

Mt. Diablo Unified School District

Course of Study

COURSE TITLE: Work Experience Education      BOARD OF EDUCATION  
ADOPTION: June 1987

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 employment to meet program standards  
with parent approval

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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:

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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.

## 2.4 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.

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- 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.
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- 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.

- 2.12.3 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.
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- 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.

- 3.3.7 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



- 3.10.2 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

## 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

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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
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- 6.4 Time record responsibilities
  - 6.5 Class assignments