

## Mingus Union High School

### Governing Board Meeting 5-24-16

**Problem Statement:** The Work Experience course currently operates much as a correspondence course. The governing board has concerns regarding accountability for earning this credit.

#### 16-17 Course Catalogue Description:

**0320 Work Experience      Grades 11-12 1 credit      Prerequisite: Local Employment**

This course focuses on the development of workplace skills. As a pre-requisite to enrolling in the Work Experience class, students must seek out and find their own job. These jobs must be paid positions for established local employers. Students must work 5 hours per week. A signed training agreement and student worker agreement must be on file. In addition to working a minimum of 180 hours, students must complete several assignments and turn in all time sheets.

**Current Enrollment:** Semester 1    56 enrolled    48 P    8 F  
Semester 2    63 enrolled    46 P    17 F (as of 5/16/16)

**History:** Work Experience is a longstanding MUHS course offering but has seen many iterations and instructors. Within the last decade, the course was re-designated as a responsibility of the guidance office. Guidance counselors developed the existing curriculum, assignments, video instruction, and system for accountability. Since, the responsibility for instruction, or program oversight, was again relocated to CEC. This is an efficient and logical placement for oversight of this type of course.

#### Improvement Options:

- Ensure fidelity of implementation of current requirements and curriculum with new instructor
  - Document current requirement of “paid position with established local employer”
  - Require initial and quarterly communication between instructor and employers
- Require a concurrent enrollment in a supporting Mingus Online Academy instructional component (Life Skills)
- Bolster existing curricular components (designed by MUHS guidance department in appx. 08-09) with purchased curriculum such as *Career Choices*. (recently purchased by Gear UP)
- Second semester enrollment contingent on submission of all semester 1 assignments or passing grade semester 1
- Stabilize instruction by permanently including this course as a responsibility of the CEC instructor

**Recommendation:** Ensure fidelity of implementation of existing curriculum and requirements for the 16-17 school year with increased oversight of and by the new teacher directing the program. Add quarterly communication between the instructor and employer. Require quarterly submission of evaluation of student employee.