

Calhoun County Career Academy
Work-Based Learning Syllabus
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Course Description: Work-Based Learning also known as “Co-op” provides students with the opportunity to learn a variety of skills by expanding the classroom into the community. Through exciting WBL experiences students gain valuable workforce skills while in high school.

Prerequisite: Career Preparedness & Instructor Approval

Grades Level: 11 & 12

Credits Earned: 1 credit per semester

Instructional Delivery: Google Classroom

Communication: Remind & School email

Student Responsibilities:

- Fill out the WBL application and turn in all required signed documents.
- Complies with the rules and regulations of Work-Based Learning.
- Sign-out in the office every day when you leave campus.
- Work a minimum of 140 hours per semester with no less than 15 hours a week.
- Turn in work hours weekly through Google Classroom.
- Students are to keep Co-op teacher informed at all times of changes in contact information, and job changes.
- Attend WBL Orientation
- Stay on track to graduate by passing all classes.
- Follow school attendance policies.
- Join Remind and remain in Remind until you complete work-based learning.
- WBL is an educational experience, therefore a student is expected to stay at the job where they started work-based learning.

Grading Scale: The following components and percentages will make-up the student’s grade	
140 Hours Worked in a semester (70 hours per 9 weeks)	30%
Documentation (Submitting Forms by Deadline) Weekly hours worked by Midnight every Monday (100 or 0)	45%
Employer/Coordinator Evaluations	25%
Google Classroom uploads, Google Drive, and Students’ File will document assessed items	100%
NOTE: 10 points will be deducted up to a 0 all documents or assignments submitted after the due date. No exceptions will be made.	

All documentation and assignments will be submitted to the instructor electronically using a computer, smartphone or electronic device.

If a student does not fulfill the student responsibilities and has been warned, the student will be asked to stay at his/her home school until documentation and/or assignments are completed or student will be taken out of the Work-Based Learning program.