



Work Study

Course Syllabus

Supervising Teacher

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Course Description up to 4 Semesters up to 4 Credits Grades 11-12

This course requires a ***paid position*** in the community. Students who document 80 or more hours of work experience during the semester may earn one credit. Work Study needs to be scheduled outside of the student's regularly scheduled school day. Students are encouraged to obtain work experience positions that pertain to their desired occupation after high school. For example, if the student desires to work in the medical field, get a beginning-level, apprenticeship, or internship position at a doctor's office or hospital. If the student desires to go into the business industry, they can get almost any position, but make sure to set goals to learn things that will benefit them in their pursuits beyond high school. If you have question about whether a position will work or not, or how to make a position work, please contact the supervising teacher of the class.

This is a **pass/fail** credit. Students enrolled who do not provide documentation of work will receive an F.

Course Assessment

Monthly Graded Anchor Assignments—below is a brief description of each anchor assignment. A more thorough description as well as grading rubrics will be available for each anchor assignment in the Moodle classroom, after students register for the class. Students should use the information available in their Moodle classroom when completing their anchor assignments, not this brief description.

Anchor Assignment #1:

Resume and Cover letter for position—these need to be completed copies, but not necessarily finalized. They will be proofread by the student's work supervisor, their home educator, and the course supervising teacher, all who will provide feedback to the student. The student will then revise their resume and cover letter to create finalized copies to be submitted as part of Anchor Assignment 2.

Work Experience Agreement signed by supervisor

Student goals for the work experience.

Anchor Assignment #2:

Revised resume and cover letter after supervisor, supervising teacher, and home educator feedback.

Up-to-date, cumulative time sheets/work study log

Supervisor mid-semester evaluation

Anchor Assignment #3:

Up-to-date, cumulative time sheets/work study log

Student progress on goals

Short note from supervisor on student progress

Anchor Assignment #4:

Up-to-date, cumulative time sheets/work study log

Reflection paper

Supervisor evaluation

Course Evaluation

This is a **pass/fail** credit. Students enrolled who do not provide documentation of 80 hours of work will receive an F. At mid-semester, the student should have approximately 40 hours logged in order to receive a passing grade on the quarter report card.

I-DEA Student Honor Code:

With any form of valid proof of dishonesty with regard to student work or testing, the instructor may elect from a range of actions. Academic dishonesty could lead to a zero grade for the assignment or even failure for the entire course following consultation between the instructor, Secondary Supervisor, and Director.

All students must adhere to the **Honor Code:**

“On my honor, I will maintain the highest possible standards of honesty, integrity and personal responsibility. This means I will not lie, cheat or steal, and as a member of this academic community, I am committed to creating an environment of respect and mutual trust.”