

## OFF-CAMPUS EDUCATION – STUDENT EXPECTATIONS AND RESPONSIBILITIES

1. **Hours do not start counting until the student has completed and returned the onboarding documents. Hours worked before registration do not count.**
2. Students should not miss classes to go to work. Hours of work that coincide with an unexcused absence at school will not be counted.
3. The student must complete the prerequisite course HCS3000 before any hours can be counted in Work Experience.
4. The student will earn 1 credit for every 25 hours worked, with a minimum requirement of 75 hours (3 credits), and a maximum of 10 credits in each level.
5. Monthly timesheets/paystubs must be completed and returned to the Off-Campus Coordinator (**OCC**) by the 15th day of the next month. Timesheets not handed in by the 15th day of the next month may not be counted towards the student's credits.
6. A set of evaluation forms must be completed: i) when the student completes 250 hours of work, ii) if the student quits their job, iii) if the student gets fired from their job, iv) if the student no longer wants to take part in the work experience program. These evaluations are used to determine the student's grade.
7. The student is to provide proper notice to the employer before leaving the position. The student will also notify the OCC of leaving the position and follow #5 above before leaving the position, unless unsafe circumstances require the student to leave sooner.
8. The student will be in contact with the OCC monthly. This is to hand in monthly log sheets, provide feedback about the job and a brief discussion to ensure everything is going well.
9. If the student encounters an incident or injury while at the workplace, especially requiring medical aid, they must report it immediately to the worksite supervisor and then to the OCC at the school. WCB documentation must be completed and sent into the WCB within 72 hours of the injury.
10. The student recognizes the need for adequate training for any equipment, tools or machinery identified for student use. The student understands their "right to refusal" of unsafe work or when the student feels ill prepared to undertake an assigned task. See the OCC for more information.
11. The student will recognize and respect the confidentiality of the workplace. Matters that pertain only to the workplace and staff will not be discussed outside the workplace. Genuine concerns regarding the workplace and staff will only be discussed with the parent/guardian, OCC or workplace supervisor.
12. The student/parent/guardians accept responsibility for transportation to and from the work site.
13. Attendance and schoolwork in other classes must not be affected by Off-Campus Education courses.

**NB: If you no longer want to take part in work experience, it is your responsibility to inform the school.**

### STUDENT ACKNOWLEDGEMENT AND SIGNATURE

*I have read and understood my responsibilities.	<b>Date:</b>
<b>Student Name (please print)</b>	<b>Student Signature</b>

### PARENT/GUARDIAN ACKNOWLEDGEMENT AND SIGNATURE

*I have read and understood the student's responsibilities.	<b>Date:</b>
<b>Parent/Guardian Name (please print)</b>	<b>Parent/Guardian Signature</b>