



MEMO REGARDING EVALUATION OF WORK EXPERIENCE COURSES

Date: May

To: Work Experience Students

From: (insert teachers name here)

Re: Paperwork for End of the Program

Your work experience high school course is drawing to a close so it is time to tie up all the loose ends and deal with some paperwork in order to receive a mark and credits for your work experience or RAP course. Your last day of work hours that are recorded should be no later than June 21. Please ask your employer to fill out the employer evaluations and return them to the school by June 6. Please write the employer a thank you note thanking them for being your employer, and photocopy this note. The employer gets the original and the copy is handed in with your other paperwork

If you want a final mark calculated you must hand in all of the following documents:

1. Employer Mid-term Evaluation
2. Employer Final Evaluation
3. Time Sheets signed by student and employer
4. Thank you note to employer
5. Student Midterm Self Evaluation
6. Student Final Evaluation

I have attached copies of the last two documents to this memo. Your employer should have the first two sheets and timesheets. If they do not have these documents you can pick them up in my office and take them to your employer. I would like these papers in by June 6 so the marks can be calculated and put on the report card. You may keep recording your hours until June 21 and hand in your final June time sheet on June 22 if you need the extra hours.

If you have any questions please just ask.

Thank you