Pre-employment tests
  - 3.2.6.1 Reading skills
  - 3.2.6.2 Writing skills
  - 3.2.6.3 Computation skills

#### 3.3 Job Survival Skills

- 3.3.1 Dependability on the job
- 3.3.2 Honesty on the job
- 3.3.3 Following directions
- 3.3.4 Accepting criticism
- 3.3.5 Loyalty
- 3.3.6 Productivity

- 3.3.7 Good employee/Employer relations
- 3.3.8 Good employee/Customer relations
- 3.3.9 Good co-worker relations
- 3.3.10 Communication skills
  - 3.3.10.1 Reading
  - 3.3.10.2 Writing
  - 3.3.10.3 Speaking
  - 3.3.10.4 Listening
- 3.3.11 Grooming
- 3.4 Self Awareness
  - 3.4.1 Understanding the self
  - 3.4.2 Develop positive mental attitude
  - 3.4.3 Goal setting
  - 3.4.4 Self improvement
  - 3.4.5 Interests/values/abilities/aspirations
- 3.5 Job Search
  - 3.5.1 Sources of job information
    - 3.5.1.1 Newspaper
    - 3.5.1.2 Phone book
    - 3.5.1.3 Placement agencies
  - 3.5.2 Networking
  - 3.5.3 Researching prospective employers
  - 3.5.4 The Application
  - 3.5.5 The Resume
  - 3.5.6 The Cover letter
  - 3.5.7 The Interview
  - 3.5.8 The follow-up letter

- 3.6 Safety/Worker's Compensation
  - 3.6.1 Avoiding and preventing accidents
  - 3.6.2 Reporting accidents
  - 3.6.3 Occupational Safety and Health Administration
  - 3.6.4 What to do in an emergency
  - 3.6.5 Causes of accidents
  - 3.6.6 Worker's Compensation Insurance
- 3.7 Time Management
  - 3.7.1 Productive Time
  - 3.7.2 Daily Planner
  - 3.7.3 Prioritizing tasks
  - 3.7.4 Goal setting
  - 3.7.5 Meeting deadlines
- 3.8 Harrassment on the Job
  - 3.8.1 What is harrassment
  - 3.8.2 What to do if you are harrassed
- 3.9 Job Advancement
  - 3.9.1 Advancement within the business
    - 3.9.1.1 Promotions
    - 3.9.1.2 Pay raises
    - 3.9.1.3 Assuming additional responsibilities
  - 3.9.2 The process of changing jobs
    - 3.9.2.1 Informing employers
    - 3.9.2.2 Getting a letter of recommendation
    - 3.9.2.3 Letter of resignation
    - 3.9.2.4 When you're fired/laid off
- 3.10 Career Planning
  - 3.10.1 Educational preparation



- 3.10.2 Values
- 3.10.3 Barriers to job possibilities
- 3.10.4 Enhancing job possibilities
- 3.10.5 Work credentials
- 3.10.6 Physical demands
- 3.10.7 Work situations
- 3.10.8 Personal action plan/record
- 3.10.9 Family life/lifestyles
- 3.11 Decision Making Process
  - 3.11.1 Clarify the situation
  - 3.11.2 Search for alternatives
  - 3.11.3 Identify the criteria
  - 3.11.4 Evaluate alternatives/decide
  - 3.11.5 Develop plan of action and follow through
- 3.12 Economic Awareness
  - 3.12.1 Paycheck information
    - 3.12.1.1 Deductions
    - 3.12.1.2 State Disability Insurance
    - 3.12.1.3 Benefits
  - 3.12.2 Income Tax
    - 3.12.2.1 State
    - 3.12.2.2 Federal
  - 3.12.3 Financial Planning
  - 3.12.4 Employee benefits
  - 3.12.5 Banking
  - 3.12.6 Money Management
  - 3.12.7 Insurance

3.12.8	Budgeting	
3.12.9	Credit	
3.12.10	Legal Matters	
3.13	Labor Unions and Contracts	
3.13.1	Definitions	
3.13.2	How they work	
3.13.3	Advantages and disadvantages	
3.14	Entrepreneurship	
3.14.1	Entrepreneur personality types	
3.14.2	Service Corps of Retired Executives	
3.14.3	Steps in setting up a small business	
4.	Time Estimates (four semester program)	
		<u>Weeks</u>
4.1	Semester I	
4.1.1	Orientation	2
4.1.2	Career Awareness	5
4.1.3	Job Survival Skills	7
4.1.4	Self-Awareness	3
4.2	Semester II	
4.2.1	Orientation	1
4.2.2	Job Search	10
4.2.3	Safety/Workers Compensation	3
4.2.4	Time Management	3
4.3	Semester III	
4.3.1	Orientation	2
4.3.2	Harrassment on the Job	1
4.3.3	Job Advancement	5
4.3.4	Career Planning	8
4.3.5	Decision Making Process	1

- 4.4 Semester IV
  - 4.4.1 Orientation 1
  - 4.4.2 Economic Awareness 14
  - 4.4.3 Labor Unions and Contracts 1
  - 4.4.4 Entrepreneurship 1
- 5. Instructional Materials/Resources
  - 5.1 Work Experience Education Instructional Guide  
California State Department of Education
  - 5.2 Work Permit Handbook for Children Public Schools
  - 5.3 Teacher - made materials
  - 5.4 Film strips/films/VCR/Computer software
  - 5.5 Textbooks
  - 5.6 Speakers
  - 5.7 News Media Information
- 6. Evaluation of Student Progress
  - 6.1 Teacher prepared tests
  - 6.2 Quizzes
  - 6.3 Employer Evaluation forms
  - 6.4 Time record responsibilities
  - 6.5 Class assignments