

**Course Description:**

Work-Based Learning is a Career program designed to prepare students to enter the workforce. All assignments and requirements reflect this mission. Work-Based Learning is designed to provide participating students with connecting activities/coursework that are directly related to the student's instructional pathway and employment aspirations.

# Class Objectives:

The state has identified 24 objectives for WBL. All of which directly or indirectly affect the students in the course. The following are directly related to student instruction:

1. Career Awareness Activities such as field trips, speakers, and assignments.
2. Career Exploration Activities such as Job Shadowing Day and internships.
3. Instructional Related Activities such as learning employability skills.
4. Connecting Activities such as Dual Enrollment and Post-Secondary options.
5. Employability skills such as soft skills, work ethics, etc.
6. Career Plans and Pathways
7. Business Partnerships will be developed
8. Student Admission such as applications are required.
9. Mentor Training for each business is required.
10. Legal and labor issues as applied to students.
11. Training Agreements are developed.
12. Training Plans are developed.
13. Student Evaluations will be conducted several times per semester.

21) Post-Secondary Options will be explored.

# Course Prerequisites:

Students must have completed an application, have acceptable behavior, have acceptable attendance, and have satisfactorily completed a minimum of 1 CTAE/Fine Arts course which relates to their job/future career field as well as be on track for graduation.

# Resources Used:

Websites:

* CTLS
* Remind Class Code for WBL Students: @3h48g8
* Other websites/resources will be implemented as needed.

# STUDENT ORIENTATION - FIRST DAY OF THE SEMESTER PARENT ORIENTATION - BY VIDEO

**CLASS MEETINGS:**

* Monthly class meetings will be held on **the first Wednesday of every month** in room 216. *Any changes to the location or time will be announced via Remind*. There will be 5 meetings on the dates below. Student’s should only attend meetings during their WBL-release block. **The report times**

**for the 4th block meetings will be the first 30 minutes of the block**. The meeting dates will be:

|  |  |  |
| --- | --- | --- |
| * August - 8/11 * September – TBD | * October - TBD * November - TBD | o December - TBD |

* Monthly class meetings are mandatory -- **THE STUDENT MUST ATTEND EACH MONTH!**
* Class meetings constitute part of the course grade. Each meeting is 4 points of the student’s overall grade and **CAN ONLY BE MADE UP IF THE ABSENCE IS PRE-ARRANGED WITH THE**

**INSTRUCTOR** at least 12 hours prior to the scheduled meeting.

* Meetings will consist of approximately 15-20 minutes of instruction/announcements.
* Students must sign in to get credit for attending.
* **It is the student's responsibility to inform employers about the monthly class meetings.**
* Assignments are due each month before the next month’s meeting

o Frequent late/missing coursework are grounds for removal from the WBL program.

# ATTENDANCE AT SCHOOL AND WORK

* + Attend school regularly. Chronic attendance problems concerning school and/or work are grounds for removal from the WBL program.
  + If students are too sick to come to school, they are too sick to go to work.
  + The state of Georgia requires the following to grant credit for the WBL (YAP) program regarding work hours:
    - *1 block = 135 hours per semester (7.5 hours a week)*
    - *2 blocks = 270 hours per semester (15 hours a week)*
    - *3 blocks = 405 hours per semester (22.5 hours a week)*
* These are the **Minimum** state requirement -- **not the MAXIMUM.**

## **Work obligations are for the entire semester. They do not cease when the minimum hour requirement is met.**

* ***Students who do not complete the minimum hour requirement:***
  + Will not receive credit for WBL. This portion of the student’s grade is not prorated.

## Students who are not satisfied with their job placement:

* + Changing jobs during the semester is strongly discouraged, but not prohibited. It must, however, be done properly.
    - A written letter of notice must be presented to the current employer two weeks prior to the last day of employment and a copy must be provided to the WBL supervising teacher for the student's file.
    - Failing to properly resign from a job before leaving will receive a 20-point deduction from their **overall grade.**
    - Do not resign from a position until another job has been secured.

# If students must resign from their job, they must notify the WBL Coordinator in advance.

* + If students do not notify the WBL Coordinator in advance, they will receive a 20-point deduction from their **overall grade.**

## Students not satisfied with their shadowing placement:

* + Discuss any problems with the WBL Coordinator, but the student should not remove themselves from the site.
  + If the problem cannot be resolved, the WBL coordinator will attempt to coordinate another placement.
  + Notify the shadowing supervisor five (5) working days in advance of the student’s final day. Shadowing students will be placed a **maximum of two times per semester.**

# TERMINATION FROM EMPLOYMENT:

If the student is terminated from their employment, he/she must IMMEDIATELY notify their Work-Based Learning Coordinator. Being fired from employment is grounds for failing WBL.

# MAKEUP WORK:

Students have three (3) days after the absence to turn in make-up work. This work includes the WBL class meetings. Make-up meetings must be scheduled individually through the WBL supervisor.

# CHEATING:

Students will receive a ZERO for assignments if it is determined they cheated or falsified information. Parents will be notified within 48 hours. Falsification of employer and or parent documents will result in removal from the WBL Program.

# DISCIPLINE:

The rules, policies, and consequences found in the student handbook and written by the Cobb County Schools will be enforced. In addition to these rules and policies, the student is expected to follow all the WBL policies and procedures as outlined in this syllabus/handbook and as printed on the WBL forms that were signed by both the student and the parents.

# WITHDRAWAL FROM PROGRAM

Refer to the above discipline policy. Students not following the guidelines outlined in the syllabus and/or failing the course will not be readmitted into Work-based Learning.

# PARKING DECALS:

# All WBL students must have clearance with parking at Pebblebrook High School through Administration.

**EXTRACURRICULAR ACTIVITIES**

CTSO affiliation is strongly encouraged. Preferential admission into Work-based learning will be given to students active in their Pathways CTSO.

# TIMESHEETS

Completed, signed timesheets are a required/graded component of the WBL program. These sheets are the student's responsibility! The timesheets are available on the WBL website and should be submitted via CTLS. Timesheets ***n need to be both signed by a supervisor and totaled, or they will***

***not be accepted*.**

**TUTORING:**

Please contact the WBL supervisor to make an appointment for tutoring or assistance with assignment completion.

# PERFORMANCE EVALUATION

* Worksite supervisors will complete an evaluation at **midterm and end of the semester**.
* Students will be evaluated on their work ethic and skills as outlined in their training plan.

# GRADING\*

**The overall grade for the course is calculated by the following:**

Assignments – 25% Monthly

Meetings – 30% Monthly

Timesheets – 25%

Midterm – 10%

Final – 10%

\***Please Note:** For Work-Based Learning, grades will be posted to Synergy at Mid-term and End of the Semester. **The current or in-progress grades for students will need to be viewed in Parent Vue.** Students must meet the minimum work-hour requirements to receive transcript credit for Work-Based Learning. Students not meeting the minimum work-hour requirements will receive a maximum grade of 65.

# For full credit, assignments must be turned in on the due date. Points will be deducted for late assignments. This process is especially important in the Spring when honor graduates and class rank are determined.

**TRANSPORTATION**

Students are responsible for their own transportation. If for some reason transportation becomes unavailable, sharing rides on a regular basis is prohibited. Parents may pick students up and transport them to their job/shadow site. If necessary, the student may be held at LHS until the situation is resolved. **However, the student may not, for any reason, stay on campus and “hang out” until**

**the end of the day.**

**ELECTRONIC CONTACT**

Due to the physical distance between students and WBL Supervisors involved in work placements, WBL Supervisors may use a variety of methods to communicate with or contact the student and his/her employer. These methods include text messaging, social media, Remind, cell phone contact, email, and/or any other type of electronic/internet-based communication.

# Students who have a grade below 70 will have their permit revoked and not be allowed to leave campus. Grades will be checked at the beginning of each month.

Students with grades below 70 will meet with their WBL Supervisor to formulate a plan for correction. The student’s parents will be called and notified of the student’s inability to leave campus for work. Students not following the plan of correction may be removed from the WBL program altogether. The WBL teacher reserves the right to keep students on campus for excessive absences, behavior, unemployment, etc.

# Drug Tests

Employers may require that a drug test be taken and passed before offering employment to students. The Work-based Learning Coordinator will be notified if a student does not pass a drug screen given by an employer. The WBL Coordinator is a Mandatory Reporter and is required to report any failed drug test to the student’s Guidance Counselor.

# COVID-19 Awareness

Students can mitigate risk from COVID-19 on the worksite by doing a few things: washing hands regularly, wearing a mask if required by the worksite, avoiding touching eyes, nose and mouth, and not going to work if COVID-19 symptoms are present. If a student does not feel safe at work, please speak to the Coordinator. Students are expected to notify their Work-Based Learning Coordinator if they are quarantined from school/work for any reason to begin making plans for

assignments and work responsibilities.

# Distance Learning in the Event of a School Closure:

In the event of a school closure, all students and teachers participating in the Traditional, Face to Face school model will shift into a Distance Learning Model. In our distance learning model learning takes place virtually with the student’s current teacher of record. This instructional approach involves scheduled, online, teacher-prepared lessons or printed teacher-made learning resources in which students will complete outside of the school building from. This will be the process for continuing students’ educational experience, even though students and teachers are not in the same physical location.

* + Teachers will implement plans and prepare resources for distance learning prior to a school closure. These plans will reflect required standards for the course.
  + The bulk of distance learning will take place through the teacher’s required CTLS. Students will need to complete assignments and other course requirements as indicated by the teacher.
  + The Distance Learning Model will follow a schedule that will enable teachers to facilitate learning with their students. Students will be required to interact with their teachers online during the scheduled times. Concessions will be made for students that have connectivity issues with the internet.

# Teacher Responsibilities:

During the time of Distance Learning, teachers will teach students remotely. As the teacher of record for your student, I will:

* + Provide instruction through CTLS
  + Provide virtual activities
  + Provide printed materials for students that do not have access to the internet
  + Provide appropriate and reasonable accommodations for students who are on 504 plans, IEP, and/or additional reasons appropriate to assist students in achieving the learning outcomes.

# Student Responsibilities:

* + Students will log into their Outlook and check their email or CTLS for messages.
  + Students will participate in online learning activities at their scheduled times.
  + If students do not have access to the internet, they should reach out to the school by phone to receive guidance.
  + If students do not have access to the internet, printed educational activities will be sent home for students that will match the online activities that other students are participating in.
  + All students will be required to participate in learning activities and students will continue to be assessed on their mastery of content.

# Grading:

Students will continue to be assessed on classwork, projects, and other assessment forms like quizzes and tests. Teachers will continue to post grades in Synergy.

# Student Services:

Students will continue to receive special education services, 504 modifications, Gifted Services, and ESOL Services. Lowndes High School will work with the teachers of these students to make sure that all students receive the services that they are entitled to.

# Communications:

Teachers, Counselors, and Administrators will continue to communicate with parents and students. They will utilize telephone and email to continue to communicate with individual parents and students. For schoolwide communication, the school will utilize social media platforms and student/parent emails.