**Work-Based Learning Syllabus**

**Calhoun County Career Academy**

**Mrs. Heather Almaroad, Work-Based Learning Coordinator**

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**Course Description:** Work-Based Learning also know 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.

Students will take their required 4 core classes then sign-out in the office to leave school to work at a job that matches the student’s career goals.

**Pre-requisite:** Career Preparedness **and** Instructor Approval

**Grades Level:** 11 & 12

**Credits Earned:** 1 credit per semester

**Career Tec Student Organization (CTSO)** participation is a co-curricular component of the Work-Based Learning program. Student organizations enhance classroom instruction, develop leadership skill, expand workplace-readiness skills, and provide opportunities for professional growth and service.

**Student Responsibilities:**

* Work a minimum of 140 hours per semester with no less than 10 hours a week
* Stay on track to graduate
* Turn in weekly hours worked
* Communicate with Coordinator
* Attend WBL Orientation
* Attend scheduled Professional Development workshops
* Communicate with Employer

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| **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)** | 25% |
| **Employer/Coordinator Evaluations** | 20% |
| **Completing Assignments in Google Classroom** | 20% |
| **Staying connected & communicating with Mrs. Almaroad through Google Classroom & Remind** | 5% |
| Google Classroom uploads, Google Drive, and Students’ File will document assessed items | **100%** |
| **NOTE: 20 points will be deducted or a O will be given for 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, 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.**

WBL Professional Development

**Dates may change due to unforeseen events. Students will be notified through Google Classroom and Remind two weeks in advance of any changes to the schedule.**

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| **Date** | **Workshop Content** | **Where workshop will take place?** |
| **TBA** | **WBL Orientation:** Syllabus, course procedures, expectations, how to use Google Classroom, & how to fill out WBL forms. | My Classroom at CCCA Room 3, first building |
| **TBA** | **Safety Test** | Google Classroom Assignment |
| **At Mid-term** | **Resumes and Job Applications** | Google Classroom Assignment |
| **TBA** | **Job Search:** Resume, Appearance, Job application | My Classroom at CCCA Room 3, first building |
| **At Mid-term** | **Employability and Career Readiness Skills:** What are Soft Skills? Why is Soft Skills Important? Smart Work Ethics, Power of Your Image, Interpersonal Skills, Cognitive Skills, Organizational Skills | Google Classroom Assignment |
| **TBA** | Guest Speaker presentation on Employability and Career Readiness Skills | My Classroom at CCCA Room 3, first building |
| **At Mid-term** | **Interview Process Video and Questions:** Effective communication verbal and non-verbal | Google Classroom Assignment |
| **TBA** | Guest Speaker presentation on Personal Finance | My Classroom at CCCA Room 3, first building |
| **At Mid-term** | **Personal Finance:** Banking, credit, budgeting, and loans | Google Classroom Assignment |
| **TBA** | **Senior Appreciation Party** | Meeting Room at the Career Academy |