

**STAR Catholic Outreach**  
**Information for Registered Work Experience Students**

**Program and Evaluation**

- You are required to turn in a **Time Sheet (signed by your employer or supervisor)** for each month you are working and a **Self-Evaluation** for every two months that you are working. These are available at STAR Outreach, at the Christ The King School Office (in the tray on the office counter when you come in), or under the Work Experience tab on our website: [or.star catholic.ab.ca](http://or.star catholic.ab.ca) They are due by the end of the first week of each month for the previous month or period. (Suggestion: set a reminder on your phone for the first of each month). Both documents can be turned in at the Christ The King school office, STAR Catholic Outreach or you can take a picture or scan of them and email them to Mr. Dunlop. Documents turned in after the due date will be considered late and reflected in your mark.
- You earn 1 credit for every 25 hours of work. For each of the 3 courses (Work Experience 15, 25 and 35) we can submit for 3 to 10 credits. Generally, your mark is submitted when you earn 10 credits (250 hours) in either January, June or July. You can earn a total of 30 credits in Work Experience (15 of which can count towards your diploma requirements).
- Students can check the school's mark program for submitted Work Experience marks in the months listed above. Contact the Outreach office for instructions on how to access the mark program.
- If your work is registered and established, there is an opportunity to continue Work Experience during the summer. Discuss this with the coordinator.
- **Your hours do not count until you have turned in a completed Work Experience Registration Form.** The off-campus coordinator will let you know your start date.
- If you switch jobs, you will need to re-register for your new job site. Your new hours will be added to the hours you earned at your previous site.

**Safety**

- You are asked to comply with the employer health and safety policies/procedures and participate in training programs.
- If asked to perform a task on the job that you have a safety-related concern about, you:
  - May refuse to perform the task if you believe there is imminent danger.
  - Must notify the workplace employer or supervisor of the concern.
  - Ask questions about safe practices and personal protective equipment.
- If you are injured on the job you should:
  - **Notify your supervisor and the off-campus coordinator.**
  - Seek appropriate first aid or medical attention. Follow the site's procedures for injury reporting.
  - If you receive medical attention for an injury, ensure the doctor knows that the accident happened at work.
  - If time away from work results from the injury complete first aid records and immediately notify the Off-Campus coordinator to complete WCB documents.

**Responsibilities**

- Remember that you are representing yourself, the school, and the program when at your worksite. Take pride and do your best.
- Ensure that you understand worksite procedures (especially when you are unable to attend work) and all worksite safety information.
- **If you are planning to end your employment at your site or are released please let the Off-Campus coordinator know as soon as possible.**
- If your experience was successful, you may want to ask your employer/supervisor for a reference letter or if you can use their name as a reference.
- If you have any questions or concerns please contact:

*Mr. Dennis Dunlop*  
*Off-Campus (Work Experience) Coordinator*  
*STAR Catholic Outreach School*  
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[dennis.dunlop@starcatholic.ab.ca](mailto:dennis.dunlop@starcatholic.ab.ca)