



Fresno County Office of Education



CALIFORNIA PASS PROGRAM • Migrant Education • Dr. Guido A. Prombs, State Director

Date: June 12, 2007
To: California PASS Program Contact Person
From: Dr. Guido A. Prombs, State Director
Subject: General Work Experience Course

The General Work Experience course is offered by the PASS Program in the summer only. This course is a combination of vocational classroom instruction and paid employment experiences. Therefore, two requirements apply:

1. The student must get a paid job through the school's Work Study Program. This will help the student develop the competencies necessary to acquire future employment.
2. The student must enroll concurrently in the PASS Career Exploration course, which is offered also during the regular school year. We request that the student finish at least the first two units of Career Exploration before beginning employment. Students who have previously taken the PASS Career Exploration course do not need to take it again. However, if this is the case the contact person must: (a) Indicate on letter E. COMMENTS of the enrollment form, that the student has already completed the course, and (b) enroll the student in any other PASS course.

A General Work Experience Information sheet is mailed for each student that enrolls in the summer General Work Experience course. The sheet must be completed by the contact person and returned to the PASS office at the end of the summer program for the student to receive credit.

For more information, call the PASS office at 559-265-4007



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PASS General Work Experience Information Form

Migrant ID Number: _____

School of Record: _____ Date: _____

PERSONAL INFORMATION:

Last Name: _____ First Name: _____ Initial: ___ Age: ___

Birth Date: _____ Male: ___ Female: ___ Phone: () _____

Grade: 9 10 11 12

If the student has already taken Career Exploration, please list the PASS course that the student will take instead: _____

Address: _____ City: _____ State: _____ Zip: _____

Place of Employment: _____ Phone: () _____

Address: _____ City: _____ State: _____ Zip: _____

Owner/Manager: _____

Supervisor's Name/Title: _____

Student's Job Description: _____

Date Job Started: _____ Date Job Ended: _____

Work Schedule: _____ Hours Week Day: _____ Hours Weekends: _____

CONTACT PERSON USE ONLY							
	Hours	Contact Person	Visitation Date		Hours	Contact Person	Visitation Date
Week 1				Week 7			
Week 2				Week 8			
Week 3				Week 9			
Week 4				Week 10			
Week 5				Week 11			
Week 6				Week 12			

Total Credits Earned:

1 credit = 30 hours 3 credits = 90 hours 5 credits = 150 hours

2 credits = 60 hours 4 credits = 120 hours

Total Hours Worked:

Final Grade: _____