

**PORTLAND PUBLIC SCHOOLS
GENERAL WORK EXPERIENCE
PROGRAM GUIDELINES
FOR EARNING PATHWAY ELECTIVE CREDIT**

- (3) The student shall, in person, present the proposal to the organization/person supervising the general work experience to secure written approval for the proposal.
- (4) When the proposal is approved by the parent, the student's counselor and the school Vice-Principal, a copy of the proposal will be filed in the student's cumulative file. The counselor shall also provide the student with a **Supervisor's Report and**



**Portland Public Schools
General Work Experience Program
Student Application and Proposal**

PPS Student ID:

Please Print Clearly:

Student Name _____ Birth Date _____ Graduation Date _____

Address _____ City _____ State/Zip _____

Telephone/Message Number _____ School _____

Year 9 10 11 12 _____ Counselor _____

Student worker agrees to accept, and Parent/Guardian support, the following responsibilities:

1. Keep regular attendance both in school and on the job. Do not attend work



**Portland Public Schools
General Work Experience Program
Supervisor's Report**

PPS Student ID:

Please Return by: _____

Please complete the following. Your objective appraisal of the student's performance will assist us in granting credit, counseling for future placement, and will provide a reference. Thank you.

Student Name _____

Business/Organization _____ Supervisor _____

Address _____ City/State/Zip _____

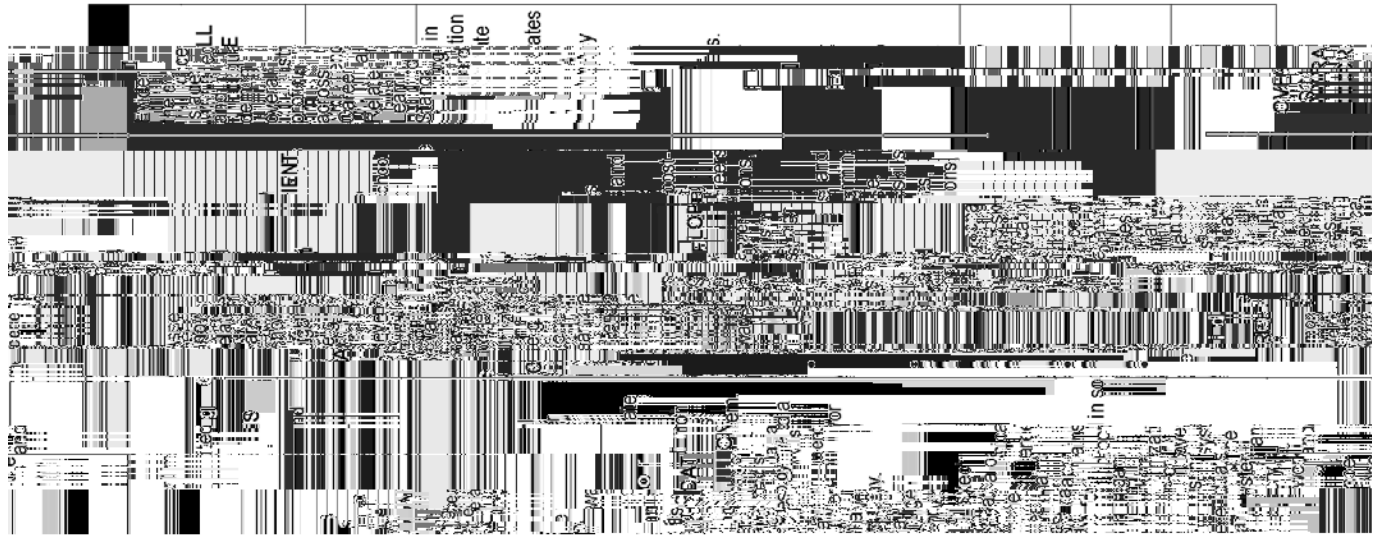
Telephone _____ School Term 1 2 3 4 Sum

Please Print Clearly:

Student Name _____ School _____ Hire Date _____ Term Date _____

Company Name _____ Supervisor's Name _____

Instructions: Record the hours you work each day. You can earn a 1/4 credit each quarter, if you have worked 65 hours and have maintained a minimum 2.0 GPA for the quarter. For example, if you work 1st quarter and attain a 2.0 you will receive a quarter credit. However, if you only achieved a 1.75 GPA for the 2nd quarter, even though you have worked 65 hours, you will not receive credit for that quarter. You must submit your timesheets each quarter to your counselor, one week prior to the end of the semester grading period. Employers must sign the timesheet each quarter verifying hours worked. Based upon the number of verified hours, the counselor will award the credit. Keep your co



Portland Public Schools Pathways

Career Related Learning Standard – Evidence of Mastery

Student Name: _____ Student ID Number: _____ Date: _____

Teamwork

(Demonstrate effective teamwork in school, community, and/or workplace)

Activity/Project: _____ Date Completed: _____ Supervisor: _____

Student Section:

1. Describe the activity or project showing *teamwork*: _____

2. Describe how your work on this activity or project shows

Portland Public Schools Pathways

Career Related Learning Standard – Evidence of Mastery

Student Name: _____ Student ID Number: _____ Date: _____

Personal Management

(Exhibit appropriate work ethic and behaviors in school and community)

Activity/Project: _____ Date Completed: _____ Supervisor: _____

Student Section:

1. Describe the activity or project showing *personal management*: _____

2. Describe how your work on this activity or project shows *personal management*. Write three (3) to four (4) sentences explaining how you used the elements of *personal management* you checked in the box to the right. (Continue on back if necessary.)

Check off the elements of *personal management* you have demonstrated.

Have you:

- Identified tasks that need to be done and gone on to complete those tasks?
- Interacted appropriately with others (teachers, community people, peers)?
- Maintained regular attendance and been on time?

Supervisor Section:

1. Do you verify the student listed above completed this activity/project to satisfaction? Yes No
2. Did the student demonstrate the elements of *personal management* as described in the box above? Yes No

3. Comments: _____

Supervising Adult Signature

Date

PPS Verification:

This student:

- Exceeds
- Meets
- Does Not Meet
- Insufficient Evidence

the Career Related Learning Standard for *Personal Management*.

- ³ **Exceeds:** Evidence is through, in-depth, insightful, or exceptional in some way.
- ³ **Meets:** Evidence is sufficient.
- ³ **Does Not Meet:** Evidence is weak, inappropriate or limited in some way.
- ³ **Insufficient Evidence:** Documentation is incomplete.

Career Pathways Advisor

Date

Portland Public Schools Pathways

Career Related Learning Standard – Evidence of Mastery

Student Name: _____

Date Completed: _____

Supervisor: _____

Student Section:

1. Describe the activity or project showing *problem solving*: _____

2. Describe how your work on this activity or project shows *problem solving*. Write three (3) to four (4) sentences explaining how you used the elements of *problem solving* you checked in the box to the right. (Continue on back if necessary.)

Check off the elements of *problem solving* you have demonstrated.

Have you:

- Identified problems or issues?
- Used problem solving and decision making skills to identify alternatives and develop solutions?
- Develop a plan to implement the solutions?

Supervisor Section:

1. Do you verify the student listed above completed this activity/project to satisfaction? Yes No

2. Did the student demonstrate the elements of *problem solving* as described in the box above? Yes No

3. Comments: _____

Supervising Adult Signature

Date

PPS Verification:

This student:

- Exceeds
- Meets
- Does Not Meet
- Insufficient Evidence

the Career Related Learning Standard for *Problem Solving*.

- ³ **Exceeds:** Evidence is through, in-depth, insightful, or exceptional in some way.
- ³ **Meets:** Evidence is sufficient.
- ³ **Does Not Meet:** Evidence is weak, inappropriate or limited in some way.
- ³ **Insufficient Evidence:** Documentation is incomplete.

Career Pathways Advisor

Date

Career Related Learning Standard – Evidence of Mastery

Student Name: _____ Student ID Number: _____ Date: _____

Communication

(Demonstrate effective speaking, listening, written and non-verbal skills)

Activity/Project: _____ Date Completed: _____ Supervisor: _____

Student Section:

1. Describe the activity or project showing *communication*: _____

2. Describe how your work on this activity or project shows *communication*. Write three (3) to four (4) sentences explaining how you used the elements of communication you checked in the box to the right. (Continue on back if necessary.)

**Check off the elements of
*communication***
