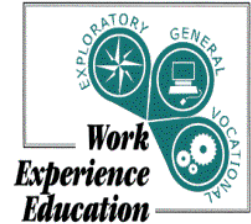


Work Experience Education NEWS

Bloomington High School

Fall 2010



Mr. Reedy's Office Hours-Room 74

Monday	7:15 AM to 9:30 AM
Tuesday	7:15 AM to 9:30 AM
Wednesday	Varies-Check Office
Thursday	7:15 AM to 9:30 AM
Friday	7:15 AM to 9:30 AM

All other hours are variable. Check the outside door to see if it is open.

Closed for Lunch 11:13 to 11:42.

VISITATIONS and EVALUATIONS

By law I am required to visit your employer twice during the semester. The first visit is to verify your employment and see if there is anything I can do to make you a better employee. The second visit is to obtain an evaluation of your work form your employer. The employer evaluation is worth 30% of your grade. You should always work hard to impress your employer. You should shine on your job and make your employer think highly of you. I will start doing evaluation visitations the second week of December.

BHS GRADE CHECK

All students holding a current work permit will have their grades checked. If a student has any "F" grades on their report card, there permit status will be changed to **PROBATIONARY**. If a student is currently on probationary status, their permit may be revoked.

WWW.WEECOURSE.INFO

WEECOURSE.INFO is Mr. Reedy's Work Experience Education website. There you will find lots of information related to the class. Please look at the website and review its contents, often. The contents will assist you in doing several assignments.

MAKE UP WORK Make up work can be found on Mr. Reedy's website:

<http://www.weecourse.info>

Go to the link "Make-Up Work" and select the assignments. Print out the assignment, complete the work sheet, and turn-in the assignment. You will receive one Participation Point and one RIA Point for each assignment you turn in. You are allowed to make up **five** assignments per semester. If you have made up

assignments in past semesters, you can not do the same assignment over again. It must be a new assignment. See Mr. Reedy in his office in room 74 if you have any questions. **ALL MAKE UP ASSIGNMENTS ARE DUE THE WEEK AFTER THE ABSENTS!**

REQUIRED ASSIGNMENTS

The required assignments are:

- Training Agreement
- Training Plan
- Semester FINAL
 - Letter of Introduction
 - Resume

The Training Agreement and the Training Plan are required by law each semester. Not turning these documents in before the end of the first quarter will result in an automatic "F" grade. Not turning in these documents by the end of the semester will result in an "F" grade at the semester.

Two Portfolio components, the Resume and the Letter of Introduction will be your semester FINAL in this class and are due November 5th and December 10th respectively. You can turn in these components in anytime before this date. Your Resume must be up-to-date and reflect your current situation.

You can go to my website www.weecourse.info for the handouts to assist you in completing this assignment. We will spend very little class time discussing this assignment and no class time doing the assignment. The Resume and Letter of Introduction is your FINAL and is worth 10% of your grade. If you choose not to do this assignment, the highest grade you will be able to earn will be "B."

ATTENDANCE REQUIRED

All students must attend 60% of the classes they are enrolled in before you can earn a passing grade...If you start the semester you must attend 11 class sessions. Make-up work does not count for attendance in class.