

Job Training II Syllabus - Mrs. Foster (full-year course)

Power Essentials and Targets

Job Training (Work-Based Learning or WBL) Course Description

This course is designed to improve employability skills. Students will learn about various employment opportunities through interest assessments. Students will learn to prepare a cover letter, resume, and complete job applications. Work-based learning opportunities at various businesses throughout Hastings will help students develop soft skills such as teamwork, self-direction, accepting feedback, communication, flexibility, etc. Work-based learning placements will typically last one semester. Students may have a job coach or work independently, depending on the individual support needed. Students will be evaluated in the following areas: Time management, Motivation, Teamwork, Accepting Feedback, Communication, Flexibility, Personal Appearance, and Responsibility.

*This WBL program partners with local businesses and the Department of Labor to offer paid work-based learning experiences to students who qualify for WIOA. To learn more, please reach out to Mrs. Foster.

Grade Scale

98-100% = A+	88-89% = B+	78-79% = C+	60-69% = D
92-97% = A	82-87% = B	72-77% = C	0-59% = F
90-91% = A-	80-81% = B-	70-71% = C-	

Grade Weighting

Formative Assessments (Tests, final drafts of writing, projects, presentations, quizzes, etc.)	70%
Summative Assessments (Study guides, homework, discussions, working drafts of writing, etc.)	30%

Zeroes

Zeroes are not acceptable. Students with missing assignments will:

1. Have a conversation with the teacher.

2. Receive reminders during class.
3. Have parents and guardians contacted by the teacher.
4. Complete the assignment in a timely manner.

Tardy Policy

Tardies are reported to the office. More than three tardies in a semester will result in detention time assigned by the vice-principal.

Cell Phones

As per school policy, **cell phones** must be **off** (or on silent, no vibration) and **out of sight** during class unless the teacher instructs students to use them.

Computer Use

School-issued computers are not optional tools but necessary parts of the curriculum. Students are expected to have computers **in class** and **charged** every day.

During class, computers are to be used **only for classwork unless the teacher gives specific permission** for other educational activities.

Emergency Routes

Tornado: Remain in room 13; Move to the Kitchen area

Fire: Go right from the door, Up the west stairway; Exit the West 1st-floor door; Move to the grassy area on the left

Parent contact

Parents will be contacted via email or phone to report chronic missing assignments and any behavior concerns.

Classroom Expectations

Purposeful in procedures	Wear ID, Use Planner, Bring necessary materials, Manage Time Appropriately, Ask Questions
Respectful and responsible	Respect personal space; Use appropriate school language, communication, volume, and tone; Use technology appropriately; Follow Directions; Use a clear container for water
Involved	Participate in class, Do quality work, Make eye contact, Be on Topic, Let an adult know if something isn't right
Determined to be safe	Wear ID, Focus on assigned tasks, Wash hands/Use sanitizer, Let an adult know if something isn't right
Excellence	Do your best work every day