

# Work-based Learning Syllabus

## INSTRUCTOR:

Ms. K. Smith

Room M-102

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## COURSE DESCRIPTION:

Work-Based Learning provides an opportunity for seniors to start preparing for a career while still in high school. Individual programs of study in the freshman and sophomore years prepare students for a successful work-based learning experience.

Work-Based Learning Programs are structured educational experiences that integrate classroom learning (school-based) with productive, structured work experiences (work-based) which should be related to a student's career goal.

### Key Components::

School-based learning

Work-based learning

Connecting activities

### Work-Based Learning:

Provides paid or unpaid work experience, promotes partnership between education and industry and integrates academic and technical instruction.

## COURSE ASSIGNMENTS

UNITS	OBJECTIVES	COURSE PACING
Job Application	See Student Journal Assignments Sheet	August
Career Investigation		September
Goal Setting		October
Time Management		November
Ethical Behavior		December
Teamwork		January
Dress for Success		February
Your Attitude		March
Conflict Resolution		April
Personal Reflection		May
Student Portfolio	See Student Portfolio Assignment Sheet	Each 9 week
Unemployed Students	See Unemployed Students Assignment Sheet	See handout

## EVALUATION:

Employer Evaluations	30%	<ul style="list-style-type: none"><li>· Employer Evaluation (at least 2/semester)</li></ul>
Portfolio/Journal Assignments	40%	<ul style="list-style-type: none"><li>· WBL Folder</li><li>· Training Agreements</li><li>· Signed Syllabi</li><li>· Insurance Release</li><li>· Safety Agreement, etc...</li></ul>
Employment Documents	20%	<ul style="list-style-type: none"><li>· Copying Check Stubs</li><li>· Returning Evaluation in a timely manner</li><li>· Timesheets</li></ul>
Participation/Performance	10%	<ul style="list-style-type: none"><li>· CTSO Meetings</li><li>· WBL Activities to include Employer Appreciation Luncheon</li></ul>

## FULTON COUNTY GRADING SCALE:

LETTER GRADE	NUMERIC SCALE
A	90-100
B	80-89
C	70-79
F	Below 70

## METHODS OF INSTRUCTION

Methods of instruction is on-the-job training

## TECH PREP ARTICULATION

An articulation agreement for this course does not currently exist.

The work-based learning course is designed to give credit to students that are actively employed. In this tough economic time, we realize that students may want to take the course but can't secure employment. As half of the grades are based primarily on the work experience, the employment documents and employer evaluations portion of the grade for students that remain unemployed will be determined based on other criteria that should prepare you for the workforce. As long as you remain unemployed, you will be required to complete the assignments on the unemployed students' assignments sheet.