Work-Based Learning Program Syllabus

Course Overview: The purpose of work-based learning is to provide students the opportunity to connect what they learn in school with work-site applications to enable a smooth transition into the work force and/or postsecondary education after graduation from high school.

Instructor: Marcus T. Minnifield, Coordinator
Work-Based Learning Program

Contact Information:
- Classroom: 051 & 053
- Email address: mtminnifield@atlanta.k12.ga.us
- Telephone: 404-802-3180
- Edmodo: Code

Credit: One unit. Enrollment Periods: August 2017 – December 2017 and/or January 2018 – May 2018

Course Goals
- Increase student awareness of career planning
- Inform students 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 insuring that 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 class room 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

Grading: Grades are an important part of the Work-Based Learning program. In order to help students keep an average that will help them succeed in high school, at work, and at the Post Secondary level. At the end of each grading period, the Work-Based Learning Coordinator will check grades.

Semester Average

WBL Evaluation – 50%
(Champion Mid-Term and Final Grade)
WBL Assignments – 30%
(Bi-Monthly Journal and/or Assignments)
WBL Program Documentation – 10%
(work schedules and earning records)
WBL Application – 10%
(completed application, etc.)
**Time Commitment:** A minimum of 15 hours a week or average 60 hours per month. The student must verify the hours worked through weekly, bi-monthly or monthly submission of his or her check stubs.

**Wages:** Determined by employer but student may be in an unpaid internship.

**Out of Work Requirements:**
In the event you are either laid off or you quit your job, the following activities will be required during the time you are unemployed. These activities will take the place of one work-based learning assignment.

1. Five employer contacts (i.e., telephone calls, job applications, or interviews) maintained in a journal and turned in daily to your Work-Based Learning Coordinator.
2. One four-paragraph essay
   - 1st paragraph – why you picked the job you just left
   - 2nd paragraph – things you liked about the job
   - 3rd paragraph – things you did not like about the job
   - 4th paragraph – things you learned about the job
3. Students who do not secure a job placement within the first two weeks of school will be placed in another course.

**Recovery/Termination:**
Please read this section carefully to avoid any type of termination. The following terminations are explained in detail.

1. If a student is **laid-off** due to lack of business, the student will have 10 business days to find another job. The student will be provided active leads by the Work-Based Learning Coordinator. *See Out of Work Requirements above.* If the student does not take a job, he or she will receive a grade of 50% for the semester and will be removed from the Work-Based Learning Program.
2. If a student is **fired,** he or she will receive a grade of 50 for the semester and will be removed from the Work-Based Learning Program.
3. If a student **quits** without notifying the WBL Coordinator and employer 10 business days in advance, he or she will receive a grade of 50 for the monthly work-based assignments and documentation grades. The student will have 10 business days to find another job. *See Out of Work Requirements above.* If the student does not take a job, he or she will receive a grade of 50 for the semester and will be removed from the Work-Based Learning Program.
4. If a student **quits** after properly notifying his or her Work-Based Learning Coordinator, the student will have 10 business days to find another job. The student will be provided active leads by the WBL Coordinator. *See Out of Work Requirements above.* If the student does not find a job, he or she will receive a grade of 50 for the semester and will be removed from the Work-Based Learning Program.

**Transportation Emphasis:**
The student or their parents/guardians must provide transportation.

**Insurance:**
1. Health/life insurance is provided by the student's parents/guardians.
2. Accidental insurance (to and from work site) is provided by parents/guardians.
3. Workers' compensation provided by the employer.

**Full-Time Employment Commitment upon Completion:** There is no commitment on the part of employer to offer employment to the student upon completion of the program.