**WORK STUDY Syllabus**

**Acquiring the Skill**

The student will primarily focus on skills an employer seeks in a prospective employee. The student will identify his/her skills and relate those skills to specific jobs.

They will also include assessing the student’s interest. Each student will be administered a variety of instruments to compose a list of occupations that are of particular interest to the student. The student will then research these occupations and narrow the list down to two or three choices. These choices will remain in the student’s file for future reference.

**Address the following:**

Values Work Habits  
Attitude Personal Appearance  
Integrity Language (Verbal and Body)

**The students will learn how to:**

1. Compose a resume.
2. Complete an application.
3. Inquire about perspective jobs.
4. Perform in a job interview.
5. Complete employment related forms (W-2, W-4).
6. Devise and maintain a budget.
7. Use job resources effectively.

Operational Hours: Under supervision/instruction of the classroom teacher and manager from the student’s job.

**RESOURCES:**

* Work Keys
* Oklahoma Career Technology Center Career Assessment https://www.okcareertech.org/students/career-resources/job-seeking-resources/self-assessment-and-interest-inventories
* OKCollegestart.org---Regents for Higher Education