

Northview High School
Work Based Learning
Course Syllabus

Mrs. Stephanie McCall
Room 438

Description: The goal of this program is to provide students with attitudes, work habits, and career acquisition skills. Personal leadership and management skills will be developed and practiced throughout the work based learning experience. Competencies for the co-curricular student organization Future Business Leaders of America (FBLA) are integral components of both the core employability skills standards and technical skill standards.

Standards:

Standard 1: A wide array of Career Related Education activities are integrated into all CTAE classes to support the school-to-career transition and work-based learning placements.

Standard 2: Age-appropriate Career Awareness activities in the Career Technical and Agricultural Education class are designed to make students aware of career choices and promote the school-to-career transition.

Standard 3: Age appropriate Career Exploration Activities in the Career Technical and Agricultural Education classes are conducted with individuals or small groups of students to explore career options.

Standard 4: Instructional Related activities in The Career Technical and Agricultural Education class promote an understanding of the business and work environment and help students develop employability skills.

Standard 5: CTAE personnel are actively involved in the planning, coordinating, and implementing of connecting activities between the school and the business community.

Standard 6: Work-based learning placements are appropriate and accurately identified as Employability Skill Development (ESD), Cooperative Education (Co-op), Internship, or Youth Apprenticeship (YAP).

Standard 7: The local school system supports equitable Work-Based Learning opportunities by providing a school-wide WBL Coordinator, adequate resources, and a manageable workload.

Standard 8: Teachers/coordinators who supervise students on job placements are trained to provide quality programs at the local level.

Standard 9: An active advisory committee assists with the design, development, implementation, administration, and evaluation of the program.

Standard 10: A plan exists and is implemented to teach employability skills and core competencies to students prior to the WBL placement.

Standard 11: Students involved in Work-Based Learning placement have a comprehensive individual career plan on file that integrates academic and occupational instruction within an appropriate workplace setting.

Standard 12: Community resources are analyzed and Work-Based Learning activities are matched to available options.

Standard 13: Clearly defined admission policies and procedures for identifying and enrolling students into the Work-Based Learning program are established and implemented. A comprehensive orientation is provided to the Work-Based Learning students and parents/guardians prior to enrollment.

Standard 14: Work-based learning sites that provide occupational growth opportunities consistent with students' occupational interests and learning objectives are selected and mentors at the site are trained by the Work-Based Learning Coordinator. Integrated instruction is provided to the work-based learning student at the work site.

Standard 15: Work-Based Learning sites for students are in compliance with federal/state labor laws and local policies.

Standard 16: Each WBL student has on file an individual Educational Training Agreement.

Standard 17: Each student has an educational training plan that specifies a planned sequence of learning experiences and work tasks correlated with the student's individual career plan.

Standard 18: Each Work-Based Learning student is evaluated on a regular basis by the work site supervisor/mentor to assess progress toward goals established in the student's Educational Training Plan.

Standard 19: Work-Based Learning students are enrolled in State approved courses, and complete and accurate records and documentation for enrollment, assessment and awarding of credit are kept on file for each Work-Based Learning student.

Standard 20: Work-Based Learning personnel make regular supervisory visits to the Work-Based Learning sites.

Standard 21: Work-Based Learning Coordinators participate in the Education and Career Partnership (ECP) and assist students with post-secondary opportunities.

Standard 22: A public relations and marketing plan is integrated into the goals and objectives of the Work-Based Learning program and is reactive to the changing needs of the students and the business/industry community.

Standard 23: A plan has been established and implemented to meet the needs of students with disabilities who enter or want to enter into the Work-Based Learning program.

Standard 24: A comprehensive evaluation of the program is conducted annually including follow-up of students and employers to determine the success of the WBL program and compliance with State standards.

Textbook Materials: The basic textbooks used in this course will be: Microsoft Academy: Internet Technology Application

Software: We will be using the software Microsoft Office 2010 (Word, Excel, PowerPoint, Access, and Publisher).

Internet Use: Because the Internet is a vital part of the curriculum for Business and Computer Science, Internet use is available and used in all courses.

Make up Work/Late Work: Make-up work should be completed before school between 8:00 a.m. – 8:30 a.m. or after school by appointment, not during class. Following an absence, it is the student's responsibility to contact his/her teachers to arrange for make-up work. The contact must be made within one school day of returning. Students are given the same number of days to complete make-up work, as the absence, not including the day of return. Students are allowed to make up work due to an unexcused absence and will receive partial credit of the actual grade. Any project that is made up or turned in late will receive a 20% reduction for each day after the assigned due date with a deadline of five days late. Long-term projects (two or more weeks from the assigned date to the due date) are due on the assigned due date. Any long term-project that is made up or turned in late will receive a 20% reduction for each day after the assigned due date with a deadline of five days late.

Extra Help: Extra help is available before school each day in Room 438 at 8:00 a.m. and after school by appointment. Students are welcome and encouraged to make up any computer work before school without an appointment.

Headphones/iPods/musical or game devices cannot be used in Career Tech classes unless it is part of the course curriculum.

Related Careers:

Office and administrative support work
Customer Service Representative

Office Manager
Sales and Office Work

Receptionists and Information Clerks
Accounting Office Assistant

Medical Office Assistant
Law Office Assistant

Advanced Placement with Post-Secondary Institutes: An articulation agreement is currently in place with Fulton County Schools Career Technology Department and Gwinnett Technical College.

Parent/Teacher Communication: Communication with parents about academic progress, behavior and/or attendance is welcomed and will be handled by phone, mail, conference, or a combination of these as the need arises. Home Access Center (HAC) is available for the use of all parents in monitoring a student's academic progress, attendance, or behavior. Please call the main office (770-497-3828) for more information.

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Grading policy – Evaluation for Internship Work Based Learning Program:

Evaluation	50%
Portfolio/Documentation	50%

It is my sincere hope that my students learn life long lessons in this work based learning class. I also encourage you to communicate with your student as we study the curriculum of the Georgia Performance Standards.

***ALL Work Based Learning* students will have class time on the following dates instead of going to work:**

Sept 8 , Oct 5, Nov 2, Dec 7.

First Monday of each month with the exception of Sept. holiday.

Portfolio assignments from Edmodo and signed Monthly Production Report will be due on these dates and turned in Black Student Work Box in Room 438. A late grade will be issued for late or incomplete assignments or late Monthly Production Reports.

Your evaluation grade will be lowered each time you do not inform me of any absence.