

OUTSIDE WORK EXPERIENCE FRAMEWORK AND CONTENT STANDARDS

CURRICULUM	STANDARDS	CURRICULUM	STANDARDS
1. MINOR (TEENAGE) LABOR LAWS	1.1, 2.1	16.FRINGE BENEFITS	4.4
2.WORKERS' RIGHTS	2.1, 2.4, 3.1	17.PAYROLL DEDUCTIONS/PAY STUBS	4.1, 4.3, 4.4
3.DEALING WITH UPSET CUSTOMERS	2.9	18.SEXUAL HARRASSMENT	1.9, 2.7
4.CUSTOMER SERVICE SKILLS	2.9	19.WORKERS' COMPENSATION	4.4
5.PROPER ATTITUDE ON THE JOB	2.2	20.JOB SAFETY	2.5, 2.6
6.EMPLOYER EXPECTATIONS	2.2	21.JOB TRAINING PLANS	2.2
7.RESUMES	1.3, 1.5, 1.6	22.EMPLOYER EVALUATIONS/TERMINATION	2.3
8.PERSONAL REFERENCES	1.5, 1.6	23.HOW TO ASK FOR A RAISE	2.8
9.JOB APPLICATIONS/EMPLOYMENT ELGIBILITY	1.4, 1.6, 1.10	24.HOW TO FIND A JOB/THE JOB SEARCH	1.2, 5.2, 5.3, 5.4
10.LETTERS OF RECOMMENDATION	1.6	25.HOW TO DEAL WITH UNFORESEEN CIRCUMSTANCES/ABSENTEEISM	2.9
11.INTERVIEW PREPARATION (DRESS)	1.7	26.BUDGETING	4.5
12.TYPICAL INTERVIEW QUESTIONS	1.7, 1.8, 1.9	27.UNDERSTANDING & USING CREDIT RESPONSIBLY	4.5
13.LETTER OF RESIGNATION/HOW TO EXIT A JOB	3.1, 3.2	28.CALIFORNIA/FEDERAL INCOME TAX FORMS	4.2
14.CONFLICT RESOLUTION ON THE JOB	1.9	29.CAREER ASSESSMENT	5.1, 5.3, 5.4, 5.5
15.HOW TO INTERACT WITH SUPERVISORS	2.9	30.ENTREPRENEURSHIP	4.6