



**General Work Experience
Guidelines & Requirements**
(XW2022)

West Salem High School

1776 Titan Dr NW, Salem, OR 97304
503-584-6440
503-584-6447

Last Name	First Name/Middle Initial	Student Number	<input type="checkbox"/> 1 st Semester <input type="checkbox"/> 2 nd Semester <input type="checkbox"/> Summer
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High School Credit through Salem-Keizer Public Schools will be awarded for Work Experience based upon the following criteria:

1. Work hours must be performed within the dates of the designated semester (unless granted a waiver by the student's counselor).
2. Completion of the *Work Experience Booklet* and other assignments is required. The *Work Experience Booklet* and other forms and assignments must be completed before credit will be granted. No credit will be awarded if assignments are incomplete or not satisfactorily completed even if work hours have been performed. Also, the Supervisor Evaluation of the student's employment must be satisfactory to earn work experience credit.
3. The student's employer must have an IRS employer identification number and pay at least the legal minimum wage. Volunteer service may qualify if the agency is a registered non-profit organization and hours are verifiable.
4. Students may only earn the number of credits approved by your counselor on your intake form. A maximum of two credits may be earned each semester unless you are graduating at the end of the current semester. A maximum of four credits is available for Work Experience during your high school career. A maximum of two (2) credits may be earned per semester based upon the satisfactory completion of written assignments and completion of the following amount of work hours verified by the employer:

½ credit - 65 hours	1 credit - 130 hours	1 ½ credits - 195 hours	2 credits - 260 hours
2 ½ credits - 325 hours	3 credits - 390 hours	3 ½ hours - 455 hours	4 credits - 520 hours
5. The State of Oregon and Salem-Keizer Public Schools policies permit a maximum of two (2) current work experience credits granted for one semester and a maximum of four (4) total work experience credits granted during high school.
6. Students in their final academic term before graduation may be granted in that semester the maximum of four (4) total credits for their high school career based on prior verified hours, completion of the *Work Experience Booklet* and other assignments, and a favorable employment evaluation.
7. It is the responsibility of the student to submit check stubs or W-2 forms to verify hours worked. It is also the student's responsibility to obtain their supervisor's signature on the *Evaluation of Student* form and to return all paperwork to West Salem High School. Forms may be mailed to Work Experience Specialist, *West Salem High School, 1776 Titan Dr NW, Salem, Oregon 97304*.
8. A grade of "Pass" is given if the requirements of the course are completed. No grade is given for incomplete or unsatisfactory work. Grading is based upon (1) the employer evaluation of the student's job performance and progress, (2) satisfactory completion of the *Work Experience Booklet*, (3) receipt of the completed Employer Questionnaire and (4) check stubs (or other acceptable proof of hours) to verify hours indicated on the form.
9. It is the responsibility of the student to notify West Salem High School at 503-584-6440 if employment is terminated. At that time, other employment may be obtained to complete requirements for credit. The *Evaluation of Student Employee* must be completed for each job the student obtains for credit consideration.
10. Vacation time impacts the student's ability to complete the required work hours for credit. Paid and unpaid vacation time granted by an employer cannot be counted as hours toward work experience.
11. As determined by school administration, a student must be in good standing at the high school granting credit through work experience program. These may include maintaining acceptable high school attendance and grades while enrolled in the work experience program.

I have read this document and understand the procedure for obtaining work experience credit. I agree to participate in the program.

Student Signature	Date
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Parent / Guardian Approval:

Parent / Guardian Signature	Date
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Work Experience

Total Number of Elective Credits authorized to earn:

- | | |
|------------------------------|------------------------------|
| <input type="checkbox"/> 0.5 | <input type="checkbox"/> 2.5 |
| <input type="checkbox"/> 1.0 | <input type="checkbox"/> 3.0 |
| <input type="checkbox"/> 1.5 | <input type="checkbox"/> 3.5 |
| <input type="checkbox"/> 2.0 | <input type="checkbox"/> 4.0 |

Counselor Signature

Procedure & Directions for Students

1. *Arrange an appointment with your employer/manager. You may use any legitimate business of your choice if you are not currently employed.*
 - ◆ *Let the employer know that you are a work experience student and that you would like to ask a few questions about employment at his/her business as an assignment for the work experience program.*
 - ◆ *Always be courteous and understand that the employer is under no obligation to talk to you.*
 - ◆ *Write a question of your own for item #8.*
2. Complete this cover sheet including the Employer Information before your appointment.
3. *Be on time for your appointment. Keep the questions brief and to the point. Thank the employer for his/her time at the end of the interview.*
4. *Be sure to send the employer a formal thank-you note or letter after the interview. He/she just might remember you for a future position if you are conscientious about this simple thank-you.*
5. *Complete the Questionnaire using proper grammar and spelling. Within a week of the interview deliver this packet to:*

**Counseling Center
West Salem High School
1776 Titan Dr NW
Salem, OR 97304**

Fax (503) 584-6447

Student Name	Student Number
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Employer Information - Obtain This Information First

Name of Business	Phone	Date of Interview
Address	Employer's Name	Employer's Title

Type of Business (Check one):

- Single Proprietor
- Partnership

- Franchise
- Corporation
- Cooperative

- Government
- Other _____

Student Name	Student Number
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Employer Assignment Questions - *Be Familiar with These Questions BEFORE Your Appointment*

1. What is the best way to obtain an interview for employment at this place of business?

2. What do you look for in a person who approaches you for a job?
 - a) Appearance

 - b) Attitude

 - c) Experience

 - d) Education - How important is a high school diploma? A GED? Basic skills (math, reading, etc.)? Verbal skills?

 - e) Other

3. What are two or three of the questions you usually ask in a job interview?

4. What are you looking for in answers to your interview questions?

5. What should a new employee expect to happen during first week on the job?

6. What are some of the behaviors you value in a good employee?

7. What reasons would cause someone to lose a job at your business?

8. Student developed question (required): _____

Student Response - Getting your job. Please answer these questions. If needed you can attach typed responses with questions typed.

1. Who made the decision to hire you? What position in the business does that person occupy?
2. List two of the questions you were asked at the interview. What were your answers?
3. What tests did you have to pass before being employed?
4. Was a drug screening and/or a criminal background check required for this job?
5. Describe any training required for this work. If no formal training was offered; how did you learn your job?
6. Why do you think you were selected for this job?
7. What work permit, license, and/or union membership, etc. was required before working in this job?
9. How do you check in and out of work?
10. If you have to leave work unexpectedly, what procedure do you have to follow?
11. If you are going to be absent from work, who do you notify and what is the procedure?
12. What is the dress code at your place of work? What clothing (including uniform or safety gear) are you expected to wear on the job?
13. What are the rules regarding personal use of the business telephone?
14. How often are employee meetings scheduled, and what is the general nature of these meetings?