RF STAPLES PROCEDURES FOR WORK EXPERIENCE 2026 - 2027

Follow these steps to get started, stay on track, and earn your Work Experience credits!

GETTING STARTED

1. **Meet the prerequisites.** Students must **be 15 years old,** and have **completed HCS 3000** (job safety module)
2. **Find a job.** Find an employer who is willing to sign paperwork, sign your monthly time sheets, and complete your midterm and final evaluations.
3. **Register.** Contact **Ms. McKenzie or Mr. Pidsadowski** to get added to the Google Classroom. Complete the Off-Campus Application Form with your personal and employer information.
4. **Complete your paperwork.** Get the following forms signed and return them to Ms. McKenzie or Mr. Pidsadowski **ASAP!** *You can pick up paper copies or request an editable PDF link.*
   - Parent Consent Form
   - Work Agreement
   - Student Responsibilities & Expectations
5. **Pick up your Work Experience folder.** Once your paperwork is returned, Ms. McKenzie will provide two months of blank time sheets and your midterm evaluation form.
6. **Complete the Pre-Employment Assignments** on Google classroom. These are worth **12% of your final grade**

IMPORTANT INFORMATION

Worksite Safety & WCB

- Mrs. Bondarchuk (Division Off-Campus Lead Teacher) will contact your employer to complete a safety checklist and worksite inspection.
- WCB coverage through Alberta Education must be discussed at the worksite once per year.
- Students are covered by Alberta Education WCB when working between **7:00 am and 10:00 pm**.

If Work Experience is scheduled during the school day:

- You have approximately **3 weeks** to find a job and return your initial paperwork.
- If you do not secure a job, you will be assigned credit-bearing modules (e.g., HCS 3010 – Higher Level Job Safety or AGR 3000 – Ag Safety).

MONTHLY RESPONSIBILITIES

- ☐ Track your work hours and tasks every month.
- ☐ Have BOTH you and your job supervisor sign your time sheet.
- ☐ Submit your completed time sheet to Ms. McKenzie or Mr. Pidsadowski at the **beginning of the following month** (eg. timesheet for September handed in by October 7th) ***This is worth 15% of your final grade***

SEMESTER DEADLINES

Requirement	Weight	Semester 1	Semester 2
Midterm Evaluation (supervisor completes & signs)	24%	First week of November	First week of April
Final Evaluation (student AND supervisor sign)	40%	First week of January	First week of June

BEFORE THE SEMESTER ENDS

- ☐ Let Ms. McKenzie know if you plan to continue Work Experience over the summer or into the next semester. **The deadline to apply for Summer Work Experience is June 1st.**
- ☐ **Complete the Post-Employment Assignments** on Google classroom. These are worth **9% of your final grade.**

EARNING YOUR CREDITS

A student can earn a **minimum of 3 credits (75 hours) up to a maximum of 30 credits (750 hours)** through work experience if they have a job. **Please note that only a maximum of 15 credits can be counted towards the 100 credit high school diploma, and only 10 of these can be claimed at the 30 level.**

Ms. McKenzie will enter your final grade into PowerSchool. Your earned Work Experience credits will appear on your **Detailed Academic Report**.

Remember: *It is YOUR responsibility to keep track of your hours, collect signatures, submit paperwork on time, and complete all required Google Classroom activities!*

Work Experience Grade Calculation

12% **Pre-Employment Assignments** (Job list, Relevant Skills list, Strengths and Areas of Growth, Cover Letter, Resume) ***in Google classroom***

15% **Time Sheeting Completion** and **Timely Return** (including reporting to your supervisor when you are absent)

24% **Midterm Employer Evaluation**

9% **Post-Employment Assignments** (Journal, Job Profile, Thank-You Letter) ***in Google classroom***

40% **Final Employer Evaluation**