

Work Study Syllabus

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Course Summary:

Students will earn credit by exploring career readiness skills through research activities and writing assignments as well as through work experience. Students will be part time employed and will develop general work site competencies and be provided an opportunity to experience the work world. Work study may be taken as a 1, 2, 3, or 4 hour course. For each hour of credit earned the student must work 5-10 hours a week.

Students wanting to participate in the work study program will need to meet with the counselor for a minimum of 1 hour a week to complete career readiness activities and writing assignments. Students must gain employment at an approved work site* and must remain employed at that work site for the duration of the year.

* Approved work sites consist of employment providing: consistent weekly hours, a job setting that offers a work environment with co-workers and/or supervisors/managers, a job that is not seasonal, and working for a parent or direct relative is not permissible.

Guidelines:

- Sign out at the office when you leave for work study. If you do not sign out you will be counted absent in the office and your hours worked that day will not be counted. When you sign out to leave for work study leave the school grounds. Do not hang around school property.
- Every work study student must have a work study contract on file with Mrs. Swanson. Work study contracts are to be completely read and signed by the student, employer, and parent/guardian. **Contracts are due back by August, 27th.**
- You are reminded that you must keep your job throughout the entire school year. Failure to do so will result in removal from the Work Study class and a failing grade.
- Please make arrangements to meet with me a minimum of 15-20 minutes a week. We will discuss assignments, I will give you information and resources, and we can go over your employer evaluations. You may count the time we meet towards your total time required for the month.

Grading:

You will receive a letter grade for work study based upon the following:

1. **Quarterly Activities:** You will complete a quarterly activity that will be due on the final day of each quarter. Activities are listed below and a detailed rubric will be given to you outlining the requirements for each assignment at the beginning of each quarter. **Quarterly assignments will account for 30% of your grade.**
 - 1st Quarter: Career Assessments and Reflection
 - 2nd Quarter: Mock Interview and Reflection
 - 3rd Quarter: Career Research/Paper
 - 4th Quarter: Application and Resume
2. **Writing Assignments:** You will complete three 1-2 page writing assignments each quarter. These writing assignments will be reflections about your work experiences. You will be the prompts for the writing assignments at the beginning of the quarter and they will be due at the end of the quarter, but may be completed at any time. **Writing assignments will account for 20% of your grade.**
3. **Calendars/Paystubs:** Every month a completed work study calendar will be turned in within 5 days of the end of the month. The work study calendar will indicate how many hours you worked each day of the month and must be approved and signed by your employer/supervisor. I will also need to make a photocopy of your weekly, bi-weekly, or monthly paycheck stub(s). or a photocopy of your actual paychecks. **Hours worked as indicated on your calendar and paystub will account for 20% of your total grade.**
 - If you are absent from school and you indicated on your calendar that you worked that day those hours will not be counted toward your total hours worked.
 - If you turn in your calendar/paystubs late (after the 5th of the following month) you will only receive 50% of the total points for this portion of your grade.
 - You may count any time spent with me working on assignments towards your total hours for the month. Write them on your calendar and indicate what you were working on with me.
4. **Employer Evaluation:** Every quarter your employer/supervisor will be given a Student Evaluation Form to complete. This is your employer's chance to grade you on your work skills, courtesy, communication, etc. I will get the employer the evaluation and be responsible for getting it back from them. **Your evaluation is worth 30% of your grade.**