

**Work Experience Education
Lesson Plans
April 20th 2020- May 18th 2020**

Student Name:
Teacher Name: Mrs. Avila-davila@tusd.net
Class Name/Subject: Work Experience
Period(s): 5th & 6th
Assignment Week: - # 1 - 4/18 - 4/24
- # 2 - 4/25 - 5/01
- # 3 - 5/02 - 5/08
- # 4 - 5/09 - 5/15
Office Hours: - Mon-Fri 1:00-3:00 pm

To My Work Experience Students:

I hope you and all of those you love are safe and healthy. I know the past 3 weeks have been challenging and I want you to know that you are all in my thoughts. I also want you to know that I will do all that I can to make the last quarter of the school year as stress free as is possible. Please remain strong and remember, we are all in this together!

Please feel free to email me (listed at the top of this document) at any time if you have questions. Starting on April 20th, you can contact me via email, phone, Facetime, Zoom between the hours of 1:00 – 3:00 p.m. Monday thru Friday.

General Information:

I am aware that some of you have lost your jobs as a result of the Coronavirus Pandemic. **I do not want you to worry** this will result in a loss of points or a reduction in your grade...because it will not! I am also aware that some of you have reduced work hours and will not be able to work a minimum of 10 hours per week. Again, this is not your fault and your grade will not be affected because your hours have been reduced. For those of you who **are** working through all of this, **Thank you** for doing your part to help us all through this challenging time. Please let me know if you need anything

Timesheets

I have placed all 4 Weekly Timesheets, in this manila envelope. I want you to complete and return timesheets for week # 1 & 2 to me (in the manila envelope) by May 8th 2020. Week # 3 & 4 should be returned to me (in the manila envelope) by May 15, 2020. You will be able to drop your work off curb side at Kimball High on these dates. Make sure you check the calendar on Kimball's Website for the exact times.

The **ONLY** thing that you **MUST** do (to receive full credit) is to completely fill out your timesheets each week. If you are currently not working, please put a zero in the total work hours column and then write on the very bottom of the timesheet. **NO WORK – DUE TO THE CORONAVIRUS.** As long as the timesheet is filled out completely, (don't forget to write in the dates) even if you did **NOT** work, you will still earn **FULL CREDIT** as long as it is turned in on time. (Remember to date your timesheet and sign your name at the bottom). Your boss does **NOT** have to sign if you are not working.

All of my students who are still working because your job is considered essential, please fill out the time sheet just as you always have and submit it to me by the due date.

Final Evaluations:

If you are still working, please return your final evaluation to me by May 8th 2020 in the manila envelope I have provided. If you are not working, I will use the grade (%) your employer gave you for the 3rd quarter. Again, please make certain that you fill in the top portion of the employer evaluation. As long as it is turned in on time, you will receive full credit. Please write on the bottom: NO EVALUATION BECAUSE OF CORONAVIRUS

Paystubs:

If you **are not** working, I will use your paystubs from the 3rd quarter. If you **are** working, please submit a hard copy of your paystub (in the manila envelope) by May 8th 2020.

Assignments:

Please complete Lesson # 1 – Tracking Income and Expenses AND Lesson # 2 – Track Your Savings by May 8th 2020. Place it in the Manilla Envelope I have provided. Please complete Lesson # 3 – Banking and Lesson # 4 – Do the Research and return it by May 15th 2020.

Site Visits:

As a result of the Shelter in Place Order by the Governor of the State of California, I will NOT be able to go to your work site 4th Quarter. However, I am still your advocate and if you have any concerns at your work site, please let me know and I will address the issue immediately.

Summary:

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|---------------------|---|-------------------------|---|--------------------------------|
| Class Assignments | - | Lesson # 1 & 2 | - | Due May 8 th 2020 |
| Timesheets | - | Week # 1 & 2 | - | Due May 8 th 2020 |
| Employer Evaluation | - | 4 th Quarter | - | Due May 8 th 2020 |
| Check Stubs | - | 4 th Quarter | - | Due May 8 th 2020 |
| Class Assignments | - | Lesson # 3 & 4 | - | Due May 15 th 2020 |
| Timesheets | - | Week # 3 & 4 | - | Due May 15 th 2020. |

Important:

Work Experience records are considered “legal documents” and must be kept for 5 years. I have provided a “hard copy” of your timesheets, classwork, and employer evaluations. The only item you will need to make a copy of is your most current check stub. Please do NOT send me electronic copies because only hard copies can be placed in your permanent work record. Let me know if you have any questions or concerns. Thank you!