

Work Experience 15/25/35

School Year - 2011-2012

Pre-requisites: HCS 3000 Workplace Safety

Credits: Credits earned are dependent on hours worked at an approved workplace. 25 hours = 1 credit with minimum credits being 3 and maximum 30.

Hours: Weekly Responsibilities

Textbook/Resources

- No textbook or additional resource required.

Instructor

All CBe-learn courses will have a news item on the course homepage that will include an introduction to the teacher. Some courses may have more than one instructor. We believe this team teaching approach is advantageous to students in terms of receiving timely feedback and completing course materials. Since CBe-learn teachers are not on-site at school five days a week, and they do not have local phone extensions, all of the communication will be online within D2L using private discussions. Other communication tools including Elluminate and/or email may also be used on occasion. Each of these tools are explored in the e-learn introductory to online learning course.

Course Overview

Work Experience 15-25-35 courses are components of an Off-Campus program that provides experiential learning experiences in the real world of work under the cooperative supervision of a instructor/coordinator and employer. Although most job placements are at an entry level, students gain exposure to a career interest area, reflect on the area and how it may suit them. Highly engaged students may also further their personal development, career planning and employability skills. All worksites must be approved; a Learning Plan is established in collaboration with the employer to identify relevant workplace skills according to the Conference Board of Canada; the Instructor monitors student's progress; and an employer/supervisor evaluates student work performance. CBe-learn Work Experience students are covered by Government of Alberta Workers Compensation.

Course Structure and Organization

- Completion of Initial 5 Step Start-up
- Online communication through Private Discussion
- Completion of all required paperwork as outlined by AB Education
- Completion of Workplace Hazard Awareness Assessment
- Timesheets completed, signed and submitted
- Course Mid-term and Final Reflections

Assessment/Evaluation

- Weekly update/log with instructor
- Workplace Hazard Awareness Assessment Form
- Submission of completed timesheets
- Mid-term and Final Reflections
- Employer Evaluations

Accommodations

Since CBe-learn is an online school with a diverse population of students, it is not always evident which students need accommodations and/or for what course subject. We need you, the student, to bring your exam accommodation needs to our attention!

- Are you an ESL student?
- Did you arrive to Canada from another country?
- Do you have an IPP?
- Do you have a chronic medical condition(s) or learning disability?
- Do you have an acute medical condition or illness?

If you answered yes to any of the questions above, then you may qualify to receive accommodations. Please notify and explain to your teacher within the first week of accessing your online course that you may require accommodations. It is important that you start this dialogue with your teacher.

Roles and Responsibilities of Instructor and Students

Students

- Honour their work agreement as contract with their employer
- Conform to all the conditions and rules that apply to employees of the organization
- Exercise ethical workplace conduct and maintain employer confidentiality
- Participate in learning opportunities
- Work on enhancing their employability skills
- Accept feedback and suggestions for improvement in a positive manner
- Participate in work site visits
- Resolve conflicts or issues that may arise or ask for help to resolve them
- Advise their employer and their instructor of any concerns of problems with their work assignment or environment as soon as an issue arises

Instructor

- Ensure the integrity of Work Experience programs and compliance with relevant legislation, policy and procedures
- Ensure an Off-Campus Agreement is in place to ensure student coverage for Workers Compensation by the Government of Alberta (coverage only includes 7:00 am until 10:00 pm daily)
- Prepare students to engage in effective job application procedures
- Collaborate with each student and the student's supervisor to develop a suitable Learning Plan to guide student work objectives and assessment
- Coach students to demonstrate appropriate workplace attitudes and behaviours, including worker responsibility for their safety in the workplace

Learning Outcomes

Senior high school students will learn employability skills in the workplace. This will ensure students have the skills demanded by business and gain recognized work experience to assist in making the transition from school to work

Academic Honesty/Plagiarism Guidelines

Academic honesty is expected of all students. Work submitted for a grade that is not your own, is an act of academic dishonesty. Any materials taken from other sources must clearly be identified and properly referenced. Intentional deception, plagiarism, copying from another student, obtaining information about exams, and other violations of academic honesty are not acceptable.

Plagiarism is the most common violation. It is the practice of taking the writings or ideas of another person and presenting them as your own. Students should be aware of the forms that plagiarism can take. Any of the following, without reference or acknowledgement of the original source, can be considered as plagiarism:

- Direct duplication of another person's work, from a book, article, web site, another student's assignment etc.
- Paraphrasing of another person's work, making only minor changes to the wording but with the essential meaning, form or progression of ideas maintained
- Piecing together sections of another person's work into a new whole

The typical consequences for first time academic honesty offenders are:

- Contact with parent or guardian
- Contact with guidance counsellor and or/assistant principal if the student attends another CBE high school
- Failure on the assignment, paper or exam (an academic dishonesty grade is assigned ("AD" with a zero percentage)

If a violation of academic honesty occurs a second time, the typical consequence is withdrawal from the course or a final grade of "AD", indicating the nature of the grade as academic dishonesty.

The circumstances and evidence in each case are reviewed by the instructor, student, parents and CBe-learn administrators. Consequences in each case are at the discretion of the school staff.

Inactive Student Guidelines

CBe-learn students must demonstrate an active commitment to their online courses, which involves regular communication with their online teachers, and successful completion of course assessment requirements within a reasonable time frame. If a student is unable to remain academically active in their online course during any 15 school day period, and fails to communicate with their teachers, then they risk losing access to their course. As a result, their user role in the associated course will be changed by their instructor from "Student - CBe-learn" to "Inactive - CBe-learn". Once a student has been designated as inactive, they are no longer eligible to continue in the course; however they are invited to re-register for the next term if they feel they can succeed at a later date. Transfers will not be considered.

The following criteria will be used to identify a student as being inactive within any 15 school day period:

- Has not logged in or accessed the content of the course beyond the introductory material.
- Has not submitted course work for assessments within a reasonable time frame.
- Has not responded to the teachers request for contact via email, private discussions and/or phone on at least 3 occasions.
- Has not participated in a mandatory introductory online or face-2-face session.

This criteria is applied at the discretion of the instructor and administrators at CBe-learn.

