

**OFF-CAMPUS EDUCATION - WORK EXPERIENCE CHECK LIST**

**Important Note:** You are not considered to be in the Work Experience Program until you have completed and returned all paperwork to your school's Off Campus Coordinator and have obtained employment or a suitable placement.

- ☐ Complete Form 260G
- ☐ Confirm Program Eligibility
  - ☐ Check that you have completed HCS3000 \_\_\_\_%
  - ☐ Review Academic Standing (Previous WE credit? What can you handle? What supports do you have?)
- ☐ Email updated, current resume and cover letter to your school's Off-Campus Coordinator (OCC)
- ☐ Review Student/Parent Package
  - ☐ Form 260H-1 Work Experience Course Outline
  - ☐ Form 260H-3 Off-Campus Program Parent/Guardian Information
  - ☐ Form 260H-4 Student Expectations and Responsibilities
    - \*one copy must be signed and submitted
- ☐ 260H-2 Work Site Job Description and Learning Plan
- ☐ Site Inspection Scheduled - Date: \_\_\_\_\_
- ☐ Check in once per month, or every 125 hours, whichever is less

**STUDENT ACKNOWLEDGEMENT AND SIGNATURE**

\* By signing this you acknowledge that you have read and understood the above and completed all of the required steps.

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**Student Name (please print)**

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**Student Signature**

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**Date:**