

Course Outline: Work Experience 12A

Teacher:	Mrs. Andrea Yeo
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Course Title:	WEX 12A
Grade:	10-12

Parents and Students: Please Read and Sign:

The aim of the Seycove Work Experience (WEX) program is to allow students to gain experience in a field (or fields) of work that they are potentially interested in as a future career. This gives students a valuable opportunity to gain more in-depth insight into different fields of work and to expand their completion of the Career Life Education course requirements:

- “Apply a mentor’s guidance in career-life exploration.”
- “Collaborate with supportive community members to explore the reciprocal influences of career-life choices.”
- “Explore and connect experiential learning both inside and outside of school with possible and preferred career-life pathways.”

Students should check the Work Experience MS Teams group regularly for important dates, information, forms, assignments and opportunities. **It is important to ensure notifications are turned on for this Team.**

Students will be working throughout the course with two individuals in the building: Mrs. Andrea Yeo and Mrs. Janice Knapp. My role is the Careers Program Advisor (CPA) and Mrs. Knapp is the Careers Program Facilitator (CPF). We work as team to find suitable placements for students, and help them navigate their way to a successful, fun, rewarding and safe experience. I am responsible for supporting the students to find their career aspirations, as well as providing constructive feedback and assessment of the WEX curriculum and learning outcomes.

Mrs. Knapp works with employers and volunteer groups to find a placement that we both feel best suits the student. Mrs. Knapp contacts new employers and creates Workplace Agreements that get signed by the school administration, the student, their parent(s), the employer, and CPA/CPF. Mrs. Knapp makes site visits to ensure a workplace is safe, as well as contacts the employer throughout the placement to monitor the student's progress.

Mandatory September meetings are very important, as they allow us to distribute and collect required information, as well as get a head start on finding a desirable placement. It is the responsibility of the student to complete the course requirements:

- Complete all coursework assigned before and after the WEX placement
- Agree to attend all mandatory course meetings (TBA – will be posted on MS Teams)
- Submit required documents on time (assignments collected by Mrs. Knapp)
- Complete 90 hours of Work Experience related to their career goals

First Meeting:

- Work Experience Application Form
- Review Course Outline
- Review PRE-Placement assignments
- myBlueprint set up
- Career Focus worksheet
- Work Safe Certificate – confirm if you took the test in CLE10

Second Meeting:

- Write Work Safe Quiz (if student did not write it previously)
- Skills for Success worksheet
- Current Resume
- Cover Letter
- Thank You Letter (mock)

Third Meeting:

- Cultural Awareness worksheet
- 1:1 meeting with Career Advisor. Set time to meet with Mrs. Yeo (before placement)

Students:

I have read the course outline for WEX 12A and understand my requirements to pass this course:

Student name (please print): _____

Student signature: _____

Date: _____

Parents/Guardians:

I have read the course outline for WEX 12A and understand the requirements for my child to pass this course.

Parent/Guardian name (please print): _____

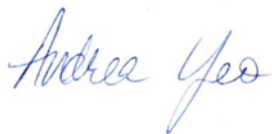
Parent/Guardian signature: _____

Parent/Guardian email: _____

Date: _____

Have a wonderful and amazing experience! Questions? Please contact:

Andrea Yeo at: ayeo@sd44.ca or Janice Knapp at: jknapp@sd44.ca



Andrea Yeo, RCC#4974, MED

WEX Teacher - Seycove Secondary School

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