

**WEST GENESEE HIGH SCHOOL
CTE WORK-BASED EXPERIENCE FORM**

Name: _____ Program: _____ Grad. Yr. _____

Each CTE student must complete 15 hours of work experience and/or a combination of at least 8 hours of work experience and a combination of other approved methods such as attending guest speakers, meetings, field trips, or competitions related to your CTE program. Please ask your business or technology teacher for clarification, if needed. The hours must add up to a minimum of 15 hours.

Then complete the following items to fulfill your requirements for the work experience portion of your CTE program. Be sure that the hours add up to a minimum of 15 hours. This document must be turned in to Mrs. Swete by **December 4, 2017**, for 2018 graduates.

WORK EXPERIENCE

Employer/Business _____

Person(s) and Job Title _____

Date/Hours of Work Experience _____

Signature of
Business Representative: _____ Date: _____

Note: If you completed your work experience at more than one company, attach additional sheets.

Complete additional portions below if your work experience hours included a combination of work experience and other items.

SPEAKERS OR RELATED MEETINGS YOU ATTENDED

Name _____ Job Title _____

Business or Group _____

Where you attended speaker/meeting _____

Topic _____

Approximate time _____

Signature of official at the meeting or speaker _____

RELATED FIELD TRIPS OR COMPETITIONS

Business/Competition _____

How was trip arranged (teacher, student, other - explain) _____

Where you attended field trip/competition _____

What specifically were you observing (process, type of competition or technology, etc.) _____

Approximate time _____

Signature of official at the field trip or competition _____

***Each student must prepare a typed report (one page, double-spaced) documenting what was observed during the work experience and/or related items and turned in to Mrs. Swete by December 4, 2017, along with this paperwork to complete the work experience requirement for the CTE endorsement.