



## **WHAT IS WORK EXPERIENCE?**

- ✓ **Work Experience is an elective course for juniors and seniors who have a part-time job.**
- ✓ **Students in the program earn high school credit for instructional assignments that teach them job skills while they receive on-the-job training.**
- ✓ **It is a unique program, offering students on- and off-campus instruction that benefits the students for a lifetime.**
- ✓ **The goal of Work Experience programs in California is to make students employable by teaching them how to be successfully employed and how to move on to that next job.**

## **WHAT WILL BE EXPECTED OF ME IF I ENROLL IN WORK EXPERIENCE?**

- ✓ **Complete all of the necessary forms with the school Work Experience Education Coordinator.**
- ✓ **Maintain good attendance and performance at school and work.**
- ✓ **Attend weekly group meetings (seminars) as determined by your Work Experience coordinator.**
- ✓ **Complete and turn in required assignments.**
- ✓ **Submit monthly time sheets with the number of hours worked each day.**
- ✓ **Keep your Work Experience coordinator informed of any change regarding your job.**

## **HOW DO I ENROLL?**

**To enroll in Work Experience Education, you must:**

- ✓ **Have a permanent part-time job.**
- ✓ **Obtain a work permit if you are under 18 years of age. Applications for work permits are available at your school.**
- ✓ **Obtain approval from your parents or guardian and the Work Experience coordinator.**
- ✓ **See your counselor to add Work Experience to your schedule.**

