

MANHATTAN HIGH SCHOOL/P35M

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Work Based Learning/Career Education Course Syllabus Terms 1 and 2: 2020-2021

Course Description

The objectives of work-based learning and Career Education include the mastery of the actual skills needed to do a particular job successfully as well as learning the “soft” universal work readiness skills for successful employment such as following directions, communicating and getting along with fellow employees and being on time for work, which are often the more significant indicators for success.

Today’s workplace demands a worker who has good basic skills and excels at problem solving, works in teams and learns on the job. Through Work Based Learning and CDOS activities, students begin to address these questions: **Who am I? Where am I going?** and **How do I get there?** Participation in career development and integrated learning experiences expands career options and can assist students in making better informed career decisions. These career focused activities can help students in making informed decisions by:

- Motivating students to reach higher academic and workplace standards by relating what they learn in school to the real world.
- Increasing community resources to schools.
- Helping student’s link classroom instruction with real life experiences.
- Foster awareness about the education and skills needed to face global competition and succeed in the 21st century workforce.
- Provide learning experiences and options for teachers to help them integrate high academics, community-based experiences and career development opportunities for students.
- Document Checklists, understanding the importance of procuring required documentation
- Completing and understanding the basic format and outlines of various sample applications
- Registering or procuring as applicable...Working Papers, Selective Service, NYC ID, NYS ID, School ID etc.

School Based Activities can include any combination of the following:

Career Awareness, Field Trips/Tours, Project Based Learning, Technological Training & Application, Work Simulation, Junior Achievement, Explorer Program, Career Day/Fair, Field Trips/Tours, Project Based Learning, Technological Training & Application, Career Majors, Work Simulation, Integrated Academic & Vocational Programs, Explorer Program, Junior Achievement, Career Awareness Speakers, Career Day/Fair, Field Trips/Tours, Work Simulation, Career Majors, Workplace as Classroom, Project Based Learning, Integrated Academic & Vocational Programs, Technological Training & Application, Vocational Programs, Explorer Program and/or Junior Achievement, Career Assessments, Level II and II Assessments, Interest Inventories, Introduction to Career Zone, Resume writing, Cover Letter creation.

Work Base/Career Education Activities can include any combination of the following:

Community Service, Entrepreneurial Projects, Workforce Preparation, Career Action Plan, Workplace Mentoring, Job Shadowing, Youth Apprenticeship, Independent Work Experience, Co-Op Work Study, Exploratory Tech Prep, Job Placement, School Mentoring, Pre-Employment Program, Transition Counseling Career Action Plan **and /or** Tech Prep.

New York State Career Development and Occupational Studies Standards

Standard 1

Students will develop an awareness of the world of work, explore career options, and relate personal skills, aptitudes, and abilities to make future career decisions.

Standard 2

Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

Standard 3a

Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

Standard 3b

Students will choose a career major and will acquire career specific technical knowledge/skills.

Grading Components/Course Components

Pass/Fail Grading Policy

- Attendance
- Punctuality
- Workplace Appearance
- Initiative
- Quality of Work
- Communication
- Response to Supervision
- Problem Solving
- Resolves Conflict
- Health and Safety
- Works Well with Others

Course Requirements

All students wishing to participate in P35M's Work Based Learning program must complete all of the following: Initial interview, Teacher/Staff recommendation and evaluation, Parent/Guardian permission, willing to work after school in school or in the community, travel trained (if in the community), complete and submit applications for stipend and/or payroll funded programs: Training Opportunities Program (DOE Central), SIPP (School Based), VETEA (D75), Work Learn Grow and Summer Youth Employment Program (NYC DYCD) or other sources as available. Students must provide the required documentation in a timely manner: SS Card, U.S Birth Certificate, Proof of Address, Proof of Income, and Photo ID. Must apply or enroll for Working Papers and/or Selective Service as appropriate.

Participants are responsible for maintaining timesheets and collecting stipend payroll. Participants must remain on an active work schedule for the duration of the program, must maintain minimum grade

average, attendance levels and appropriate school behavior. Participants will meet for an evaluation, performance review, career counseling and/or career exploration activities as deemed appropriate, including classroom work and activities.