



Want text reminders of upcoming events/assignments? : Text @1718wblapp to 81010

Phone: 770-382-3200 ext. 3320

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COURSE DESCRIPTION: Work Based Learning Programs are structured educational experiences that integrate independent, facilitated school-based instruction with productive, structured work experiences, which are related to a student's career goal and program of study. The goal of the WBL experience is to build a reflective portfolio of work related experience. Due to the nontraditional nature of the WBL experience, the policies regarding late work reflected in this syllabus and other program materials are not traditional to a typical classroom environment. Please read the policies carefully.

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

- Demonstrate personal qualities in the classroom and workplace that promote success on the job.
- Recognize safety issues, practices, and regulations.
- Examine career opportunities and options for a postsecondary/continuing education.
- Demonstrate skills necessary to obtain and retain employment.
- Demonstrate ability to maintain positive relationships on the job.
- Examine laws related to employment.
- Demonstrate effective written and verbal communication skills.

COURSE REQUIREMENTS: The Work-Based Learning student will:

- Complete the WBL application with appropriate recommendations to receive approval into the program.
- Receive work experiences related to the 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 before leaving campus each day.
- Submit Time Sheets/Journals/Assignments/Portfolio on or before due dates. (See portfolio directions).
- Attend Work-based Learning meetings each month.
- Follow procedural guidelines as stated in WBL Handbook (See Handbook)
- Students will be evaluated by your employers/supervisors once each 9 weeks.

DISCIPLINE PROCEDURES: Behavior detrimental to learning will not be tolerated. If students receive In-School Suspension (ISS) for any reason, they will not be allowed to leave school early to go to work which could interfere with success at work. Students should avoid finding themselves in this situation. Appropriate business behavior is expected of students at all times while at work. Ultimately, poor behavior will result in poor grades for WBL and could result in removal from the work-based learning program.

ATTENDANCE: School takes precedence over work and therefore student must maintain good attendance at school to remain in WBL regardless of attendance at work. Failure to attend school regularly and pass other classes will result in removal from WBL

SUPPLIES: 1.5" to 2" 3-ring VIEW FINDER style binder; 1 pack of Customizable Tabs; Sheet Protectors (Optional); Pen; Paper; Access to Internet

GRADING SCALE: According to the GA DOE, the purpose of the WBL program is to provide a work experience for the student while they build a portfolio that documents their work experiences. If this portfolio is not organized and ready for presentation at the end of the year reception, the student is not considered to be a completer of the course and is likely to fail. Each month represents a checkpoint to ensure that the student is completing the necessary work for the program in addition to maintaining their job. Grades of completion will be assigned accordingly, but if the student does not submit a completed portfolio for the midterm check and/or the final check, they will likely fail the course. Grades will be updated

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before the next month assignments are due. See Detailed Grade Scale.

Late Work: Work that is not turned in at the last school day of the month will be considered late.

Late Work Affects Leaving Campus: Late work must be turned in within 2 school days or the student will not be allowed to leave campus until the work is completed.

Completed Late Work: Will not receive credit that month, but will be graded for feedback and student corrections.

Late Work Full Credit: Full credit will be given for assignments on the mid-term and final portfolio checks as long as the student has made the corrections.

Students are aware in August of the deadlines for the year. Since this is an independent learning environment, students must make every effort to stay in constant communication with the WBL Coordinator and get their work turned in by the deadlines set. They may be resourceful in getting the work turned in on time. Students are encouraged to be responsible and accountable in both the school and work place and should make every effort to exhibit these qualities. This includes communicating when there are instances that will impact their abilities to perform both and outside of school. OVERCOMMUNICATING with the WBL Coordinator is the policy.

Documentation: Work Based Learning Students will be required to have a significant amount of documentation signed and returned to the work based learning coordinator before they begin to work. Parents/Guardians should sign and return the documentation as soon as possible.

CTSO INVOLVEMENT: Work Based Learning students are required to join Cartersville High School’s premier Career Technical Student Organization, FBLA, or another industry specific CTSO. Future Business Leaders of America is a natural connection between students who are in High School to industry and business leaders across our state.

WBL Fees: \$15 for FBLA Membership (Required); \$10 for FBLA T-Shirt (optional – but is necessary for some FBLA field experiences); \$25 for WBL fees to pay for an employee appreciation lunch/breakfast. TBD.

Rising Professionals Training: Each month, WBL students will be required to attend a Rising Professionals Meeting. The meetings are designed to help students enhance their business ethics and employability skills. The hour long meetings will be held in the MEDIA Center on FAB Wednesday at 12:45 PM. Students should bring their portfolio. All other supplies will be provided by the work based learning coordinator. Rising Professional Seminar dates will be provided to the student before September.

WBL Activities: There will be opportunities for students to participate valuable workshops and field trips that coincide with WBL state standards and the GA Best Employability Certification program. These will be factored into their activities grade. Part of grooming our students for success is learning to balance obligations from home, work, and school. Students will have the dates at the earliest point possible to make arrangements for participation.

Failure to adhere to guidelines governing the Work Based Learning/Youth Apprenticeship program and related activities will result in immediate termination from the Work Based Learning Program.

I HAVE READ ALL STATEMENTS LISTED IN THE SYLLABUS AND I WILL CARRY OUT THE RESPONSIBILITIES AS DELEGATED:

Student/Employee _____ Date: _____
Parent or Guardian Acknowledgement _____ Date: _____

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WBL Grading Scale

Portfolio Grade= 30%

Coordinator Grade = 30%

Mentor Grade = 30%

Activities Grade = 10%

Grade Scale subject to change based on grading policy change at CHS and/or scale change in grading software- all parties shall be notified of any significant changes.

I. Portfolio Grade = 30%

- a. **Weekly Production Reports** – WPR are due each Tuesday. Late grades result in a zero, but and will need to be turned in in order for the student to continue leaving campus. These are brief observations of both student and mentor each week along with recording the student’s hours and wages. Signatures from the mentor will need to be obtained. Students will pick up previously turned in WPR’s each Tuesday.
- b. **Monthly Hour/Wage Reporting**- On the due date for each month, students will total their work hours and wages for the month to put on the monthly hour and wage reporting form located in Ms. Boyer’s room 101. Failure to do so will result in temporary suspension of student leaving campus.
- c. **Work Journals** – Students who have one period of work based learning will follow the schedule listed in the WBL Quick Guide to complete work journals. Students who have two or three periods of Work Based Learning will have a work journal **each month**. Work Journal formatting is the same each month. Students will insert a header into their document. Left aligned will be their first and last name, Centered will be the words “Work Journal”, and Right Aligned will be the Month, Year. Following directions and formatting guidelines are important to the presentation of the portfolio.
- d. **Portfolio Assignments**- Portfolio Assignments are found on the canestocareers.com website and are assignments related to the employability of the student. They cover topics such as resumes, cover letters, work philosophy, etc. Portfolio assignments also include the submission of photos of the student on the job. These are expected to be submitted via twitter, but students can work out another plan with the WBL coordinator.
- e. **GA Best Assignments**- Students will be participating in the Georgia State Employability Skills Credential – GA Best. Students may be required to complete worksheets at the monthly meetings and thus will be graded under the portfolio category. At the end of the year, Georgia State Department will mail students who qualify their certification.
- f. **Portfolio Notebook Setup- Accurate Cover page, Notebook, Tabs**
- g. **Midterm and Final Portfolio Checks**

II. Coordinator Grade = 30%

- a. Attending Rising Professional Meetings – Monthly – Students should be prepared for each meeting to share a highlight of the month, a positive event that took place or to analyze a problem that came up at work, the solution considered and the final outcome. Students will also be completing their GA Best Training at the meetings and going over important program information. Due to the non-traditional nature of the course, this is the only structured time the students see the WBL Coordinator.
- b. Criteria used to evaluate the WBL student’s weekly performance in program requirements, work habits, and ethics. These behaviors are specified in the WBL Handbook and can be found in more detail on the training plan agreement and the following rubric.
- c. All students begin with a 100% in the Coordinator’s portion of the WBL Grade. Deductions will be made from the score each week in the areas listed on the attached chart.

III. Mentor/Employer Grade = 30%

- a. Annual Wage & Hour Report
- b. Training Plan
- c. Mentor/Employer Employability Skills Evaluation Grade each 9 weeks
- d. Mentor/Employer Job Skills Evaluation Grade – one per semester

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IV. Activities Grade = 10 %

- a. CTSO Activities- Students are expected to participate in at least two CTSO activities per semester for whichever club they joined. CTSO stands for Career and Technical Student Organizations – FBLA, HOSA, Graphic Arts Club
- b. WBL Activities- There will be activities throughout the year that are offered to WBL students. Some of these are optional, while the others are mandatory.
 - i. **Mandatory:** Symposium (Tentative Sept); Mock Interview Day; Job Shadow Day
 - ii. **Optional:** BB&T Business Ethics Seminar (will need a min. number to attend); UGA College Tour; Other College Tours; College and Career Day at CHS; College Day taken on their own
- c. Coordinator Consultations- Students should make an appointment with Coordinator for a consultation following work site visit or Employer Evaluation- Expected that they will do this twice per school year.

Coordinator Evaluation Weekly Criteria: Students begin with a 100% in this portion and will continue to earn a weekly grade. Deductions will be made based upon the criteria listed below. If deductions are not made the student will earn a 100% weekly grade.

Point Deduction Categories		Weekly Dates of Occurrence									
		1	2	3	4	5	6	7	8	9	
Neglecting to sign out daily or signing out for another	10pts/day										
Falsifying records or reports	20 pts/assign										
Going to work when absent from school	10 pts/day										
Unexcused Absence	20pts/day										
Neglect to notify coordinator when absent or staying on campus	20 pts/day										
Changing jobs without coordinator’s prior approval or documentation	20 pts **										
Failure to work a two week notice	20 pts										
Being dismissed from employment due to inadequate performance or inappropriate conduct	20pts/day **										
Working with fewer than the minimum number of hours required, based upon choice or performance	5pts for each segment										
Remaining on campus or returning to campus without permission after you have signed out	10 pts										
Failure to stay with coordinator during unemployment	10pts/day **										
Failure to notify Coordinator in person next day if terminated from employment	10pts/day **										
Failure to maintain PASSING grades in all subjects	10pts per subject										
WBL Assignments completed and current	10 pts per day late										
Weekly Coordinator Grade											

** These events could result in the student being placed under coordinator or administrator supervision for the WBL Release time periods and may not leave campus. Continuous internship or work is required for credit.

I HAVE READ The Grading Scale

Student/Employee _____ **Date:** _____

Parent or Guardian _____ **Date:** _____

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