Assignments

ASSIGNMENTS	DESCRIPTION	Due Dates
ASSIGNMENT 1	**Work Experience Class Check-in Discussion** *This assignment requires you to review the Canvas course assignments and then answer 5 questions.* **Present Your Job Supervisor/Manager the SRJC Work Experience Letter (in person or via email)**	March 29
ASSIGNMENT 2	**Career Success Skills Assessment** *This assignment will review the 8 Skill Areas of Career Success and you will assess your current competency level.*	March 31
ASSIGNMENT 3	**Work Goals Form** ***Completed by Student with their Job Site Supervisor*** *You will set a meeting with your Job Site Supervisor/Manager to discuss* **three work goals** *you can undertake this semester. They may be new or expanded responsibilities. You will complete the Work Goals Form and submit it to Assignment 3.*	April 7
	Meeting with your Assigned Work Experience Instructor to complete Assignment 4	

ASSIGNMENT 4	Instructor to complete Assignment 4 *Completed with student and Assigned Work Experience Instructor* *Your Assigned Instructor will contact you to arrange a meeting preferably in person (or via zoom if necessary) to help you further refine the three work goals that you plan to complete while working during the semester at your job site.*	April 10 - 14
ASSIGNMENT 5	**First Draft Resume** *Write and submit an updated resume with your current job listed. Your Work Experience Instructor will be providing feedback for improvements.*	April 17
ASSIGNMENT 6	**Final Resume** *Submit your revised resume.*	April 24
	Online Career Activity or Attend Live Zoom Workshop	

TO DO: Please give this letter to your job site supervisor before the start of class.

SRJC Work Experience Class Job Site Supervisor Letter.pdf