

Student Checklist for Work Experience

Use this checklist as a guide to be sure you have completed your responsibilities.

Upon registration in a Career Preparation Program, complete the following:

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| | Student Program Plan signed by parent or guardian |
| | Parent Work Experience Consent Form |
| | Student Responsibility Contract |

#1 #2 #3 #4 #5 For each work experience placement:

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| | | | | | Assist teacher with determining an appropriate work experience placement. |
| | | | | | Obtain placement and Work Education Agreement from teacher. |
| | | | | | Sign Work Education Agreement and have parent sign it. |
| | | | | | Complete and return Teacher Signature Form signed by teachers. |
| | | | | | Check to be sure your résumé is up-to-date. |
| | | | | | Telephone the employer at least two weeks prior to placement to book an interview. |
| | | | | | Take résumé, Work Education Agreement (signed by student, parent and teacher), and the Employer Evaluation to interview. |
| | | | | | Present employer with Work Education Agreement. Ask them to fill in hours of work and to sign it. Employer makes a photocopy; original goes to CP teacher. |
| | | | | | Check with all of your teachers for assignments required to keep you up-to-date in your courses. |
| | | | | | Complete journals and Student Report on Worksite form. |
| | | | | | Meet with the employer to discuss your Employer Evaluation of student report. |
| | | | | | Write a thank-you to your employer and give it to them. |

Upon returning to school:

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| | | | | | Return attendance form and Employer Evaluation of student. |
| | | | | | Edit your résumé. |
| | | | | | Meet with CP teacher for de-briefing. |