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
	4 0 11 1 1 11 11 1

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

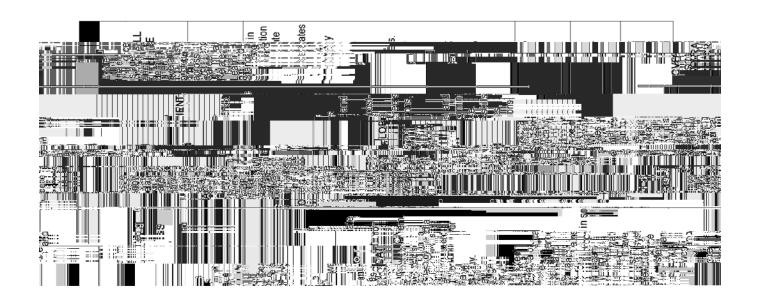


Portland Public Schools General Work Experience Program Supervisor's Report

PPS Student ID:		

Please Return by:							
Please complete the following. Your objective appraisal of the studplacement, and will provide a reference. Thank you.	dent's performance	will as	sist us i	in grant	ing cred	it, counselir	ig for future
Student Name							
Business/Organization	Supervisor						
Address	City/State/Zip						
Telephone	School Term	1	2	3	4	Sum	

Please Print Clearly:				
Student Name	School	H	Hire Date	Term Date
Company Name		Supervisor's Nar	ne	
Instructions: Record the hours you work each damaintained a minimum 2.0 GPA for the quarter. However, if you only achieved a 1.75 GPA for that quarter. You must submit your timesheets e period. Employers must sign the timesheet each counselor will award the credit. Keep your co	For example, if yo he 2 nd quarter, even each quarter to your	ou work 1 st quarte though you have counselor, one v	er and attain a 2.0 e worked 65 hou week prior to the	O you will receive a quarter credit rs, you will not receive credit for end of the semester grading



Portland Public Schools Pathways

Career Related Learning Standard – Evidence of Mastery

Student ID Number:	Date:
Teamwork (Demonstrate effective teamwork in school, community)	ty, and/or workplace)
Date Completed:	Supervisor:
or project showing <i>teamwork</i> :	
work on this activity or project shows	
•	Teamwork (Demonstrate effective teamwork in school, community

Portland Public Schools Pathways

Career Related Learning Standard – Evidence of Mastery

Student Name:Studen	ent ID Number:	Date:
Person (Exhibit appropriate work eth	onal Management hic and behaviors in school	ol and community)
Activity/Project:Date Complete	ed:	Supervisor:
Student Section:		Check off the elements of personal
Describe the activity or project showing <i>personal mana</i>	igement:	management you have demonstrated. Have you: £ Identified tasks that need to be done and gone on to complete
2. Describe how your work on this activity or project show Write three (3) to four (4) sentences explaining how you u management you checked in the box to the right. (Continue	used the elements of person	those tasks? £ Interacted appropriately with others (teachers, community
Supervisor Section: 1. Do you verify the student listed above completed this a	activity/project to satisfact	tion? £ Yes £ No
2. Did the student demonstrate the elements of <i>personal n</i>	management as described	
-		
3. Comments:		
Supervising Adult Signature		Date
PPS Verification:		
This student:		dence is through, in-depth,
£ Exceeds		exceptional in some way.
£ Meets £ Does Not Meet		nce is sufficient.
£ Does Not Meet £ Insufficient Evidence	or limited in so	et: Evidence is weak, inappropriate
the Career Related Learning Standard for Personal		Evidence: Documentation is
Management	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 <i>problem solving</i> :	£ Identified problems or issues? £ Used problem solving and
2. Describe how your work on this activity or project shows <i>problen</i> three (3) to four (4) sentences explaining how you used the elements <i>solving</i> you checked in the box to the right. (Continue on back if near	s of <i>problem</i>
Supervisor Section: 1. Do you verify the student listed above completed this activity/pro	signt to entinfection?
2. Did the student demonstrate the elements of <i>problem solving</i> as d	E TES E 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.	Exceeds: Evidence is through, in-depth, insightful, or exceptional in some way. Meets: Evidence is sufficient. Does Not Meet: Evidence is weak, inappropriate or limited in some way. Insufficient Evidence: Documentation is incomplete.
Career Pathways Advisor	Date

Career Related Learning Standard – Evidence of Mastery

Student Name:	Student ID Number:	Date:
Activity/Project:	Communication (Demonstrate effective speaking, listening, writte Date Completed:	
	project showing <i>communication</i> :	Check off the elements of communication
three (3) to four (4) senter	k on this activity or project shows <i>communication</i> . aces explaining how you used the elements of the ted in the box to the right. (Continue on back if necessity)	