



# WORK EXPERIENCE Education

**REGISTER THIS FALL & BE CAREER READY!**



## EWEE

### 10th-11th Grades

- One hour per week asynchronous classwork.
- volunteer work.
- job shadowing.
- interviewing and
- observations.



## GWEE

### 11th-12th Grades

- One hour per week asynchronous classwork.
- Logging hours-Three hours per week min. on the job experience and work permit.
- Ongoing portfolio



## Leadership

### 12th Grade

- One hour per week asynchronous classwork.
- Logging hours-Three hours per week min. on the job experience and work permit.
- Ongoing portfolio
- Opportunities to discover and develop a strategy of relevance in combining real-world applications to theory.
- A capstone experience includes an oral presentation components



## CONTACT US

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(951) 461-4620

# CTE: WORK STUDY

## EXPLORATORY WORK EXPERIENCE

Volunteer Permit

Non-paid Job Shadow  
Timesheet 3 x's for the semester

Job Shadow observation

Parent drop off for the job  
shadow experience

exploring careers

Portfolio

VS



## GENERAL WORK EXPERIENCE

Work Permit

Weekly Time Sheet

Employer end of semester  
observation

Work Permit coordinator a  
site visit during semester

working in a career of  
interest

Portfolio



# Exploratory Work Experience Education: Steps to complete



## **Work Study Experience Orientation: WEE/GWEE/Leadership**

*All Students must attend a live weekly check-in for General Work Experience.*

*All Students must attend a live check-in monthly for Exploratory Work Experience.*

### **Exploratory Work Experience Education: EWEE 9500/9501 (2 Semesters)**

This Exploratory Work Experience Education (EWEE) course provides career guidance through non-paid observations and experiences at selected worksites. EWEE is an instructional course where students have the opportunity to observe and sample a variety of conditions of work to ascertain their interest and suitability for the occupations they are exploring while including related classroom instruction in Exploratory Work Experience Education. EWEE provides an opportunity for a broad spectrum of students to explore career paths to clarify career directions. Many community service opportunities qualify for Exploratory Experience credits and still receive service hours. (5 semester credits allowable for each semester with a maximum of 10-semester credits) The Exploratory Work Experience Education Observation Authorization and agreement allows Students to experience three job shadowing and volunteering experiences. The Exploratory Work Experience Education (EWEE) program provides a learning experience beyond the classroom that will enable students to make better career decisions. The program has helped business and community organizations to provide quality work-based education to Method School Students. This course offers students the opportunities to sample systematically under school supervision and with school credit various conditions of work to ascertain their interest, aptitude, and suitability for the occupation being explored. The length of the exploratory placement may vary depending upon the student's aptitude, the occupation being explored, and the facilities of the work station. Students will learn how to navigate the job application process successfully. Students will research how to job search, prepare a resume and fill out an application and prepare for the interviews. Students will also go through a variety of assessments and or research what jobs, careers, and pathways, be it college, military, trade, or workforce, are for the student's future. Students will identify their lifestyle choices and what they want to accomplish professionally and personally. Students will have experience with hard and soft skills and identify and build a plan to develop their career readiness skills to help them reach a living wage that matches their lifestyle choices. With the Unit on Ethical leadership, students will experience the importance of safety first, the basic understanding of First aid and CPR, and knowing what sexual harassment is, how to identify it, and the consequences and steps toward protecting themselves. The workplace communication module is full of knowledge on how to behave in a professional atmosphere, follow mentors becoming a mentor, and have professional etiquette in writing and correspondence with other co-workers. Students will write a resume and cover letter and build a master calendar to meet their personal, work, and healthy lifestyle.

### **Required Forms For EWEE (Job Shadowing or Volunteering)**

· [Training Agreement](#) / [Training Plan](#) / [Work Experience Timesheet](#) / [Employee Evaluation](#)

- ☐ Shows employment information and states the student's responsibilities, parent/guardian, employer, and Work Experience Education teacher coordinator.



## Work Experience Education (WEE) Training Agreement

<b>For Student to Complete:</b>  Student Name: _____ Home Address: _____ City: _____ Zip Code: _____ Phone: _____ Date of Birth: _____ Age: _____ Grade Level: _____  <input type="checkbox"/> General Work Experience Program <input type="checkbox"/> Exploratory Work Experience Program <input type="checkbox"/> Vocational Work Experience Education Work Permit Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 18+ yrs	<b>As a student enrolled in the WEE program, I:</b> <input type="checkbox"/> will find a job that meets the class guidelines. <input type="checkbox"/> will obtain a work permit for each job held if under 18 years of age. <input type="checkbox"/> will attend weekly classes, submit weekly records of hours worked, provide pay stubs, complete assignments, and follow all the policies of this program. <input type="checkbox"/> understand if I am absent from school for any reason, then I am not allowed to go to work on the day of that absence. I will attend school regularly. <input type="checkbox"/> will inform the WEE teacher coordinator and seek advice BEFORE quitting my job.
<b>For Parent/Guardian to Complete:</b>  Parent/Guardian Name: _____ Address: _____ City: _____ Zip Code: _____ Phone: _____  <b>As a parent/guardian of a student enrolled in WEE, I:</b> <input type="checkbox"/> give permission for the student to be employed.	<b>As a parent/guardian of a student enrolled in WEE, I:</b> <input type="checkbox"/> give permission for the student to leave school during WEE. <input type="checkbox"/> assume responsibility for the safety and conduct of the student while traveling to and from school, job, and home. <input type="checkbox"/> assume responsibility for the student's supervision while off campus. <input type="checkbox"/> will assist my student in successful completion of this class.
<b>For Employer to Complete:</b>  Employed by: _____ Address: _____ City: _____ Zip Code: _____ Phone: _____ Employer's Worker's Comp. _____ Student Job Title: _____ Job Duties: _____  <b>As the employment site, we will:</b> <input type="checkbox"/> not discriminate on the basis of race, color, national origin, sex, or disability, creed or religion. <input type="checkbox"/> ensuring working conditions do not endanger the health, safety, welfare, or morals of the student.	<input type="checkbox"/> provide adequate equipment, materials, facilities, and accommodations to allow appropriate learning activities. <input type="checkbox"/> provided an itemized statement of deductions with every paycheck. <input type="checkbox"/> complete time sheets and provide student evaluations. <input type="checkbox"/> consult with the WEE coordinator regarding student's performance. <input type="checkbox"/> provide Worker's Compensation Insurance. <input type="checkbox"/> provides adequate adult supervision. <input type="checkbox"/> provide the probability of continuous employment. <input type="checkbox"/> notify the WEE coordinator immediately of any problems or concerns or if the student is terminated or quits.
<b>For Work Experience Teacher Coordinator to Complete:</b>  Student's on-the-job objectives: (1) _____ (2) _____ (3) _____	<b>Work Experience Education Coordinator Will:</b> <input type="checkbox"/> review and approve student job sites. <input type="checkbox"/> conduct a minimum of 2 site visits/semester. <input type="checkbox"/> maintain all program/student records per Ed Code. <input type="checkbox"/> consult with employer, student, and parent/guardian regarding job performance, progress in class, grade, etc. as necessary.
<b>Non-discriminatory Statement:</b> "No person shall be excluded from participation in or denied the benefits of any local agency's program or activity on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity conducted by an educational institution or any other local agency, which is funded directly by, or that receives benefits from any state financial assistance." (5 CCR, Ch. 5.3, SubCh. 1, Art. 1)	

Student Signature: \_\_\_\_\_

\_\_\_\_\_ Date

Parent/Guardian Signature \_\_\_\_\_

\_\_\_\_\_ Date

Employer Signature \_\_\_\_\_

\_\_\_\_\_ Date

WEE Coordinator Signature \_\_\_\_\_

\_\_\_\_\_ Date



**Method Schools Work Experience Program**

24620 Jefferson Ave, Murrieta, CA 92562

[collegecounseling@methodschools.org](mailto:collegecounseling@methodschools.org)

**AGREEMENT FORM**

(To be completed and agreed upon by the student, Work Experience Instructor, and employer during First Job Site Visit.)

**Student's Full Name** \_\_\_\_\_ **Student ID** \_\_\_\_\_ **Date** \_\_\_\_\_

**Job Site Name** \_\_\_\_\_ **Class** \_\_\_\_\_

**Note:** During the Final Job Site Visit meeting, the employer will be asked to rate/grade the student/employee on the following learning objectives and 21<sup>st</sup> Century Soft Skills listed below based on the following scale:

A = Exceptional, B = Exceeds Expectations, C = Meets Expectations, D = Needs Development, F = Unsatisfactory

**Student's Learning Objectives for the Semester**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**21<sup>st</sup> Century soft skills:**

1. Adaptability
2. Self-Awareness
3. Digital Fluency
4. Communication
5. Collaboration
6. Empathy
7. Analysis/Solution Mindset
8. Resilience
9. Entrepreneurial Mindset
10. Social/Diversity Awareness

**Paid:** \_\_\_\_\_

**Unpaid:** \_\_\_\_\_

By signing this agreement all three participants in the Work Experience Program agree with the validity of the above learning objectives. The student agrees to abide by the Work Experience Education requirements. The employment supervisor will meet with the Work Experience Instructor once to agree upon the learning objectives and a second time for an evaluation of the student's performance of the learning objectives and employment soft skills. The Work Experience Instructor/Coordinator will award academic credit for successful completion of the objectives and other program requirements. The employer and the College will provide supervision and guidance to ensure maximum educational benefit from this work experience

Method schools do not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender expression, marital status, medical or genetic condition, or marital status in employment, educational programs, and activities. Employers who sign this contract are expected to uphold this policy in their selection of prospects for employment, educational processes, or activities. It is understood that the employer will provide adequate protection for the student/employee through Worker's Compensation and or liability insurance as required by law

\_\_\_\_\_  
**Instructor Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Supervisor Signature**

## Exploratory Work Experience Time Sheet

Name: \_\_\_\_\_  
Last Name First Name Middle Initial

Job Shadowing/Volunteer Experience \_\_\_\_\_

Supervisor: \_\_\_\_\_

All students are required to submit their Work Experience Education worksite hours. This time sheet must be signed by the supervisor or adult in charge of the job shadowing or volunteer experience.

	Date	Start Time	End Time	Start Time	End Time	Daily Total
	____/____					

What did you do during your experience?

What have you learned from the experience?

How could this experience help you in the future?

I certify that the work hours indicated above are true, accurate, and were in fact worked in the period reflected.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

# Employer Work Experience Evaluation Form

*Please return this directly to student or WEE Coordinator*

Student's Name: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Please check the box that best describes your assessment of the student's performance in the various aspects.

<b>Courtesy</b>	<input type="checkbox"/>	Very Polite & Well Mannered	<input type="checkbox"/>	Reasonably Polite	<input type="checkbox"/>	Impolite
<b>Punctuality</b>	<input type="checkbox"/>	Arrives on time	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>	Always Late
<b>Cooperation</b>	<input type="checkbox"/>	Creates a pleasing impression	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>	Difficult to work with
<b>Reaction to Criticism</b>	<input type="checkbox"/>	Reacts positively	<input type="checkbox"/>	Doesn't seem to care	<input type="checkbox"/>	Dislikes criticism
<b>Neatness in work and appearance</b>	<input type="checkbox"/>	Careful with work and appearance	<input type="checkbox"/>	Usually Neat & Clean	<input type="checkbox"/>	Careless at work & untidy
<b>Perseverance</b>	<input type="checkbox"/>	Persistent	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>	Give up easily
<b>Work Attitude</b>	<input type="checkbox"/>	Eager interest	<input type="checkbox"/>	Normal interest	<input type="checkbox"/>	Appears indifferent
<b>Initiative</b>	<input type="checkbox"/>	Seeks Additional work	<input type="checkbox"/>	Waits to be told what to do	<input type="checkbox"/>	Lacking
<b>Ability to Communicate</b>	<input type="checkbox"/>	Easily able to use language skills	<input type="checkbox"/>	Has some trouble articulating their thoughts	<input type="checkbox"/>	Lacking in their thoughts into words
<b>Ability to Comprehend Instructions</b>	<input type="checkbox"/>	Quick to understand	<input type="checkbox"/>	Reasonably good	<input type="checkbox"/>	Slow to comprehend
<b>Capacity to develop</b>	<input type="checkbox"/>	Promising	<input type="checkbox"/>	Average	<input type="checkbox"/>	Not very promising

Supervisor's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# General Work Experience: Steps to complete

## Agreements

01

"General Work Experience Education (GWEE) Agreement"

Student, Parent, and employer must complete for approval.

02

## Work Permit

## Job Change

03

Job Changes must be complete here

General Work Experience Weekly Timesheet

04

## Weekly Time Sheet

## Permission Work Past 10:00

05

Student must complete a form for agreement to work past 10:00 here

## **General Work Experience Education GWEE 9502/9503**

The course enables students to become productive, responsible individuals through supervised, paid employment experiences. WEE is an instructional course where students will acquire general and specific occupational and employability skills through supervised paid employment in any occupational field and classroom-related instruction in GWEE. The rationale for having GWEE is the changing nature of work in our society, which requires students to develop appropriate work habits and attitudes that may be transferred to various employment situations. The student's daily related class strengthens real-world experiences through hands-on applications at the worksite. The student's general educational background is enhanced regarding the student's employment. This also teaches the student the role of worker and citizen. The student must pass both classroom and employer evaluations to receive credit. Students are responsible for transportation to their worksite. For GWEE: (5 credits): Must be scheduled to work a minimum of 5 hours weekly. Work Experience is a graded course counting towards high school graduation and college. Enrollment is limited to a maximum of 10 credits a semester. The class can be repeated. A maximum of 20 credits can be earned toward graduation. (11th & 12th-grade electives.)

### **Required Forms For GWEE (two semesters)**

· [Training Agreement](#) / [Weekly Time Sheet](#) / [Work Permit](#)

Additional items; [Permission To Work After 10 P.M.](#) / [Notification Of Job Change](#)

- ☐ Shows employment information and states the student's responsibilities, parent/guardian, employer, and Work Experience Education teacher coordinator. Provides proof of employment.
- ☐ The new agreement must be completed for each job held.
- ☐ Itemized Statement of Paycheck Deductions
- ☐ To prove employment at a legally paid job, you must submit one written statement of tax deductions (Sept. paycheck stub) during the first 15 days of the semester.
- ☐ Submit a paycheck stub for new jobs obtained during the semester.
- ☐ Submit a one-time sheet each week showing hours worked the previous week at the job.
- ☐ Submit all hours employed from Monday - to Sunday.
- ☐ To receive credit, they must be complete, dated, and signed.
- ☐ Any adult at work can sign the timesheet to verify you worked.
- ☐ Time sheets must be turned in by Friday at 3:00 p.m.
- ☐ A new permit is required until age 18 for each job held, even if employed by a parent.
- ☐ Use only permit applications signed by the WEE teacher coordinator.
- ☐ Employer and parent must sign the application. Instructions are attached to the application.
- ☐ Required if under age 18 to work after 10 p.m. evenings before a school day.
- ☐ Parent/Guardian, employer, and Work Experience Education teacher coordinator must sign the application.
- ☐ New training agreement and work permit forms must be attached and returned to receive credit for a new job plus your first paycheck stub. Credit for weeks of employment (including weekly time sheets) begins when all forms (agreement and work permit) are submitted.

## **Qualifying Employment**

- You are an employee, not an independent contractor.
- You receive an official paycheck stub showing that taxes are withheld from wages.
- Your employer has Worker's Compensation Insurance.
- If under the age of 18, you have a Work Permit for each job.
- The employer's business is not located on or within private residential property.
- The business is open to the public and allows indiscriminate access to the visiting WEE teacher coordinator during school hours (8:00 – 3:00, Monday – Friday).
- Working conditions are safe, moral, and legal.
- Student has direct adult supervision.
- A supervisor is present at the business during school hours Monday – Friday.

## **Job Requirement**

Your job must be teacher-approved and meet all requirements:

- You are an employee, not self-employed or an independent contractor.
- You are paid and receive an itemized statement of tax deductions when paid. (Check Stub)
- The business has Workers Compensation Insurance.
- You are scheduled to work a minimum of 5 or 10 hours a week.
- The business is open to the public and allows indiscriminate access to the visiting WEE teacher coordinator during school hours (8:00 - 3:00, Monday - Friday)
- A supervisor is present at the business Monday - Friday before 3 p.m.
- The business is not located on or within the private residential property (home business).
- Working conditions are considered safe, moral, and legal. (You have constant supervision)
- Your paid position has the probability of lasting the entire semester.
- You do not work for a temporary employment agency.
- Your employer provides a learning situation, keeps records of your attendance, and agrees to all of the above conditions.

- If under age 18, you do not work more than 8 hours on any day, more than 48 hours a week, and only between the hours of 5 a.m. and 10 p.m. unless after 10 p.m. permit filed.
- If under age 18, you have or will immediately obtain a Work Permit.
- If under age 18, you do not operate prohibited equipment.

### **Examples of unacceptable jobs**

- Babysitting/child care, housekeeping (no paycheck stub & home-based business), street sign-holding, or door-to-door sales (unsafe, no supervision).

### **Prohibited Equipment on the worksite**

- Motor vehicle driving – May not drive a vehicle on public roads for an employer.
- Power-driven woodworking machines - May not operate or assist in cleaning or off-bearing material.
- Power-driven hoists – May not operate forklifts or hydraulic hoists such as auto type.
- Power-driven metal forming, punching, and shearing machines – May not operate.
- Power-driven bakery machines – May not operate dough mixer, bread/vegetable/meat slicer.
- Power-driven paper-products machines – Box crushers, etc.
- Power-driven circular saws, band saws, and shears – May not operate.
- Roofing operations – Certain work is not allowed on or about roofs.
- Pits – State law prohibits minors from working below ground in pits (auto work).





## General Work Experience Education (GWEE) Training Agreement

<b>For Student to Complete:</b>  Student Name: _____ Home Address: _____ City: _____ Zip Code: _____ Phone: _____ Date of Birth: _____ Age: _____ Grade Level: _____  <input type="checkbox"/> General Work Experience Program <input type="checkbox"/> Exploratory Work Experience Program <input type="checkbox"/> Vocational Work Experience Education Work Permit Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 18+ yrs	<b>As a student enrolled in the GWEE program, I:</b> <input type="checkbox"/> will find a job that meets the class guidelines. <input type="checkbox"/> will obtain a work permit for each job held if under 18 years of age. <input type="checkbox"/> will attend weekly classes, submit weekly records of hours worked, provide pay stubs, complete assignments, and follow all the policies of this program. <input type="checkbox"/> understand if I am absent from school for any reason, then I am not allowed to go to work on the day of that absence. I will attend school regularly. <input type="checkbox"/> will inform the GWEE teacher coordinator and seek <del>approval</del> <b>approval</b> BEFORE quitting my job.
<b>For Parent/Guardian to Complete:</b>  Parent/Guardian Name: _____ Address: _____ City: _____ Zip Code: _____ Phone: _____  <b>As a parent/guardian of a student enrolled in GWEE, I:</b> <input type="checkbox"/> give permission for the student to be employed.	<b>As a parent/guardian of a student enrolled in GWEE, I:</b> <input type="checkbox"/> give permission for the student to leave school during GWEE. <input type="checkbox"/> assume responsibility for the safety and conduct of the student while traveling to and from school, job, and home. <input type="checkbox"/> assume responsibility for the student's supervision while off campus. <input type="checkbox"/> will assist my student in successful completion of this class.
<b>For Employer to Complete:</b>  Employed by: _____ Address: _____ City: _____ Zip Code: _____ Phone: _____ Employer's Worker's Comp. _____ Student Job Title: _____ Job Duties: _____  <b>As the employment site, we will:</b> <input type="checkbox"/> not discriminate on the basis of race, color, national origin, sex, or disability, creed or religion. <input type="checkbox"/> ensuring working conditions do not endanger the health, safety, welfare, or morals of the student.	<input type="checkbox"/> provide adequate equipment, materials, facilities, and accommodations to allow appropriate learning activities. <input type="checkbox"/> provided an itemized statement of deductions with every paycheck. <input type="checkbox"/> complete time sheets and provide student evaluations. <input type="checkbox"/> consult with the GWEE coordinator regarding student's performance. <input type="checkbox"/> provide Worker's Compensation Insurance. <input type="checkbox"/> provides adequate adult supervision. <input type="checkbox"/> provide the probability of continuous employment. notify <input type="checkbox"/> the GWEE coordinator immediately of any problems or concerns or if the student is terminated or quits.
<b>For Work Experience Teacher Coordinator to Complete:</b>  Student's on-the-job objectives: (1) _____ (2) _____ (3) _____	<b>Work Experience Education Coordinator Will:</b> <input type="checkbox"/> review and approve student job sites. <input type="checkbox"/> conduct a minimum of 2 site visits/semester. <input type="checkbox"/> maintain all program/student records per Ed Code. <input type="checkbox"/> consult with employer, student, and parent/guardian regarding job performance, progress in class, grade, etc. as necessary.
<b>Non-discriminatory Statement:</b> "No person shall be excluded from participation in or denied the benefits of any local agency's program or activity on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity conducted by an educational institution or any other local agency, which is funded directly by, or that receives benefits from any state financial assistance." (5 CCR, Ch. 5.3, SubCh. 1, Art. 1)	

Student Signature: \_\_\_\_\_

\_\_\_\_\_ Date

Parent/Guardian Signature \_\_\_\_\_

\_\_\_\_\_ Date

Employer Signature \_\_\_\_\_

\_\_\_\_\_ Date

WEE Coordinator Signature \_\_\_\_\_

\_\_\_\_\_ Date

## General Work Experience Time Sheet

Name: \_\_\_\_\_  
Last Name
First Name
Middle Initial

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

All students are required to submit their Work Experience Education worksite hours during the weekly classroom meeting. This time sheet must be signed by the employer to verify work attendance.

	Date	Start Time	End Time	Start Time	End Time	Daily Total
Saturday	___/___					
Sunday	___/___					
Monday	___/___					
Tuesday	___/___					
Wednesday	___/___					
Thursday	___/___					
Friday	___/___					
Week Total						

I certify that the work hours indicated above are true, accurate, and were in fact worked in the period reflected.

\_\_\_\_\_  
Student Signature                      Date                      Supervisor Signature                      Date

**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—CERTIFICATE OF AGE**

CDE Form B1-1 (Rev. 02-14)

A "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT—CERTIFICATE OF AGE" form (CDE Form B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

*(Print Information)***Minor's Information**

Minor's Name <i>(First and Last)</i>		Home Phone	Grade
Home Address		City	Zip Code
Birth Date	Social Security Number	Age	Student's Signature

**School Information**

School Name	School Phone
School Address	City Zip Code

**To be filled in and signed by parent or legal guardian**

*This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true.*

Parent's Name <i>(Print First and Last)</i>	Parent's Signature	Date
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**To be filled in and signed by employer**

Business Name or Agency of Placement	Business Phone	Supervisor's Name
Business Address	City	Zip Code
Employer's Maximum Expected Work Hours: _____ hours per day _____ hours per week		
Describe nature of work to be performed: _____		

*In compliance with California labor laws, this employee is covered by workers' compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.*

Employer's Name <i>(Print First and Last)</i>	Employer's Signature	Date
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**For authorized work permit issuer use ONLY**

Maximum number of work hours when school is in session:								Maximum number of work hours when school is not in session:							
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
Proof of Minor's Age <i>(Evidence Type)</i>								<b>Check Permit Type:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability							
Verifying Authority's Name and Title <i>(Print)</i>															
Verifying Authority's Signature															

**For more information** about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.

**General Work Experience Education (GWEE) Program**

**Notice of Job Change**

Date Submitted: \_\_\_\_\_ Student Name: \_\_\_\_\_

I am no longer employed at: \_\_\_\_\_

Business Name

Last date of employment was: \_\_\_\_\_

Reason for leaving:    Quit                      Laid Off                      Fired                      Other: \_\_\_\_\_

Explain:

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Do you have new employment?    Yes                      No

If yes, state the business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Date employment started: \_\_\_\_\_

*Credit for new employment starts when the new work permit is submitted.*



## Application For Permission to Work Past 10:00 p.m.

I intend to employ \_\_\_\_\_ at \_\_\_\_\_ later than 10:00 p.m.  
Work Experience Student Employer

Under the provision of the work permit and conditions set forth in Section 1391.1 of the *California Labor Code*:

Minors 16 years of age or older and under the age of 18 years enrolled in Work Experience programs approved by the State Department of Education may work after 10:00 p.m. but no later than 12:30 a.m., providing such employment is not detrimental to the health, education, or welfare of the minor and approval of the parent and the Work Experience Education coordinator has been obtained. However, if any such minor works any time during the hours from 10:00 p.m. to 12:30 a.m., he/she shall be paid for working during that time at a rate that is not less than the minimum wage paid to adults.

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

I understand that upon approval of the above, I must maintain satisfactory school progress and attend school promptly and regularly, otherwise, permission would be revoked.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Permission is granted for the above-named student to work later than 10:00 p.m. according to the conditions set forth in Section 1391.1 of the *California Labor Code*.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WEE Coordinator Signature

\_\_\_\_\_  
Date

## **Leadership: Capstone (Final semester)**

Leadership, communication, management, and planning for group collaboration are key aspects in the world of leadership. Leadership course prepares high school students for the working world. The variety of skills and assignments within the course provides the students a solid understanding of what leadership looks, sounds, and feels like and establishes a strong ability to make decisions and understand how to work and manage people and resources to reach a common goal. Some of the critical components to discover are;

What is Leadership? Defining and understanding leadership, understanding self, finding personality traits and how they relate to leadership.

Communication: learning communication skills necessary for effective leadership.

Getting Along With Others: improving interpersonal relationships.

Making Decisions: learning effective decision-making methods for individuals and groups. Managing: knowing how to manage resources and people.

Working With Groups: In a group situation, you can attempt tasks that an individual could not accomplish, combining various skills and expertise to tackle more complex and larger-scale problems.

Knowledge of leadership skills is crucial for success in almost any field. Employers look for people with leadership skills essential to progress and understanding any position.

The leadership course must provide an understanding of effective leadership for college, military, or workforce students. Regardless of the position, being well equipt and understanding the role of leadership is essential.

Final Grade will be based on

Final Portfolio/Presentation/Project

# WORK EXPERIENCE Education

## READY TO GO TO WORK?

You can volunteer, job shadow & have a part-time job -earn high school credit. (up to 40credits)



### EWEE

This EWEE course provides career guidance through non-paid observations and experiences at selected worksites. WEE is an instructional course, where students have the opportunity to observe and sample a variety of conditions of work for ascertaining their interest and suitability for the occupations they are exploring while including related classroom instruction.

EWEE provides an opportunity for a broad spectrum of students to explore career paths with the goal of clarifying career directions. Many community service opportunities qualify for Exploratory Experience credits and still receive service hours. (10 semester credits allowable for each semester with a maximum of 20-semester credits)



### GWEE

This GWEE course enables students to become productive, responsible individuals through supervised, paid employment experiences. GWEE is an instructional course, where students will acquire general and specific occupational and employability skills through a combination of supervised paid employment in any occupational field along with classroom-related instruction in WEE. The rationale for having GWEE is the changing nature of work in our society, which requires students to develop appropriate work habits and attitudes that may be transferred to a variety of employment situations. Real-world experiences through hands-on applications at the worksite are strengthened through the student's daily related class. The student's general educational background is enhanced as it relates to the student's employment. This also teaches the student the role of worker and citizen. The student must pass both classroom and employer evaluations to receive credit. Students are responsible for transportation to their worksite. (10 semester credits allowable each semester with a maximum of 20-semester credits)



### Leadership

The final piece will be completed during the senior year. Students will work with multiple aspects of their experiences and build a final portfolio with their next step plans past high school graduation. A problem-based learning experience in which students work to apply their knowledge in a discipline to a problem. A collaborative learning approach in which students tackle problems and apply their learning in groups, simultaneously navigating interpersonal challenges and learning from one another. Strong capstone experiences recognize the deep learning students have done over time and continue to challenge students in their application of those skills and sets of knowledge. Opportunities to discover relevance of learning to real-world applications. This feature is most apparent in capstone experiences that involve service-learning, community-based learning, or internship experiences.



For Employers or Job Shadowing  
Opportunities



# WORK EXPERIENCE EDUCATION

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## DEAR PROSPECTIVE BUSINESS PARTNERS,

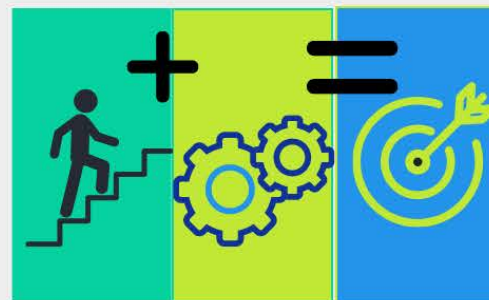
Method Schools is making great strides toward student success. In doing so, we are asking all community stakeholders to assist us in helping students reach their highest level of achievement. We are looking to create business partnerships with local businesses to enable us to reach our goal. A Work Experience is a joint venture between employers, Method Schools, and the community leading the workforce for generations to come.

Whether you are a small business or a major corporation, we need you. Method Schools invites you to invest in our students, community, and our future. If you are interested in being a partner with Method Schools or need more information on our partnership program,

## HOW WOULD MY BUSINESS ASSIST?

**As a business partner, there are several ways that you can positively influence our students. As a partner, you can choose one or as many of the following options;**

- Provide incentives to motivate student achievements
- Accepting volunteers or participation in an unpaid position
- Job shadowing and training opportunities
- Provide interviews and presentations or as a guest speaker
- Opportunities for career awareness.
- Participate in a mentoring/tutoring program
- instructional Support and Enrichment
- Tutoring, Mentoring, Guest Speakers
- Field trip to business site
- Sponsorship of in-class programs
- Incentive and motivational support
- Material and Financial Support, Donation of supplies
- Assistance in securing grants
- Fundraising Opportunities
- Monetary donations for the purchase of manipulatives, incentives, and/or educational materials.
- Paid work opportunities-school days, no more than four hours a day
- Service Learning/Community Service
- Student recognition programs



**WORK EXPERIENCE  
EDUCATION**

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## ARE YOU READY TO BEGIN OFFERING OPPORTUNITIES?

Your participation as a business partner will influence students, future employees, and leaders in the community. Partners find it rewarding to prepare students for tomorrow, and students learn that the community holds education in high regard and cares about their success and future.



## FOLLOW THESE STEPS:

1. Identify your agency needs and internship supervisor who will supervise the intern(s) (Form 101)
2. Plan ahead for upcoming opportunities with an observation contract.
3. Complete an Employer Intern Request Form
4. Interview and select candidates.
5. Contact the Work Experience Office with your candidate selection
6. At the beginning of the semester:
  - Meet with student intern to discuss expectations, responsibilities
  - Attend a First Job Site to sign the First Job Site initial Agreement Form Job Shadowing Agreement Form
7. During the semester:
  - Supervise student intern, verify/sign monthly timesheets, and provide feedback on progress and application of the ten 21st Century Employability Skills
8. At the end of the semester:
  - Meet with student and evaluate student intern on completion of the three S.M.A.R.T. goals/objectives and application of the ten 21st Century Employability Skills, and sign the Final Job Site Evaluation Form (TBD)
9. Provide feedback via email to the Work Experience Office and begin planning for the next semester!



