

## WORK EXPERIENCE (unpaid)

### DEFINITION

Work Experience is a school-sponsored and supervised instructional technique in which students are placed with an employer for a limited time to observe and participate in the work setting. Students are not compensated for this learning experience.

### GOALS

Work Experience is designed to provide students with an opportunity to:

1. Develop a realistic understanding of the relationship between education and the world of work.
2. Receive on-site exposure to business and industry's opportunities, procedures and equipment.
3. Promote a positive self-image and attitude, work ethic, and behaviors.
4. View a variety of occupational choices and career specialties to help with career decision-making.

### FEATURES

1. Work Experience is an extension of the career-technical classroom training.
2. The experience is for the benefit of the student.
3. The participating student does not displace a regular employee, but will be closely supervised by a regular employee.
4. While employment may result from the Work Experience, it is not necessarily the intended outcome.
5. Work Experience is conducted under a written Training Agreement which provides specific program details.
6. The employer provides a meaningful learning experience and a safe work environment.
7. The Career-Tech Center provides insurance, which covers the student during the experience.
8. Transportation is the responsibility of the student.
9. The Work Experience occurs during the regularly scheduled class hours or during hours to be arranged.
10. The Work Experience can be up to 45 hours long. Work Experience requires one day per week attendance in the regularly scheduled career tech program.
11. The employer will be requested to evaluate the student.
12. The employer's assessment of the student will be used to help determine the student's letter grade for the marking period.
13. The CTC Placement staff is responsible for coordinating and monitoring the Work Experience.
14. The students may have to meet specific criteria before they participate in Work Experience; these criteria may vary by program.

Notice of Nondiscrimination Policy: In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Traverse Bay Area Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, age, height, weight, marital status, or lack of English proficiency be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding to policy should be directed to: Assistant Principal, TBA Career-Tech Center, 880 Parsons Road, Traverse City, MI 49686; 231.922.6273.