

Father Patrick Mercredi Community High School

WORK EXPERIENCE

SUMMER SCHOOL

Grade 10/11/12 Students

Course Package

Fr. Mercredi High School Summer Work Experience Instructions

For: Students going into Grade 10/11/12

Note: HCS 3000 is a one credit safety module which is required for students to earn Work Experience credits. Some students may have this completed all ready.

Summer Work Experience students will be required to complete HCS 3000 by Sept 27, 2013. Booklets for this course will be available at the beginning of Semester 1 2013/2014 from Mrs. Cachia in the Off-Campus Office. Once HCS 3000 is completed and all Summer Work Experience paperwork is handed in. (deadline Sept 27) students will be earning 1 high school credit for every 25 hours worked during the summer 2013.

Instructions:

- 1) **Contact Mrs. Cachia** via email and give your name, grade going into, name of company you are working for during Summer 2013:
lynda.cachia@fmcsd.ab.ca
- 2) Complete the **Work Agreement**, have supervisor at work/parent and student sign and make sure Part A and Part B are completed at the top.
- 3) During summer, have your supervisor complete the **Performance Evaluation**
- 4) Keep a record of all of your **summer work hours** – via pay stub or a running log of dates and hours that is signed by the supervisor.
- 5) At the beginning of Semester 1, hand in: Work Agreement, Performance Evaluation, Record of Hours to Mrs. Cachia in the Off-Campus Office
- 6) Complete HCS 3000 – first thing in September – booklets given to you by Mrs. Cachia

**Deadline for Paperwork and HCS 3000 is
Friday Sept 27, 2013**

WORK AGREEMENT

BETWEEN

A. Name of Student: _____
(herein called the "student")
Address: _____
Postal Code: _____

Date: _____, 20__
S.I.N. _____

Telephone No: _____

B. Company Name: _____
Company Address: _____
Supervisor/Manager: _____

Telephone No: _____
Postal Code: _____

WHEREAS:

1. The Board had approved an Off-Campus Education Program for pupils in its school pursuant to section 37 of the School Act.
2. The Employer and the Student have agreed to participate in the said Program on the terms and conditions herein set forth.

WITNESSETH:

1. **Period of Agreement**
The student shall, from _____, 20__ to _____, 20__, faithfully, honestly and diligently serve the Employer and devote his/her whole time and attention to such employment during the hours of employment hereunder prescribed.
2. **Hours of Work**
The hours of employment shall be from _____ to _____ in each day of the week during the term of this agreement.
3. **Termination**
Notwithstanding anything herein contained to the contrary, any party written hereto may, with or without cause, summarily terminate by giving written notice of termination to the parties to this agreement.
4. **Supervision**
During the hours of employment herein set forth the Student shall be under the direct supervision and control of the Employer; provided however, the Employer shall at all times permit the Board or its representatives access to the employment site and the Student.
5. **Evaluation**
The Employer shall at the request of the Board or its representatives, evaluate the student in the performance of his/her duties hereunder and report such evaluation on a form from time to time provided to the Employer by the Board.
6. **Full-Time Employee Tenure**
The Employer agrees that the employment of the Student hereunder shall in no way affect the job security of any other employees of the Employer, nor the Employer's hiring practices with regard to full-time employees.

Employer's Signature

Student's Signature

Employer's Name (Please Print)

Parent/Guardian's Signature

Staff Representative's Signature

Parent/Guardian's Name (Please Print)

1. By Worker's Compensation Regulation AR 427/81, the Students have been deemed to be "workers" of the government of the province of Alberta.
2. In the event the Student shall be employed by the Employer outside the scope of this agreement, the Employer and Employee are subject to the Alberta Labour Relations Code, the regulations and orders thereunder.

Confidential

Work Experience Employer Evaluation

STUDENT INFORMATION		EMPLOYER INFORMATION			
Student Name: _____	_____	Employer: _____	_____	_____	_____
High School Attending: _____	_____	Address: _____	_____	_____	_____
Current Grade: _____	_____	Phone Number: _____	_____	_____	_____
Home Phone Number: _____	_____	Supervisor: _____	_____	_____	_____

EMPLOYER'S RATING - Check off the box that applies to the student's achievement in the skill area

Teamwork Skills:	Excellent	Very Good	Good	Needs Improvement	Unable to Evaluate
Listens actively to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays enthusiasm and energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively participates in a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes when additional resources are required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands organization's goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes to organization's goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is cooperative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Personal Management Skills:

	Excellent	Very Good	Good	Needs Improvement	Unable to Evaluate
Has a positive attitude	()	()	()	()	()
Attends work daily and on time	()	()	()	()	()
Meets work deadlines	()	()	()	()	()
Completes tasks on time	()	()	()	()	()
Can manage a variety of jobs at a time	()	()	()	()	()
Shows initiative	()	()	()	()	()
Is dependable	()	()	()	()	()
Is aware of safety regulations	()	()	()	()	()
Is able to follow written instructions	()	()	()	()	()
Is able to follow oral instructions	()	()	()	()	()
Works well without supervision	()	()	()	()	()
Dresses appropriately	()	()	()	()	()
Sets attainable goals	()	()	()	()	()
Comments: _____					

Academic Skills:

Has a sound understanding of specialized skills	()	()	()	()	()
Has aptitude to read & understand technical materials	()	()	()	()	()
Able to think independently	()	()	()	()	()
Able to learn effectively	()	()	()	()	()
Knows the meaning of "quality work"	()	()	()	()	()

Comments: _____

DATE _____

EMPLOYER SIGNATURE _____

WORK EXPERIENCE COORDINATOR OFFICE USE ONLY

Work Experience Student Mark: _____

Comments: _____