

Syllabus

Work-Based Learning is learning that results from work experience designed to increase the knowledge and skills of the student. The work experience is supplemented with instruction and activities that apply, reinforce, refine, or extend the learning that occurs during work, so that students develop attitudes, knowledge, skills, and habits that might not develop solely from work experiences. Students continue to take coursework related to his/her career interest, but also being paid, on the-job training or a non-paid internship through a structured workplace learning program.

Program Requirements

This is a selective, elective course. Students must meet program criteria to participate in the program. Students earn 1 credit each semester that they successfully complete the WBL course. The expectation is that students will work for the same employer while they are enrolled in the WBL program. Students **MUST** be employed the entire semester they are enrolled in WBL and must talk to Dr. Folds if problems arise at work so she can be involved in helping to resolve the problem. **Any student who quits or is fired from their job during the semester is at risk of being dropped from the WBL program and placed in another class for the remainder of the semester.**

Signed Documents and Insurance Cards

All documents (Training Agreement, Training Plan, Safety Training Agreement, Internet Agreement, and Signature Page) must be signed by students, parent/guardian, employer, and the WBL Coordinator before a student is permitted to leave school for work. The WBL must have a copy of the student's health and automobile insurance cards on file.

Grading Policy

Students earn a grade and 1 elective credit per semester in this course. The following guidelines are in place to help students maintain a grade average that will help them succeed in high school, at work, and postsecondary education.

Students' grades in all classes will be checked at the end of each 4-1/2 week grading period. Any student not maintaining a C-average or better will be placed on probationary status until the next grading period. In the event that the student's grades have not improved by the next grading period (brought up to C average), the student's grades will be reviewed for possible removal from the program.

Grading Scale

Portfolio Assignments (5 each semester)	30%
The completed portfolio will be submitted for the Final grade.	
Employer Evaluations (3 each semester)	30%
Monthly Time and Wage Sheets (5 each semester)	30%
Attendance at Mandatory WBL Meetings (one each week before at 7:20am)	10%

Failure to successfully complete ALL ASSIGNMENTS may jeopardize future participation in the Work-Based Learning Program.

Assignments

Fall Semester 1 st and 2 nd Year WBL Students		Spring Semester 1 st and 2 nd Year Students	
Assignment	Due Date	Assignment	Due Date
Portfolio	1 st Day of Class	Portfolio	1 st Day of Class
1 Discipline & Character	Aug. 24, 2017	6 Attitude & Respect	Jan. 19, 2018
2 Attendance & Punctuality	Sept. 22, 2017	7 Teamwork & Work Habits	Feb. 16, 2018
3 Social Media Ethics	Oct. 20, 2017	8 Self-Management & Time Management	Mar. 16, 2018
4 Productivity & Academic Performance	Nov. 17, 2017	9 Responsibility & Organization	Apr. 20, 2018
5 Oral & Written Communication	Dec. 15, 2017	10 Professional Image	May 18, 2018

Work-Based Learning

Dr. Lea Folds

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All assignments are posted and submitted using **Google Classroom**. Students will have access to all assignments and resources for this course. **The underlying assumption with all the assignments below is that they are professionally prepared and written in your own words.** APA Format should be followed for all assignments. Information regarding APA Style can be found at <https://owl.english.purdue.edu/owl>. I will also post a link in Google Classroom. If you need to quote someone or cite a source, do so using APA guidelines which can be found on the Purdue University Online Writing Lab website <https://owl.english.purdue.edu/owl/resource/560/01/>. Plagiarism WILL NOT be acceptable.

Due dates are shown below for each assignment. It will be extremely important to keep up with the assignments as you go. **Failure to turn in assignments by the due date will result in you staying at school instead of going to work in order to complete the assignments.**

Employer Assessments

Your employer will complete a performance evaluation for you each month. The evaluation will be reviewed with the student each month. The grade for the performance evaluation will be entered in Infinite Campus.

Monthly Time Sheet Report

Student will complete the Monthly Time Sheet Report at the end of each calendar month. Completion of the report and submitting it by the deadline each month will be graded.

Missing Work

Assignments not turned in by the due date will receive a zero (0). When the work is turned in, the grade will be updated to reflect the appropriate grade minus 11 late points.

Make-up Policy

Any assignments missed during a 9-week grading period must be made up during that 9-week grading period. Students will have two days for every day absent to make up assignments. Unless other arrangements are made to complete the missing work, students will receive a zero (0) for that assignment. **It is the student's responsibility to check Google Classroom and the course Syllabus for assignments and due dates.**

Computer Use

Computers and other electronic devices are consistently used in the Work-Based Learning to complete projects/assignments. All students must sign the school's acceptable use policy before using computer technology at their high school. Please review the school's acceptable use policy. Violating this policy will result in a disciplinary referral and a student may lose their computer privileges at school.

Supplies

1 – Binder, 1-½”
5 Divider tabs for the binder

Photo and Video Release: Photographs and/or videos will be taken of students and their participation in activities and on their work site. Parents must state in writing below if this is unacceptable for their child. Signing this syllabus without exceptions signifies parental acceptance of student possibly being captured on film or video for program marketing purposes.

I do not give permission for the WBL program to use photographs or videos of my child in program promotion materials printed or online.

Student Name (Printed)

Student Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date