**Bring with you to Mandatory Parent Orientation 5:00 pm**

**Due August 17, 2018**



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| **Ms. Brandi Miranda**  **Phone: 229.225.5050 ext. 192**  **bmiranda@tcjackets.net** | ***Career Related Education Work-Based Learning Program***  **Course Syllabus**  **PREP Office**  **2018-2019** |  |

**Admissions Policy:** Junior or Senior, approval of WBLcoordinator, have an identified career goal; at least 16 years of age; concurrently enrolled in a CTAE course or previously taken a CTAE course; reliable transportation, on track for graduation; minimum of two teacher recommendations; and completed the Career Related Education Work-Based Learning Application process. Disciplinary actions and/or excessive absences may result in a student not being admitted into the WBL program.

**Credit:** One unit of credit for **each release period**, which requires an average of 5 hours per week annually.

**Instructor:** Ms. Brandi Miranda

**Course Description:** The Thomas County Central High School Career Related Education Work-Based Learning Program is an educational option that prepares high school students for the world of work through a combination of academic and workplace learning. It is based on the belief that our youth must be better prepared for the future if they are to be successful in a competitive, global economy.

**Course Goals**

* Increase student awareness of career planning
* Inform student of the increasing complex world of work
* Assist students in developing appropriate attitudes about work
* Provide students with a safe and educationally sound work environment, while ensuring student learners receive adequate compensation for their efforts
* Provide the opportunity for learning useful employability skills on real jobs under actual working conditions
* Help students to recognize how they can prepare for and advance in the workplace
* Empower students to think critically and for themselves
* Reinforce basic skills in communications and human relations
* Provide a realistic environment in which the student may explore interests/abilities
* Assist students in the development of good work habits, attitudes, appreciation and respect for work necessary for individual maturity and job competence
* Expose students to an additional learning situation for developing marketable skills
* Assist students in fulfilling responsibilities at the training location and classroom responsibilities in an efficient manner
* Require prompt completion and maintenance of all necessary forms/reports related to employment
* Assist students in the development of appropriate dress, promptness, and courtesy in the workplace.

Page 1 of 3

**Grading**

Career Related Education Work-Based Learning program grading criteria is as follows:

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| **GRADING SCALE** | |
| **EVALUATIONS (Employability Skills, Technical Skills and Self Evaluations)** 5 points will be deducted for each day late. | **45%** |
| **DOCUMENTS (Activities, Cover Letter, ICP, Photos, Portfolio (Capstone), Resume’, and Work/Wage Reports)**  5 points will be deducted for each day late. | **45%** |
| **WORK ETHICS (attending one WBL meeting per month and signing in or out daily)** 5 points will be deducted for each day late. | **10%** |

**To Parents**

Progress reports are available every six weeks on Infinite Campus. If you have any questions, feel free to contact the instructor.

**Program Rules**

* Complete all necessary documentation paperwork before reporting to a part-time paid job/internship.
* Attend all orientation/training/meetings as required by your work-based learning coordinator.
* Be regular in attendance at school and on the job. Excessive absences and/or tardies will affect your final grade and will require written documentation. Hours will be averaged on a semester basis, based on the grading windows.
* In order for a student to earn credit, hours must be documented.
* Go to work only when attending class at school. The student must be counted present for school that day in order to go to the worksite.
* Obtain the coordinator’s permission prior to terminating a job or internship experience.
* Remain under coordinator’s supervision during class periods designed for work whenever unemployed.
* Report immediately to the coordinator any job termination/job problem.
* WBL morning students are required to personally sign in before reporting to class and the WBL afternoon students are required to personally sign out before reporting to the worksite. Discipline procedures will be administered if not followed.
* Do not entertain personal visitors while on the job or use the phone unless necessary for an emergency situation, and then you must ask permission from your supervisor.
* Risk being dropped automatically from the program because of incompetence or negligence on the job and receive a grade of 50 for that grading period.
* Learn to ask questions at place of employment and during the related class or instruction when you do not understand certain instructions and procedures related to on-the-job training.
* Bring in check stubs and hours documentation forms to verify work hours and rate of pay. Internship student will need to complete hours documentation forms.
* Keep all forms, reports and assignments up-to-date and turned in on time or as directed by the coordinator. If an assignment is submitted after the due date, **5 points will be deducted** for each day late.

Pages 2 of 3

* Strive to maintain passing grades in all school subjects never using the Career Related Education Work-Based Learning program as an excuse for obtaining special privileges or as an excuse for not getting work done or serving detentions for other teachers.
* Be evaluated during each grading period on my skills, knowledge traits, attitudes, and attendance, at school and on the job.
* Notify employer by 8:30 a.m. if you are going to be absent from work. Schedule time off for special events related to school several days in advance.
* Provide own reliable transportation to and from work. Parents or guardians will assume the responsibility for a student’s safety and conduct from the time he/she leaves school until he/she reports to the job; likewise, from the time leaving the job until arriving home.
* Be attentive and cooperative in class and on the job, accepting any guidance and counseling cheerfully.
* Leave campus upon completion of the regular school day unless you have permission for official school business from a teacher. If caught on campus, discipline procedures may be administered.
* Learn and abide by the rules and regulations established by the employer.

***Please read the following statements, print your name, give your signature, and fill out the information below.***

As the **student**, I have read the Career Related Education Work-Based Learning syllabus and understand the expectations and requirements of the course. I also agree to follow the rules in Mrs. Miranda’s outside classroom.

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**Student’s Printed Name Student’s Signature Date**

As the **Parent/Guardian**, I have read the Career Related Education Work-Based Learning syllabus and understand the expectations and requirements of the course. I also expect my TCCHS student to follow the rules in Mrs. Miranda’s outside classroom.

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**Parent/Guardian Printed Name Parent/Guardian Signature Date**

***Phone Numbers: Please circle the phone number preferred.***

Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best time to call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best time to call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best time to call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 3 of 3