

Fern Ridge Supervised Work Experience Program Syllabus

Teacher: Mrs. Katie Spradling

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Course Description: The Supervised Work Experience program is a workplace learning experience allowing students to master academic and workplace skills. Students can make the connection with real world expectations in terms of accuracy of work, production, staying on task, responsibility, and interpersonal skills.

Student Qualifications for Program:

- Must be able to provide proof of employment in a place not supervised by a parent, guardian, or other family member.
- Must have at least 0.5 CTE credits or be enrolled in a CTE class during 1st semester.
- Must have reliable transportation to and from work.

Grading System:

- Fern Ridge's additive grading system is used for this course. A student will earn $\frac{1}{2}$ credit for every 180 hours worked. If a student does not work 180 hours each term, then they will receive an NC for the course. **(Students are not allowed to earn more than two Supervised Work Experience credits per school year.)**
- Documentation of work hours: Digital copies of pay stubs must be submitted to the Bus Mktg Info Tech Internship Schoology course page at least every two weeks
- **Note: Any student who is released from their job or changes jobs without permission will not receive credit for this course and will need to re enroll to earn credit in a new grading period.**

Behavior Policy: Students are expected to conform to all rules and regulations of their place of work. Students are expected to behave in a professional manner at all times. Students dismissed from their place of work for poor performance or behavior will not earn credit in that grading period, and the hours from that place of employment will not be counted toward their work credit.

My signature below denotes that I have read and understand the Supervised Work Experience Program guidelines.

Parent/Guardian Name

Parent/Guardian Signature

Date

Student Name

Student Signature

Date

If you want to earn credit for the hours you work, then you must do the following:

- **Turn in your pay stubs on Schoology every two weeks or every time you are paid.**
 - This can be done with a paper pay stub (take a picture of the stub) or you can submit a PDF or screenshot of your pay stub.
- Each pay stub must display your name, pay period, and the number of hours you worked.
- If you are paid every two weeks, you should submit 4 or 5 pay stubs throughout each 9-week term.
- If you are paid every week, then you should submit 9 pay stubs throughout each 9-week term.

Things to remember:

Be sure to check your student e-mail account regularly as this will be Mrs. Spradling's primary way of communicating with you.

- You will receive $\frac{1}{2}$ credit for every 180 hours worked.
- It is acceptable to change jobs during a semester. However, you need to talk with Mrs. Spradling before you can quit your job and start a new one.
- If you quit your job without permission, you will not earn credit for the hours you previously worked.
- If you get terminated from your job, you will no longer receive credit for the hours you have previously worked throughout that term.