

**FAME Public Charter School**  
**Course Description**  
**Employment Skills**

Employment Skills is an elective course available to Junior and Senior students that combines paid employment with course work. The purpose of employment skill training is to teach students job-readiness skills, to develop an appreciation for employer expectations, to develop positive work ethics, and to explore careers and potential future employment. Students will work at their own jobs where they develop work habits, self-confidence, and skills to locate, secure and retain employment in the community. The students must also suitably complete the following curriculum aspects of the employment:

1. Student will select and research a career field of choice (may be field currently employed in or other) and present a paper that will include the following:
  - a. Definition of career of choice including an overview of job requirements
  - b. Personal and academic skills required to perform the job
  - b. Academic and training requirements
  - c. Current trends in the field
  - d. Employment statistics for the field
  - e. Future outlook for employment

The paper should be 4-5 double-spaced typed pages and referenced.

Suggested resources:

\*Occupational Outlook Handbook (OOH): Text available at library, or online at:

<http://www.bls.gov/oco/>

\*Career interest search: [www.self-directed-search.com/index.html](http://www.self-directed-search.com/index.html) or

<http://career.missouri.edu/holland> (this also links to the OOH)

2. Student will keep a journal to be turned in to the IST at regularly scheduled meetings. Journal entries may include duties performed during the week, any special task assignments, employer/employee conflicts, employee/employee conflicts, evidence of student work ethics; i.e. instances where student showed initiative, problem solving, employer recognition for performance, etc., students overall impression of his/her place of employment and how it effects students understanding of his/her capacity of function in the place of employment.

Additional Requirements:

1. All employment skills jobs must be legally paid positions held by the student during the school year.
2. Hours of employment must be documented and submitted to the IST.
3. The student must be issued a work permit through the FAME Academic Counselor.
4. All assigned work must be completed by the end of the semester and be evaluate by the IST teacher.

Students may earn 5 credits per 180 hours of documented work per semester. Partial credit will not be given.

## **WORK PERMITS**

Work permits will be issued to FAME students by the High School Academic Counselor. In order to secure a permit the “Statement of Intent to Employ Minor and Require for Work Permit” form must be filled out. Permits are issued as regular permits only and not as Work Experience Education permits. The issuance of a work permit is not guaranteed as a right of enrollment. If a student fails a course or falls behind credit completion the work permit may be revoked. Additionally, if a student fails to attend meetings with the IST and does not respond to on going attempts at communication the permit may also be revoked. If a student withdraws from FAME, either voluntarily or involuntarily, the work permit will be revoked.

Minors under the age of 18 may not work in occupations declared hazardous for young worker as listed below:

- |   |  |
|---|--|
| 1. Explosives                           | 10. Power-driven meat slicing/processing |
| 2. Motor vehicle driving/outside helper | 11. Power baking machines                |
| 3. Coal mining                          | 12. Power-driven paper products/bailing  |
| 4. Logging and sawmilling               | 13. Manufacturing brick, tile products   |
| 5. Power-driven woodworking machines    | 14. Power saws and shears                |
| 6. Radiation exposure                   | 15. wrecking, demolition                 |
| 7. Power-driven hoists/forklifts        | 16. Roofing                              |
| 8. Power-driven metal tooling machines  | 17. Excavation operation                 |
| 9. Other mining                         |  |

Minors younger than 16 years are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.

### **Hours of Work**

14-15 yr olds: When school is in session: On schooldays daily maximum = 3 hours

On non-schooldays may work 8 hours. Weekly maximum = 18 hours.

When school is not in session: Daily maximum 8 hours and weekly maximum 40 hours.

Work must be performed no earlier than 7:00 a.m. nor later than 7:00 p.m. and day of the week. **MAY NOT WORK DURING PUBLIC SCHOOL HOURS.**

16-17 yr olds: When school is in session: Daily maximum is 4 hours, Monday through Thursday. May work up to 8 hours on any nonschool day or on any day that precedes a nonschool day. Weekly maximum = 48 hours per week.

When school is not in session: May work up to 48 hours per week but no more than 8 hours in any one day.

Work must be performed no earlier than 5:00 a.m. nor later than 10:00 p.m. except that work may extend to 12:30 a.m. on nights preceding non-school days.

**The above hours can be reduced at the discretion of the Administrator and the Academic Counselor in order to meet the academic goals of any individual student.**

**Student must maintain a 2.5 grade point average during the time of enrollment. The work permit will be suspended if the GPA is not maintained.**

A student under the age of 18 must have a valid Work Permit in order to work at any time. The work permit expires when a student leaves, quits, or is fired from a job. A new permit must be requested with each new job, at the beginning of each school year, or when school of attendance changes. A work permit is no longer required once a student turns 18.

