



Dutchtown HIGH SCHOOL

Work-Based Learning Program

Course Syllabus ~ 2020-2021

Work-Based Learning Instructional Leader: Mrs. Laura Kinchen

Dutchtown High School website: <https://schoolwires.henry.k12.ga.us/dhs>

COURSE DESCRIPTION: Work-Based Learning Programs are structured educational experiences that integrate classroom learning (school-based) with productive, structured work experiences (work-based), which are related to a student's career goal and program of study.

COURSE OBJECTIVES /STUDENT ACHIEVEMENT TARGET: The Work-Based Learning student will:

- Demonstrate personal qualities that promote success on the job.
- Recognize safety issues, practices, and regulations.
- Examine career opportunities and options for postsecondary/continuing education.
- Demonstrate skills necessary to obtain employment.
- Demonstrate ability to maintain positive relationships on the job.
- Identify strategies for managing personal finances.
- Examine laws related to employment.
- Demonstrate effective written and verbal communication skills.
- **21st Century Skills:** Communication; Collaboration; Critical Thinking; Citizenship (Digital)

COURSE REQUIREMENTS: The Work-Based Learning student will:

- Complete the application with appropriate recommendations, and receive approval in the program prior to the school year.
- Receive work experiences related to your career goal and program of study. (You must have an approved job! Parents, students, school and employers must all agree to certain responsibilities relating to this job.)
- Complete all necessary paperwork given to you.
- Sign out at the designated time before leaving campus **each day!** No exceptions!
- Complete assignments related to GeorgiaBEST when assigned and on time. Instructions will be given each month.
- Attend Work-Based Learning meetings when notified (all dates given beginning of school year).
- Contribute to an Employer Appreciation Token. This will cost each student approximately \$10.00 which is due before the Fall Break.
- Submit wage and hour reports weekly/monthly (instructions provided).
- Submit verification of wages earned and hours worked each semester. This will include monthly and semester total sheets as well as copies of paycheck.
- Find time to communicate with the Work-Based Instructional Leader, Ms. D. Gilliam, Room 403 as to what is happening at work! I want to know what you love about work and what you hate about work. We may find solutions to some of your problems. Let me help you!
- Students will be evaluated by your employers/supervisors twice per semester.
- Students will be evaluated by your Work-Based Instructional Leader twice per semester.



MATERIALS NEEDED: Please make sure that you keep up with your work-based learning materials in an orderly fashion (electronic and hard copies of material)!

- Use your school issued email account: student number @henry.k12.ga.us; monitor frequently
- Funds for contribution to Employer Appreciation Token
- Code of ethics, WBL Student handbook, and all necessary employment and parental forms will be provided by the school
- Most of the work for the assignments can be completed outside the classroom if you have the computer equipment needed. My room is always available to you if you need to use the school equipment. Just schedule a time with me to come by and use it!

DISCIPLINE PROCEDURES: Behavioral detrimental to learning will not be tolerated. **If students receive In-School Suspension for any reason, they will not be allowed to leave school early to go to work.** This could interfere with your success at work. Don't find yourself in this situation. And of course, appropriate business behavior is expected of you **at all times** while you are at work. Ultimately, poor behavior will result in poor grades for WBL and could result in your being removed from the Work-Based Learning Program. **You are also subject to disciplinary action at DHS for any inappropriate behavior while off campus during your release hours.**

MAKE-UP POLICIES: Students are allowed to make-up work and or meetings for excused absences only, and it is their responsibility to get make-up work the first day they return. The number of days allowed to complete make-up work will not exceed the number of days absent. Failure to comply will result in a zero (0) being given for an assignment missed during an excused absence. Assignments missed due to unexcused absences will result in a zero (0). Good attendance is a must to achieve a high grade.



Grading System:

- Daily (Weekly reports and any other documents/activities/assignments required) – **40%**
- Assessments (Meetings, Evaluations, and any other documents/activities/assignments required) – **40%**
- Exams (Performance-Based) - **20%**

REMOTE LEARNING

- Remote Learning will fall within the regular school day hours
- Follow district policies and procedures regarding attendance and are expected to attend classes virtually each day
- Ensure Chromebooks are charged and are in good working order
- Conduct and behavior expectations will follow the policies and procedures outlined in the HCS Student/Parent Handbook...for example, dressing appropriately, no inappropriate language, bullying, etc.
- Additionally, following any rules going forward as it applies to Remote Learning

Teacher Comments: This will be an exciting year. You should approach this course and your work experience as an incredible opportunity to learn about a career that you are interested in. Keep your eyes open while you are at work and learn as much as you can with each career encountered. Can you see yourself in that line of work in the next few years? It will not be long before you will be pursuing your career dream. I believe that Work-Based Learning will help you prepare for it! Many classes talk about different career opportunities but with WBL, you are allowed to experience the career opportunities. **Don't waste this time...it is not an early release class from school.** You might learn that you hate a particular line of work. Isn't it better to learn it now, instead of years later? Have you ever known someone to go to college, graduate and then realize that they do not like their career choice? It happens frequently. I don't want it to happen to you. I am looking forward to a great year as you, your parents/guardians, employers, and I work together to help you get the most out of this educational experience. Let's have a wonderful school year!



Dutchtown High School
WORK-BASED LEARNING
Course Syllabus ~ 2020-2021

I have read and understand all of the objectives, requirements, and expectations for this course, Work-Based Learning (located on DHS web site under faculty/staff, Laura Kinchen web page).

Student Name Printed

Student Signature

Date

Parent Name Printed

Parent Signature

Date