



Work Experience Guide 2020-2021

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Purpose

Work experience is an opportunity for a student to gain experience in a work-related environment and help students to gain important knowledge and skills in a particular career. It is an unpaid experience that continues for an agreed-upon length of time.

Work experience positions students to gain experience where they can apply their learning to authentic, real-world contexts. Importantly, work experience allows students to make connections between school, learning, and the outside world. Through this experience, students will strengthen skills in critical thinking, creative thinking, connected learning and purposeful doing. The broad aim of this program is to develop deeper connections and understandings of the working world and broaden our students' education

ISB Work Experience Information

Work Experience at ISB can range from a week-long experience at a workplace to a longer work experience placement. Work experience can also be done locally in Beijing, throughout China, overseas or even be done remotely through technology. All ISB students and workplace partners should comply with the workplace laws of a country, if the placement is outside China.

Work Experience is only available to grade 10-12 students. **Students and families must provide their own work experience opportunities and be approved by ISB through the application process.**

Students will receive no academic credit. However, a successful experience in which the requirements are fulfilled, will appear on student transcripts and students will have a corresponding portfolio to celebrate and share their authentic learning experience.

Work Experience Goals

Students will:

- Provide personal goals for the work experience connected to the learning outcomes of the ISB Work Experience.
- Show development in the four impacts of learning in a professional context: critical thinking, creative thinking, connected learning and purposeful doing.
- Develop and apply self-management skills including organization and time-management.
- Make connections to subject knowledge and social emotional framework and global understandings.
- Develop professional networks to enable future connections in the workplace and personal areas of interest.

ISB HS WORK EXPERIENCE
Student Application

Student Name:

Grade:

Counselor:

Phone Number:

Why do you want to participate in Work Experience?

Workplace/Business:

Workplace Mentor:

Workplace Mentor Position:

Work Experience Timeframe (please list dates and time of day)

My work experience will take place:

Address:

My work experience will take place remotely.

What are your goals for this Work Experience?

ISB - Workplace Agreement

The Workplace Partner offering the internship agrees to sign and abide by ISB's Child Protection Code of Conduct. They agree to provide a safe learning environment and **to communicate any issues arising directly with parents, and follow up with the ISB Work Experience Mentor.** They will provide a supervisor for the internee who will monitor their progress and be able to **provide a reference** at the end of the internship. The company also agrees to the provision of a first day 'orientation' for students, including safety briefing (e.g. emergency procedures) and introduction to key/relevant staff, as well as clearly outlined work responsibilities in the Work Agreement.

Workplace Mentors Should:	ISB Work Experience Students Should:
Abide by ISB's Code of Conduct	Be over 16 years of age
<p>Provide meaningful work experiences for students, which may include but not be limited to:</p> <ul style="list-style-type: none"> • Observe and take notes at meetings when appropriate. • Undertake tasks with clear guidance and supervision in line with the student's goals/skillset and workplace needs. • Where possible, discuss with and allow students to ask questions about the nature of this industry, the pathways into it, etc. • Introducing students (with training where appropriate) to workplace and industry skills. 	<p>Be professional</p> <ul style="list-style-type: none"> • Dress to the professional standard of the workplace. • Be on time. • Maintain professional standards of communication and adherence to expectations around timeliness. • Honor commitments of time.
<p>Work with the student and ISB Work Experience Mentor to develop a workplan, including:</p> <ul style="list-style-type: none"> • Details of the work the student will do. • Duration of placement, including daily and weekly working hours. • Expectations including company dress code, codes of conduct, Occupational Health and Safety requirements, sick days, Child Protection and 'expectations for working with students'. 	Abide by ISB's HS Student Honor Code and Responsible Use Policy around technology use in their workplace.
Give informal, appropriate feedback to students to help them improve and learn. Complete Evaluation Form at the end of the Work Experience.	Communicate with the Work Experience Mentor for deeper understanding and when issues arise.
Communicate with Workplace Partners, as necessary.	Set goals, reflect, and document on the Work Experience at least one time per week on their ISB blog, using artifacts to support the experience.

**ISB HS WORK EXPERIENCE
Parent Permission Form**

Dear Parent or Legal Guardian,

Work Experience provides opportunities for students to apply their learning to authentic, real-world contexts. Importantly, work experience allows students to make connections between school, learning, and the outside world.

The agreed intentions are outlined in the document attached. ISB Mentors will help support your child and check in regularly. If the experience is in Beijing, during the school year, an ISB Faculty member will visit the workplace. If the experience does not fall under these conditions, only digital correspondence and research by ISB faculty will be used to approve the experience.

To confirm your son's/daughter's participation, please complete, sign, and return the lower half of the consent form below.

Parents agree to facilitate their child's full participation in the work experience program and help them meet expectations outlined in the Work Agreement (Appendix 1). Parents agree to communicate any issues arising directly with their child's company supervisor and follow up with their ISB contact. Parents acknowledge that their child is 16 years or older.

Student Name	
Dates of Work Experience	
Business/Workplace Partner	
Workplace Mentor	
Workplace Mentor Position	
Workplace Mentor Phone Number	
Workplace Mentor Email	
ISB Mentor	

I hereby agree to participation in my child's work experience, at the workplace noted above. I understand that this experience will take place away off campus, and not during school time. I further consent to the conditions stated above on participation in this event.

Parent's Name:

Parent Phone Number:

Signature:

Date:

Student's Mobile Number:



**ISB Pathways Experience
Work Experience Schedule**

Student Name:

Workplace Name:

Workplace Mentor:

Date:

Date	Time Scheduled	Potential Experiences	Time Worked	Workplace Mentor Initials
Total Time				

Student Signature:

Parent Signature:

Workplace Mentor Signature:

ISB Mentor Signature:

Work Placement Evaluation Form

Student Name	
Dates of Work Experience	
Business/Workplace Partner	
Workplace Mentor	
Workplace Mentor Position	

Workplace Learning Skills and Expectations

Students will self-reflect on this evaluation at the end of the experience and at the halfway point, depending on the length of the experience.

Workplace Mentors should informally give students feedback throughout the experience and fill out this form at the end of the Work Experience.

N- Not observed 1- Does Not Meet 2- Approaching 3- Meets 4- Mastery

Learning Outcomes	A student is able to:	N-4 evaluation
Self-Awareness. <i>I know myself.</i>	Identify and understand my emotions in a variety of environments. Have self confidence in a variety of environments	
Self-Agency <i>I take responsible action.</i>	Manage one's emotions. Develop and demonstrate strategies to support both personal and academic goals.	
Social and Cultural Competence <i>I see differences as strengths.</i>	Empathize with the feelings, behaviours and perspectives of others. Develop pro-social strategies and behaviors for interacting with diversity to bridge successfully across cross-cultural difference.	
Nurturing Relationships <i>I care for you.</i>	Use communication and social skills to interact meaningfully, authentically and effectively with others. Students recognize the rights, responsibilities and opportunities of living, learning and working in an	

	interconnected digital world, and they act and model in ways that are safe, legal and ethical.	
Compassionate Action <i>I care about the world.</i>	Demonstrate ethical decision-making skills and responsible behaviours when taking action in local and global communities.	

Professional Skills and Expectations

N- Not observed 1- Does Not Meet 2- Approaching 3- Meets 4- Mastery

Agreed Expectations/Tasks: and/or Specific Skills	Evidence of Success	N-4 rating

Comments:

Overall Rating (Circle One):

Unsatisfactory Completion

Satisfactory Completion

Mentor Signature:

Date:

Student Signature:

Date:

Coordinator Signature:

Date:



Code of Conduct

Expectations for working with International School of Beijing (ISB) students

The International School of Beijing (ISB) is committed to the safety and protection of children. This Code of Conduct applies to responsible adults who interact with students in both a direct and/or unsupervised capacity during off-campus student experiences such as internships.

We must, at all times, be aware of the responsibilities that accompany our work with children and young people.

We should be aware of our own and other persons' vulnerability, especially when working alone with students, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We are to provide safe environments for students under our supervision for the duration of the learning activities and experiences we provide for them.

One-on-one meetings with students are best held in a public area; in a room where the interaction can be observed through clear glass; or in a room with the door left open.

We must intervene when there is evidence of, or there is reasonable cause to suspect, that a child is being abused in any way. Suspected abuse or neglect must be reported to the appropriate school and civil authorities as described in the Child Protection Policy of the school.

Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to students. Staff members and volunteers should not accept gifts from or give gifts to students without the knowledge of their parents or guardians.

Communication with children is governed by the key safety concept of transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between adults working with ISB students and the students themselves:

- Communication between adults working with ISB students and ISB students that is outside the role of the professional or volunteer relationship (teacher, coach, host, etc.) is prohibited.
- Electronic communication that takes place over a school network or platform may be subject to monitoring.
- Adults working with ISB students who use any form of online communications including social media (Facebook, WeChat, Twitter, etc.) and text messaging to communicate with students may only do so for activities related to school business.

Acknowledgement of Code of Conduct

I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing learning experiences to students participating in the International School of Beijing (ISB) programs.

I will:

- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Never be alone with students without being visible to others.
- Maintain appropriate physical boundaries at all times and touch children – when necessary – only in ways that are appropriate, public, and non-sexual.
- Cooperate fully in any investigation of suspected abuse of students.

I will not:

- Touch or speak to students in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading students.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with students.
- Give a child who is not my own a ride home alone without parent consent.
- Engage in private communications with students via text messaging, email, Facebook, Twitter or similar forms of electronic or social media except for activities involving school business.
- Use profanity in the presence students at any time.

My signature confirms that I have read this Code of Conduct and that as a person working with ISB students, I agree to follow these standards.

Name:

Position:

Company:

Signature:

Date: