**Work Based Learning COURSE SYLLABUS**

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**INSTRUCTOR: Mr. Howard H. Hill**

Room:218

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School Telephone (in classroom): 740-892-2061

Best Time to Contact: 1:30 – 2:26 p.m.

**Description –** Work Based Learning is a year-long course that focuses on a coordinated sequence of experiences designed to provide students with real-world learning through partnerships with local business and industry. Throughout the duration of the course with outlined learning activities, students will explore careers and choose an appropriate career path, identify their own learning style, apply strategies and skills of best fit while also learning time management and success in high school and in the work force.

This course focuses on preparing students for succeeding in the world of work and life after graduation. Many topics will be studied throughout the year to prepare students to become successful adults in the world beyond high school.

**Organization -** This course will include various writing, reading, and research assignments. Various careers will be explored and the requirements for those careers. Students will participate in group projects and group scenarios touching on many different topics. Students will be using their iPads on a daily basis as many assignments require investigation online. The course will include some lectures, labs, oral speaking, and writings to improve the student’s communication through reading, writing, and oral expression. The use of vocabulary, written communication, career exploration, and oral expression will be at the center of instruction.

**Resources**

· Ohio Means Jobs

-RISEUp- Penn Foster Industry Fundamentals

· Most of the resources used in this course will be available online, in the academic platform or provided by the teacher.

· Materials will also be located within One Note, Progress Book or classroom materials.

**Course Topics**

1. Social and Emotional Skills
2. Postsecondary and Career Preparation
3. Financial Literacy
4. Information, Media and Technology Literacy
5. Health and Wellness Literacy
6. Business Readiness Skills
7. Ethics and Legal Practices
8. Safety
9. Communication Skills
10. Customer Service
11. Economics
12. Entrepreneurial Concepts
13. Problem-Solving and Critical Thinking

**Course Objectives**

1. Express ideas logically, clearly, and coherently in writing and speaking with sound supportive thought and/or data.
2. Employ precise language to communicate ideas clearly and concisely
3. Organize self in regards to time management, interpersonal relationships, and organizational skills in order to be a good employee.
4. Understand what it takes to find a job, interview for the same, and be gainfully employed
5. Demonstrate an understanding for financial management including filing required taxes
6. Create better prepared students for the adult world of work and further educational opportunities
7. Obtain the Ohio Means Job Seal, which satisfies one of two required seals towards graduation
8. Identify their learning style through various inventories
9. Work collaboratively with peers, community partners and employers
10. Make connections between what you do in your work-based learning experience and the intended learning outcomes of the experience

**Text -** The textbook for this class will be “Succeeding in the World of Work”. Students will be required to have and use their iPads pretty much on a daily basis. It is imperative that students have their iPads charged and ready to go each day.

**Supplies -** Students should have a 3-ring binder to keep assignments and projects organized. Students will need to bring this binder with them daily. They will need to bring their own supplies of paper and pens/pencils each day to the classroom.

**Grading Plan -** The course will be graded on a point system of 0-100. Grades will be based on student participation, completion of activities, career portfolios, discussions and collaboration, and taken from homework, quizzes, tests, and projects.

90-100 A

80-89 B

70-79 C

60-69 D

59 and below F

Quizzes and tests will be used in written responsive form; true/false, multiple choice, fill-in, matching, short answer, and extended response. Tests will match this format.

Grades may be viewed on Progress Book. Grades will usually be posted weekly. I will often put assignments in Progress Book that we may not have covered yet in class. This is to give students an idea of what is coming up, what will be expected of them, and when assignments will be due. No assignment will be counted either for or against a student until a grade has been entered. An item marked as “Missing” will be accepted for 3 days after the due date, and after that the assignment will receive a zero grade.

**Course Format -** This course is designed to allow for Work Based Learning classroom instruction AND field experience with community partners and employers. Site visits will be completed by the instructor at various times throughout the year.

**Classroom Rules of Conduct**

1. Be prepared with materials each day with any work that is due
2. The iPad should be in the student’s possession and be charged and ready to go. Forgetting the iPad or not having it charged to be used in the classroom may result in a 0 grade for that day’s assignment.
3. Treat others with respect
4. You must ask and use a pass before leaving the classroom
5. Make-up tests and quizzes will be based upon student’s absence and return to school time.
6. We all come from different walks of life and travel paths that others may not be aware of. It is important that we assume responsibility for ourselves in actions, words, and deeds, as well as have the understanding that we all have the same goal which is to graduate from Utica High School.

**Academic Honesty -** While the design of this class is self-directed, it is expected that students will complete their own work at all times. Students will have the opportunity to collaborate with their classmates, but all work will be completed independently.