



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.



SWE PORTFOLIO ASSIGNMENT

Corvallis School District

FORMAT

- Portfolio should be put in a three-ring binder with all items hole-punched to fit in the binder.
- A cover (or title page) for the portfolio should include the following information:
 - Your full name
 - The words “Structure Work Experience Portfolio”
 - Name and address of the business where you served your internship
- Include a table of contents naming the items and the page numbers where the items are located.
 - Items should be sorted in the portfolio according to the table of contents.
- All items should be typed. Journals may be handwritten.
- Neatness and a professional presentation are necessary.

CONTENTS

Section A

- Learning Plan (see handout)
- Evaluation (completed by employer and given to you to include)
- Permission forms signed by you and your parent

Section B

- Self-Assessment (see handout)

Section C

- Copy of your current resume, including three references (see handout)
- Cover letter (see handout)

Section D

- CIS Exploring Occupation Assignment (see handout)
- Report on Sexual Harassment brochure (see handout)
- Report on career-related or work-related magazine article (see handout)



COMMUNITY BASED LEARNING PROGRAM PARENT / GUARDIAN AUTHORIZATION

This form notifies the parent/guardian of student participation in the Community based Learning Program, releases school liability, and authorizes medical attention in the event of an emergency. This form must be completed before the student visits the work site.

Community Based Learning Program / Site

Student Name: _____ School: _____

Community based Learning Site: _____

Start Date: _____ Start Time: _____

Cadet Teaching Internship Structured Work Experience Service-Learning

Permission to Participate in Community Based Learning Program

I, _____ (parent/guardian), give permission for _____ (son or daughter) to be released from school to visit the site listed above for the purpose of a Community based Learning experience. I, also, agree with the travel arrangements listed. I understand that school personnel may not have visited the site, may not have met the host, will not be present when the student is at the site, and will not supervise the visit. The employees at the site may also have not been screened and criminal history verification may not have been processed. I agree to hold Corvallis School District, its officials, agents and employees harmless against any claims for injury or damage except in those cases where the acts of Corvallis School District, its officials, agents, and employees have been determined to be negligent by a court of competent jurisdiction.

Medical Release

In the event my child may need medical treatment, I hereby consent and authorize an adult representative of the Community based Learning experience provider to permit such treatment on my behalf. I agree to be responsible for the cost of any medical services and to indemnify the Corvallis School District and the Community based Learning provider for such expense.

My child does not have any physical or mental condition which restricts or prevents him or her from participating in the scheduled activity, or which would increase the risk of harm to my child with the exception of the following:

Travel Information and Release

My student is responsible for his/her transportation arrangements. I have completed the appropriate travel permission forms on the reverse. Explained below are the travel arrangements my student and I have agreed upon.

Parent/Guardian Signature _____	Date _____	Phone Number _____
Emergency Contact Person _____	Emergency Phone Number _____	

**THIS ACTIVITY IS NOT AUTHORIZED BY THE CORVALLIS SCHOOL DISTRICT
UNLESS THIS FORM IS SIGNED AND RETURNED PRIOR TO THE
COMMUNITY-BASED LEARNING EXPERIENCE**

COMMUNITY BASED LEARNING PROGRAM VEHICLE TRANSPORTATION PERMISSION FORM

Employees of Corvallis School District 509J cannot authorize students to drive and/or transport other students to events in personal vehicles. We do, however, need to know what authorization is given by parents for their students to drive and/or transport other students.

By signing waivers below, I understand and assume the risks of my student's participation in vehicle transportation. For myself, my heirs, and assigns, I agree to waive, release and forever discharge any claim for injury or damage and to hold Corvallis School District 509J and their officials, agents, and employees harmless from any claim, loss, liability, or expense, including attorney fees, resulting directly or indirectly from their participation in transportation, except in those cases where the acts of the Corvallis School District 509J and their officials, agents or employees have been determined to be negligent by a court of competent jurisdiction.

DRIVER PERMISSION FORM

I hereby give permission for _____ to drive a personal vehicle when vehicle transportation is required for the Community Based Learning Program. My son/daughter is properly licensed to drive and is covered by liability insurance as required in the State of Oregon. I understand and accept the liability that results from the granting of this permission.

Parent/Guardian Signature	Date	Student Signature	Date
Insurance Carrier / Policy Number / Expiration		Student License Number / Expiration	

RIDER PERMISSION FROM

I hereby give permission for _____ to ride with fellow students in their personal vehicle when vehicle transportation is required for the Community Based Learning Program. I understand the liability that results from granting permission rests with the owner/driver of the vehicle.

Parent/Guardian Signature	Date
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PERMISSION TO TRANSPORT OTHER STUDENTS

I hereby give permission for _____ to transport fellow students in their personal vehicle when vehicle transportation is required for the Community Based Learning Program. My son/daughter is properly licensed to drive and is covered by liability insurance as required in the State of Oregon. I understand and accept the liability that results from the granting of this permission.

Parent/Guardian Signature	Date	Student Signature	Date
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RIDER PERMISSION FORM WITH TEACHER

I hereby give my permission for _____ to ride with _____
(CSD 509J employee). I understand the liability rests with the owner/driver of the vehicle.

Parent/Guardian Signature	Date	Student Signature	Date
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COVER LETTER WORKSHEET



A cover letter accompanies your resume and/or application for employment. It is a way of introducing yourself to the employer and an opportunity to “highlight” some of your resume information. A cover letter does not have to be long, but should include certain information and use correct formatting. Following is a formatting guide (assuming that you are using a computer) and ideas to incorporate into your letter:

STRIKE THE ENTER KEY 4 TIMES

November 13, 2001

STRIKE THE ENTER KEY 4 TIMES

Mr. John Doe
Hewlett Packard Company ← Company address here
1000 NE Circle Blvd
Corvallis, OR 97330

STRIKE THE ENTER KEY 2 TIMES

Mr. John Doe
STRIKE THE ENDER KEY 2 TIMES

Body (message) of the letter:

SINGLE SPACED

DOUBLE SPACING BETWEEN PARAGRAPHS

DO NOT INDENT PARAGRAPHS

Paragraph 1 State your reasons for writing and identify the position you are seeking; refer to your enclosed resume.

Paragraph 2 Briefly summarize your qualifications for the job, describing the relevant training or experience that you have had; this is you change to tell them a *little* something about yourself.

Paragraph 3 Express your interest in obtaining this job and your interest in the company; state when you would be available to being working.

Paragraph 4 Ask for the next step in the application process; state specifically how and when you will follow through on you application; state that you look forward to hearing from them and tell them how to reach you.

STRIKE THE ENTER KEY 2 TIMES AFTER THE LAST LINE OF THE BODY

Sincerely,

STRIKE THE ENTER KEY 4 TIMES

Sally Smith
4444 NW Highland Drive ← Your address here
Corvallis, OR 97330
(541) 555-5555



Resume - On-line Directions



1. Go to internet explorer type in the following web address <http://www.csd509j.net/>
2. Click on Popular Links on right side of window
3. Click on Career Learning link in drop down menu
4. Look under Resume Activity on left side of window
5. Click on Sample Resume to see an example of the type of resume you will be creating. (click the Back button)
6. Click on Resume Worksheet, print it, (click the Back button)
7. Fill out the resume worksheet with a pen or pencil as your rough draft before continuing with the Resume Template
8. Click on Resume Template
9. Save (save to your H: drive if at school)
10. Click on the generic place holder information and replace with your own information (i.e. **Name** would be replaced with your own name, **Address** with your own address, and so on)

TIPS FOR AN ATTRACTIVE RESUME

- **Be Brief** - One page of well-organized information will say more good things about you than two or three pages of unnecessary details.
- **Use correct English and Spelling** - Spelling errors and incorrect grammar often give readers a bad impression of your abilities and work ethic.
- **Type your resume** - Use a computer for quick updates.
- **Avoid using the Pronoun “I”** - Identify what you did using action verbs and specific details whenever possible. For example, instead of writing “I was responsible for bookkeeping and billing”, write “Billed clients and maintained accounting records”.
- **Format attractively** - Use adequate margins, double spacing after each section and strive for an uncluttered appearance. Use **bolding**, underlining, CAPITAL LETTERS, bullets ❖, different size fonts, multiple columns and s p a c i n g to emphasize areas.



Exploring an Occupation on the Career Information System (CIS)

Name _____ Advisor _____

1. Go to Internet Explorer. CIS website: <http://oregoncis.uoregon.edu/webcis>
2. User name: **firstnamelastname** Password: **initialsstudentID#**
3. On the left hand side, look for **Occupations and Employment**. Click on **Occupations**.
4. Decide which occupation you will explore and click on the **first letter** of occupation.
5. **For each topic below, read the information and write down major points.**

Occupation you will explore: _____

Overview of Career

Specific Work Activities and Conditions

Skills and Abilities

Preparation

Helpful High School Courses

Wages



Sexual Harassment Brochure Report

Name _____ Advisor _____

Briefly summarize the brochure: _____

What do you feel is/are the major point/s made in this brochure? _____

How does the information in this brochure relate to your occupational/career area? _____

Your thoughts and/or comments? _____



Related Reading Report

Name _____ Advisor _____

Name of Article _____

Name of Book, Magazine, or Pamphlet _____

Date of Publication _____ Author (if shown) _____

Briefly summarize the article: _____

What do you feel is/are the major point/s made in this article? _____

How does this article relate to your occupational/career area? _____



Structured Work Experience Self-Assessment

Name _____ Advisor _____

Please type at least a one-page paper which discusses the following questions. Turn in to the Career Education Specialist.

- 1) Describe your work experience.
 - a) What tasks are you accountable for?
 - b) How long have you worked there?
- 2) Consider your understanding of your job at the beginning when you started and then look at your growth at the end. Discuss the growth and development that took place. In your review consider the following:
 - a) Did you participate in any helpful training orientations?
 - b) Did you participate in any goal setting programs?
 - c) Did you have a mentor who helped support you?
 - d) What areas of your job were the most demanding?
 - e) What areas of your job were the most frustrating?
 - f) Were there instances where you needed to ask for help and who did you approach for help or support?
 - g) What helpful work traits do you feel you acquired during this experience?
 - h) In a larger perspective, how will this experience help you in the future?
- 3) During this work experience, students should also focus on potential career goals.
 - a) How did this experience help you explore plans for the future?
- 4) In the course of working, did you meet any individuals whose working style you admired?
 - a) Tell how this influenced you.