



CORVALLIS SCHOOL DISTRICT'S
Community Work-based Learning Program's
Structured Work Experience

Course Requirements

- Junior/Senior status
- Must currently have a job
- 1 credit per semester - 130 hours (paid work) = .50 credit
- Pass/No Pass
- Limit of 2 credits in the same job
- Quitting your job during the semester will jeopardize your credit.

Required Assignments

The following assignments are required for the semester. They need to be turned in in a Portfolio. Please see the portfolio assignment details on the other side of this sheet. See the Career Education Specialist for help with assignments.

- **Learning Plan:** with the help of your supervisor, you will establish two learning objectives that are realistic and specific to your work environment and address how you can become a better employee.
- **Permission Forms:** parents must sign
- **Resume:** update or create a current working resume. Information on how to put together a resume is available in this packet.
- **Cover Letter:** compose a cover letter to a company you would like to work for in the future. Information on how to put together a resume is available in this packet.
- **Career Information Search:** using the CIS system in the Career Center, investigate one career in which you are interested. Use the form in this packet titled Exploring an Occupation on the Career Information System (CIS)
- **Sexual Harassment Report:** read and summarize a brochure on Sexual Harassment. Use the Sexual Harassment brochure and Sexual Harassment Brochure Report form included in this packet. Include what you would do and/or say if you were harassed or if you observed harassment.
- **Read and summarize one career/work related article:** find one article that is related to careers and/or occupations. You can investigate subjects such as future employment trends or what is happening in a career that you find interesting. Reading may come from magazine articles, newspaper articles, books, etc. Use the Related Reading Report form included in this packet.
- **Self Assessment:** consider your understanding of your current job. What was your understanding when you first started and how has it changed. What have you learned about the company that you work for and how have you changed as an employee. Discuss the growth and development that took place. Format as a one page paper.
- **Evaluations:** have employer complete evaluation form included in this packet.
- **Time Sheets:** turn in a copy of your pay stubs monthly showing your hours.