



WORK EXPERIENCE STUDENT HANDBOOK

12A

and

12B

Student Name: _____

Graduation Year: _____

Final Mark: _____

Work Experience Student Handbook

TABLE OF CONTENTS

Information Sheet	2/3
What You Should Know Prior to Work Site Placement.....	4
Safety Questionnaire	5/6
Training Plan.....	7/8
Placement Agreement Template	9/10
Employability Skills 2000+ Chart	11/12
Activity Log.....	13-20
Evaluation & Attendance Report	21
Checklist	22



NECHAKO VALLEY SECONDARY SCHOOL WORK EXPERIENCE INFORMATION SHEET

NVSS Career Centre
(250) 567-2291
Fax (250) 567-2123

WHAT ARE WORK EXPERIENCE PROGRAMS?

Work Experience Programs are designed to give students the opportunity to become involved in the working world through on-the-job work experience. Students gain experience in the work setting and have an opportunity to learn from experts in the field. Community-based work experience provides an excellent opportunity to build personal and career networks for future education, training and employment.

WHAT ARE THE REQUIREMENTS FOR WORK EXPERIENCE 12A and 12B?

- Completion of four related courses at the senior level (11/12)
- Completion of 120 hours of work experience
- Capstone Completion
- Current resume
- Completion of Student Activity/Learning Log
- Completion of the following forms:
 - Work Experience Placement Agreement
 - Safety Questionnaire
 - Training Plan
 - Evaluation and Attendance Report

ARE THE STUDENTS INSURED?

The Ministry of Education covers Work Experience students under the Worker's Compensation Act. Students enrolled in a Work Experience program are covered by School District insurance for Worker's Compensation. A Work Experience Placement Agreement must be signed by the parent, student, teacher, administrator, and workplace supervisor. Full details are on the back of the form.

ARE THE STUDENTS PAID?

Work Experience students do not receive remuneration for on-the-job training. However, some placements can be paid employment experiences.

HOW ARE THE STUDENTS EVALUATED, SUPERVISED, AND MONITORED?

The students are evaluated by the work-site supervisor on a regular basis. Attitudes and work habits, as well as skills, are evaluated. The granting of credits and final marks are the responsibility of the Work Experience teacher. The teacher may also make regular visits to the work site to monitor the student progress and check with the work-site sponsor.

NVSS CAREER PREPARATION PROGRAMS

120 Hour Work Experience Information

Before starting the work experience course, students must have an in-school orientation that consists of instruction on work site safety awareness, and may also include instruction on transferable skills, worker rights and responsibilities, and employer expectations. Some of these topics have been covered in Career Life Education 10. Others will be covered through the Career Centre and/or work site supervisor.

- At least **90 hours** must consist of **actual work placement** in the chosen Focus Area:
 - Hands-on work experience at a standard work site, supervised by a work site sponsor – paid or unpaid
 - Job shadowing
 - Career mentoring with a worker
 - Hands-on work experience at a non-standard community site created for work experience (e.g. school district wood lot; projects)
 - Career simulation activities at a non-standard community site for occupations where hands-on experience is not available (e.g. projects)
- The remaining **30 hours** may come from any of the following: *These activities are considered Exploration Hours. In order to receive credit for these hours, you must submit a "Capstone Work Experience" form to be approved by your Career Coordinator.*
 - Attending lectures, seminars, courses, or workshops, field trips
 - Certificates or Credits outside of NVSS coursework
 - Volunteer Work
 - Career-related Seminars & Tours
 - Special Projects (e.g. Leadership Activities, organizing events, etc.)
 - Covey Training (7 Habits of Highly Effective Teens)
 - Visits to Post-Secondary Institutions
 - Paid Employment not relative to the Focus Area
- Paid employment may be used for some or all of the 120 hours if it coincides with a student's Focus Area
 - Paid hours may only be used **AFTER** the school has contacted the employer and a training plan has been developed

What You Should Know Prior to Work Site Placement

1. If you do not know how to do something safely, ask your supervisor for training before you begin work.
2. **WCB Regulation 3.12: The Right to Refuse Unsafe Work**
 - a. A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.
 - b. A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.
 - c. A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and
 - i. ensure that any unsafe condition is remedied without delay, or
 - ii. if in his or her opinion the report is not valid, must so inform the person who made the report.
 - d. If the procedure under subsection (3) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence
 - i. of a worker member of the joint committee,
 - ii. a worker who is selected by a trade union representing the worker, or
 - iii. if there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.
 - e. If the investigation under subsection (4) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.
3. You must participate in all required health and safety education and training.
4. You must use all provided personal protective equipment and clothing.
5. You must correct any unsafe conditions if it is safe for you to do so, or report them to your supervisor immediately.
6. You must immediately report any injury to a first aid attendant or supervisor.

If you would like further information regarding safety aspects of work sites, please contact your local WCB office to speak with your area Safety Officer or call 604-276-3100 (toll free 1-888-621-7233).

Roles, rights & responsibilities of the WORKER

When it comes to health and safety, everyone in the workplace has distinct responsibilities. Whether you're an owner, employer, supervisor, prime contractor, or worker, you have a role to play in keeping the workplace safe. As a worker, you have rights to a safe and healthy workplace, which includes the right to refuse unsafe work.

On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. If you're a worker, you also have three key rights.

Your rights

- The right to know about hazards in the workplace
- The right to participate in health and safety activities in the workplace
- The right to refuse unsafe work without getting punished or fired

Your responsibilities

As a worker, you play an important role in making sure you — and your fellow workers — stay healthy and safe on the job. As a worker, you must:

- Be alert to hazards. Report them immediately to your supervisor or employer.
- Follow safe work procedures and act safely in the workplace at all times.
- Use the protective clothing, devices, and equipment provided. Be sure to wear them properly.
- Co-operate with joint occupational health and safety committees, worker health and safety representatives, WorkSafeBC prevention officers, and anybody with health and safety duties.
- Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related.
- Follow the treatment advice of health care providers.
- Return to work safely after an injury by modifying your duties and not immediately starting with your full, regular responsibilities.
- Never work under the influence of alcohol, drugs or any other substance, or if you're overly tired.

Refusing unsafe work

Workers have the right to refuse unsafe work. If you have reasonable cause to believe that performing a job or task puts you or someone else at risk, you must not perform the job or task. You must immediately notify your supervisor or employer, who will then take the appropriate steps to determine if the work is unsafe and remedy the situation.

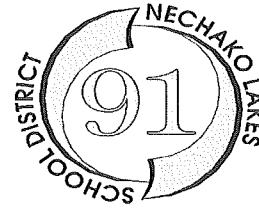
As an employer, workers are your eyes and ears on the front line of workplace health and safety. When workers refuse work because they believe it's unsafe, consider it an opportunity to investigate and correct a situation that could have caused harm.

If a worker refuses work because it's unsafe, workplace procedures will allow the issue to be properly understood and corrected. As a worker, you have the right to refuse to perform a specific job or task you believe is unsafe without being disciplined by your employer. Your employer or supervisor may temporarily assign a new task to you, at no loss in pay.

Steps to follow when work might be unsafe

1. Report the unsafe condition or procedure
 - As a worker, you must immediately report the unsafe condition to a supervisor or employer.
 - As a supervisor or employer, you must investigate the matter and fix it if possible. If you decide the worker's concern is not valid, report back to the worker.
2. If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task
 - As a supervisor or employer, you must investigate the problem and ensure any unsafe condition is fixed.
 - This investigation must take place in the presence of the worker and a worker representative of the joint health and safety committee or a worker chosen by the worker's trade union. If there is no safety committee or representing trade union at the workplace, the worker who first reported the unsafe condition can choose to have another worker present at the investigation.
3. If a worker still views work as unsafe, notify WorkSafeBC
 - If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.

**Career Centre
Nechako Valley Secondary School**



School District No. 91
Box 950
Vanderhoof, BC
VOJ 3A0

Career Coordinators

Rebecca Morin

Office: (250) 567-2291
Fax: (250) 567-2123

WORK EXPERIENCE SAFETY QUESTIONNAIRE

Student Name: _____ Date: _____

Name of Person interviewed: _____

Please ask your supervisor the following safety questions on the first day of your placement. Hand in this questionnaire with your Application for Credit Hours form when you return to school.

1. What are the dangers of my job?

2. Are there any other hazards (noise, chemical, radiation) that I should know about? If so, what are they?

3. What special safety instructions for this work site do I need to know before starting work?

4. Is there any specialized safety gear, clothing or equipment I need? If so, what is it?

Will I require safety training? Yes ____ No ____ If yes, what is it?

5. What are the emergency procedures I need to be trained in? (Chemical spill, fire, etc.)

6. Where are the fire extinguishers, first aid kits and other emergency equipment located?

7. What are my health and safety responsibilities?

8. Who do I ask if I have a health or safety question?

9. What do I do if I get hurt? Who should I see if I get hurt?

First Aid person's name: _____

I have been interviewed: _____
(Supervisor (print and sign))

Date of interview: _____



**NECHAKO VALLEY SECONDARY SCHOOL
CAREER EDUCATION PROGRAM
WORK EXPERIENCE
TRAINING PLAN**

NVSS Career
Centre
(250) 567-2291
Fax (250) 567-2123

Student Name:	Work Site Telephone Number:	Work Site Employer Address:
Teacher Name:	Work Site Facsimile Number:	
Work Site Employer (Business Name):	Work Site Employer Email:	

Student Focus Area: _____

Focus Area-related Courses Taken/Planned: _____

Employer On-Site Safety Orientation Provided: Y / N

Days/Hours to be worked: _____

Outline: *(Provide a general description of the nature of work to be performed during the work experience placement, e.g., "Participate in all facets of operating a beauty salon, including customer relations, money management, equipment use and management, etc.")*

Duties/Tasks: *(List the specific duties/tasks to be observed or performed alone or with assistance, and workplace-specific skills to be developed; for example: Schedule customer requests in daily calendar - Performed Alone)*

	Observed	Performed with help	Performed alone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employability Skills: *(List the employability skills to be practiced; for example: Recognize and respect people's diversity, individual differences and perspectives - Performed Alone..)*

	Observed	Performed with help	Performed alone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Notes: *(For example: Student must wear steel-toed boots.)*

By his/her signature, the student signifies that s/he agrees to the terms of the Training Plan, above.

(Student Signature)

(Career Programs Coordinator)



WORK EXPERIENCE PROGRAMS

Work Experience Placement Agreement

The information on this form is collected under the authority of sections 13 and 97 of the *School Act* and will be used for purposes of administering the student's educational program. If you have any questions about the collection or use of this information, contact Manu Madok, Superintendent at (250)567-2284.

Between

Name of Board of School Trustees (The "School Board") Nechako Lakes		School District No. 91
Nechako Valley Secondary School	School Contacts Rebecca Morin	School Telephone (250) 567-2291
Box 950		Fax (250) 567-2123
Vanderhoof, BC V0J 3A0		NVSS - Career Centre

Name of Student ("The Student")	Telephone number
Address of student	Date of Birth (Year/Month/Day)
City and Postal Code Vanderhoof V0J 3A0	
Name of Parent/Guardian	Telephone number if different than student
Address of Parent/Guardian if different than student	
City and Postal Code	

and

Business Name of Worksite Employer (The "Worksite" Employer)	Telephone Number	Fax Number
Address	Supervisor	
City and Postal Code		

By their signatures the parties signify their agreement to the terms and conditions listed on the back of this Agreement. The terms of this Agreement will be in effect from:

Year/Month/Day	until	Year/Month/Day
----------------	-------	----------------

Schedules, Special Arrangements, Etc.

--	--	--

- | | | |
|---------------------------------------|--|--|
| ☐ Standard | ☐ WEX 12 a/b | ☐ SSA |
| ☐ Non-Standard | ☐ JET Program | ☐ Capstone (30 hr.) |
| | ☐ Volunteer hours | |

IN CASE OF EMERGENCY CONTACT:

1. School District Office (250)567-2284
2. School Contact (250)567-2291
3. Parent or Guardian (as noted above).

School Contact Rebecca Morin	Signature	Date Signed
Work Experience Placement Student	Signature	Date Signed
Worksite Employer/Supervisor	Signature	Date Signed
Parent/Guardian	Signature	Date Signed
Board Representative Ken Young, Principal	Signature	Date Signed
Union Representation if applicable	Signature	Date Signed

TERMS AND CONDITIONS

The parties agree to a work experience placement (the "Work Experience Placement") for the Student with the Work Site Employer on the following terms and conditions.

1. STUDENT DUTIES

The Student agrees to perform without payment, therefore, those duties assigned to the Student from time to time by the Work Site Employer in consultation with the School Board's representatives. The Student agrees to comply with the Work Site Employer's rules and all applicable safety regulations.

2. DAYS AND HOURS OF THE WORK EXPERIENCE PLACEMENT

The Student agrees to perform those duties as assigned by the Work Site Employer in accordance with paragraph two only on the days and during the hours indicated, or at such other times, in writing, as may agreed upon by the Work Site Employer, School Board and Student. If the Student is employed by the Work Site Employer beyond the days and hours agreed upon by the Work Site Employer, School Board and Student, none of the provisions of this Agreement apply.

3. SUPERVISION

The Student agrees to be under the direct supervision of the Work Site Employer, and the Work Site Employer agrees to supervise the student at all times during the work experience placement.

4. SITE SAFETY ORIENTATION

The Work Site Employer will provide the student site and work specific safety training and will not permit the Student to perform any duties, unless the Student has all safety equipment required for the tasks to be performed by the Student.

5. BOARD ACCESS

The Work Site Employer agrees to allow School Board representatives to have access at any time to the Work Site Employer's work site and the Student.

6. TRANSPORTATION

The parties agree that the parent(s) or guardian(s) and the Student are solely responsible for the Student's transportation to and from the Work Site Employer's work site, except where special arrangements have been made.

7. EVALUATION

When requested by the School Board, the Work Employer will evaluate the Student's duties, report that evaluation in the form required by the School Board and consult with School Board representatives about the evaluation.

8. WORKER'S COMPENSATION ACT INJURY COVERAGE

- a) Students in a Work Experience Placement at a STANDARD WORK SITE are covered by the Worker's Compensation Act and are considered to be workers of the Government of the Province of British Columbia for Worker's Compensation purposes only. Coverage is limited by the terms and conditions set out in the Minutes of the Worker's Compensation Board dated August 3rd, 1995.
- b) Students in a Work Experience Placement at a NON-STANDARD WORK SITE are not covered by the Worker's Compensation Act. A Non-standard work site is defined as a location which is created by a school or school board for the purpose of training students for an occupation or a career; or is in an existing or public training institution in which a

student is placed for the same purpose (i.e., Project Agriculture, Project Forest Management, Project Heavy Duty, Woodlots, Alternate Program activities, etc.) The Board maintains liability coverage for such activities and recommends parents investigate student accident insurance coverage.

9. LIMITED LIABILITY OF BOARD

The parties acknowledge and agree that the School Board:

- a) does not assume any responsibility for the actions of the Student and that the School Board is not responsible for any loss, damage, injury or expense (collectively, "loss") suffered by the Work Site Employer, the Work Site Employer's employees or other person which may be caused by any act or omission of the Student, and the School Board will not reimburse the Work Site Employer or others for any such loss; and
- b) does not assume any responsibility for the actions of the Work Site Employer, the Work Site Employer's employees or other person with whom the Student might come into contact through this work experience placement; and
- c) is not responsible for any loss suffered by the Student or the parents or guardians of the Student arising out of the work experience placement, other than loss deliberately or negligently caused directly by the School Board itself or any of its employees acting within the scope of their employment.

10. INSURANCE

The School Board maintains coverage with respect to its liability and that of a Student participating in a work experience placement contemplated by the terms of this Agreement. This coverage is subject to exclusions, terms, and conditions and deductible amounts. The other parties to this Agreement may inspect the terms of School Board coverage from time to time in effect.

11. MINIMUM AGE

The parent(s) or guardian(s) of the Student warrant that the Student is 15 years of age or older at the date of this Agreement.

12. EFFECT ON EMPLOYERS

The Work Site Employer agrees that the placement of the Student will not affect the job security of any employee of the Work Site Employer's hiring practices. The placement of the Student will be in additions to the Work Site Employer's full complement of employees. The Student will not be a replacement for any employee.

13. TERMINATION OF THE AGREEMENT

Any party to this Agreement may end it at any time by giving notice in writing to all other parties at the addresses given in this Agreement.

14. NOTICE OF INJURY

The Work Site Employer will, if a Student is injured, immediately report the occurrence of injury to the School Board by contacting 1-800-903-4771.

15. REFERENCE

In this Agreement, a reference to the School Board includes School Board officers, employees or representatives acting within the scope of their employment.

Employability Skills 2000+

The skills you need to enter, stay in, and progress in the world of work—whether you work on your own or as a part of a team.

These skills can also be applied and used beyond the workplace in a range of daily activities.

Fundamental Skills The skills needed as a base for further development	Personal Management Skills The personal skills, attitudes and behaviours that drive one's potential for growth	Teamwork Skills The skills and attributes needed to contribute productively
<i>You will be better prepared to progress in the world of work when you can:</i> Communicate • read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams) • write and speak so others pay attention and understand • listen and ask questions to understand and appreciate the points of view of others • share information using a range of information and communications technologies (e.g., voice, e-mail, computers) • use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas Manage Information • locate, gather and organize information using appropriate technology and information systems • access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities) Use Numbers • decide what needs to be measured or calculated • observe and record data using appropriate methods, tools and technology • make estimates and verify calculations Think & Solve Problems • assess situations and identify problems • seek different points of view and evaluate them based on facts • recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem • identify the root cause of a problem • be creative and innovative in exploring possible solutions • readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions • evaluate solutions to make recommendations or decisions • implement solutions • check to see if a solution works, and act on opportunities for improvement	<i>You will be able to offer yourself greater possibilities for achievement when you can:</i> Demonstrate Positive Attitudes & Behaviours • feel good about yourself and be confident • deal with people, problems and situations with honesty, integrity and personal ethics • recognize your own and other people's good efforts • take care of your personal health • show interest, initiative and effort Be Responsible • set goals and priorities balancing work and personal life • plan and manage time, money and other resources to achieve goals • assess, weigh and manage risk • be accountable for your actions and the actions of your group • be socially responsible and contribute to your community Be Adaptable • work independently or as a part of a team • carry out multiple tasks or projects • be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done • be open and respond constructively to change • learn from your mistakes and accept feedback • cope with uncertainty Learn Continuously • be willing to continuously learn and grow • assess personal strengths and areas for development • set your own learning goals • identify and access learning sources and opportunities • plan for and achieve your learning goals Work Safely • be aware of personal and group health and safety practices and procedures, and act in accordance with these	<i>You will be better prepared to add value to the outcomes of a task, project or team when you can:</i> Work with Others • understand and work within the dynamics of a group • ensure that a team's purpose and objectives are clear • be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group • recognize and respect people's diversity, individual differences and perspectives • accept and provide feedback in a constructive and considerate manner • contribute to a team by sharing information and expertise • lead or support when appropriate, motivating a group for high performance • understand the role of conflict in a group to reach solutions • manage and resolve conflict when appropriate Participate in Projects & Tasks • plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes • develop a plan, seek feedback, test, revise and implement • work to agreed quality standards and specifications • select and use appropriate tools and technology for a task or project • adapt to changing requirements and information • continuously monitor the success of a project or task and identify ways to improve The Conference Board of Canada 255 Smyth Road, Ottawa ON K1H 8M7 Canada Tel. (613) 526-3280 Fax (613) 526-4857 Internet: www.conferenceboard.ca/education

STUDENT NAME:		NECHAKO VALLEY SECONDARY SCHOOL WORK EXPERIENCE ACTIVITY LOG  	
Capstone _____ JET _____ SSA _____ WEX 12A/B _____			
DATE	LOCATION & DUTIES PERFORMED	SKILLS USED/LEARNED	HOURS
Student Signature: _____ Supervisor Signature: _____			TOTAL:

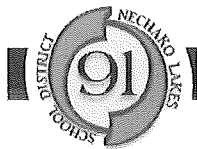
X _____
 (Signature of Career Coordinator)

 (Date)

DATE	LOCATION & DUTIES PERFORMED	SKILLS USED/LEARNED	HOURS
Student Signature: _____ Supervisor Signature: _____			TOTAL:

X _____
(Signature of Career Coordinator)

(Date)

STUDENT NAME:		NECHAKO VALLEY SECONDARY SCHOOL WORK EXPERIENCE ACTIVITY LOG	
Capstone _____ JET _____ SSA _____ WEX 12A/B _____		 	
DATE	LOCATION & DUTIES PERFORMED	SKILLS USED/LEARNED	HOURS
Student Signature: _____ Supervisor Signature: _____			TOTAL:

X _____
 (Signature of Career Coordinator)

 (Date)

DATE	LOCATION & DUTIES PERFORMED	SKILLS USED/LEARNED	HOURS
Student Signature: _____ Supervisor Signature: _____			TOTAL:

X _____
(Signature of Career Coordinator)

_____ (Date)



NECHAKO VALLEY SECONDARY SCHOOL

WORK EXPERIENCE

EVALUATION AND ATTENDANCE REPORT

NVSS Career Centre
(250) 567-2291
Fax (250) 567-2123

Name of Student: _____ Name of Supervisor: _____

Company where student was placed: _____

Start Date: _____ Finish Date: _____

Career Programs Coordinator – Rebecca Morin (Nechako Valley Secondary School)

ASSESSMENT

THE STUDENT:

- | | Always | Usually | Sometimes | Seldom | Never | N/A |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Remembers and follows directions?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 2. Accepts constructive criticism?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 3. Sustains a routine?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 4. Gets along with co-workers?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 5. Sees things to be done?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 6. Appears to like his/her work?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 7. Dresses appropriately for the job?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 8. Shows respect for authority?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 9. Concentrates on what he/she is doing?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 10. Works well independently?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 11. Takes care of tools and other equipment?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 12. Is neat and clean when this is required of the job?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 13. Does his/her share of the work?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 14. Observes the safety rules and regulations?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 15. Does well when meeting the public?..... | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
-
- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 16. Has potential to be successful at this type of work?..... | ☐ | ☐ | ☐ |
| 17. Has the student shown evidence of learning?..... | ☐ | ☐ | ☐ |
| 18. Is the quality of work satisfactory?..... | ☐ | ☐ | ☐ |
| 19. Did the student call in when absent?..... | ☐ | ☐ | ☐ |
| 20. Has the student returned uniforms/tools, etc.?..... | ☐ | ☐ | ☐ |
| 20. Would you recommend this student to other employers?..... | ☐ | ☐ | ☐ |

Areas of Strength: _____

Areas that need improvement: _____

Comments: _____

_____ Total hours that the student worked: _____

Signature of Evaluator: _____ Date: _____

Work Experience COMPLETION Checklist

Have you done the following?:

1. Return a signed "*Work Experience Placement Agreement*" form to your school's Career Coordinator prior to starting placement.
2. Complete the "*Work Experience Safety Questionnaire*" during the first day of placement AND submit it to the school Career Coordinator.
3. Complete and acquire all signatures on the "*Training Plan*" form and submit it to the school Career Coordinator.
4. Complete the "*Work Experience Activity Log*" and have it signed by your supervisor.
5. OR complete the "*Capstone Work Experience Form*" with attached verification and have it approved by your Career Coordinator.
6. Have your workplace supervisor complete the "*Work Experience Evaluation and Attendance Report*" and return to the school Career Coordinator.
7. Complete *Capstone* requirements including: current RESUME (with work placement experience on it), reference letter, career/education plan, budget, and cover letter.

ONCE YOU HAVE COMPLETED AND CHECKED OFF ALL OF THE ABOVE ITEMS, SUBMIT THIS HANDBOOK TO THE SCHOOL'S CAREER COORDINATOR.

The handbook should contain your learning log and evaluation and attendance report.