Work Based Learning Syllabus
Fall '23
Work-based Learning Coordinator- Julie Frix
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(or Google ECS WBL)

Course Description: Work-Based Learning is a Career program designed to prepare students to enter the workforce. All assignments and requirements reflect this mission. Work-Based Learning is designed to provide participating students with connecting activities/coursework that are directly related to the student's instructional pathway and employment aspirations.

Class Objectives
The state has identified 24 objectives for WBL. All of which directly or indirectly affect the students in the course. The following are directly related to student instruction:
2) Career Awareness Activities such as field trips, speakers and assignments
3) Career Exploration Activities such as Job Shadowing Day and internships
4) Instructional Related Activities such as learning employability skills
 5) Connecting Activities such as Dual Enrollment and Post-Secondary options
10) Employability skills such as soft skills, work ethics, etc.
11) Career Plans and Pathways
12) Business Partnerships will be developed
13) Student Admission such as applications are required
14) Mentor Training for each business is required
15) Legal and labor issues as applied to students
16) Training Agreements are developed
17) Training Plans are developed
18) Student Evaluations will be conducted several times per semester
21) Post-Secondary Options will be explored

Course Prerequisites
-Students must have completed an application, have acceptable behavior, have acceptable attendance, and have satisfactorily completed a minimum of 2 CTAE courses which relate to their job/future career field and continue towards completing a CTAE pathway as well as be on track for graduation.
-Students that are enrolled in work-based learning are committing to a minimum of a year in the program.
-Seniors are not allowed to enroll as "new" students during the second semester of their senior year.
-If WBL students choose to participate in sports and other extracurricular activities, they are responsible for finding their own employment that will accommodate their schedules.

<u>Training Plan</u>
Employers will complete a training plan for student employees. They will submit an agreed upon plan with outlined skills that students are expected to learn during their time of employment. The work-based learning coordinator, parents, students, and employers must all agree to the plan. This information will be completed at the beginning of the student's first semester. This information is on the WBL website for parents and students, but paper copies will also be available.

<u>Class Lessons</u>
-Class lessons will be posted monthly with weekly required assignments. It is the student's responsibility to complete the required coursework. Coursework will be posted on Google Classroom. Students will need to download Google Classroom to their phones.
-All assignments will be posted at the beginning of the semester for each month. Required timesheets will also be submitted monthly via Google Classroom. They are due on the LAST day of the month (does not matter if that is a Saturday or Sunday.) You will have a 5 day grace period to turn-in timesheets, but any other late work WILL NOT be accepted without an excuse. TImesheet links can be found on the WBL website and the Google Classroom.

<u>ATTENDANCE AT SCHOOL AND WORK</u>
Attend school regularly. Chronic attendance problems concerning school and/or work are grounds for removal from the WBL program. If students are too sick to come to school, they are too sick to go to work. The state of Georgia requires the following to grant credit for the WBL (YAP) program regarding work hours:
1 block = 135 hours per semester (7.5 hours a week)
2 blocks = 270 hours per semester (15 hours a week)
3 blocks = 405 hours per semester (22.5 hours a week)
STUDENTS ARE NOT REQUIRED TO WORK DURING THE TIME THEY ARE RELEASED FROM SCHOOL! Students can work the required hours on the weekend, during holidays, or evenings, as long as they meet the semester requirements.
*These are the Minimum state required hours -- not the MAXIMUM
*Work obligations are for the entire semester.
*They do not cease when the minimum hour requirement is met.
*Students must sign-out upon leaving campus OR sign-in upon arrival.

*Students who do not complete the minimum hour requirement will not receive credit for WBL. This portion of the student's grade is not prorated.
-IF STUDENTS HAVE NOT SECURED EMPLOYMENT AFTER THE FIRST TWO WEEKS OF THE SEMESTER, THEY MUST RE-ENROLL IN ON-CAMPUS CLASSES.

Students who are not satisfied with their job placement:
Changing jobs during the semester is strongly discouraged, but not prohibited. It must, however, be done properly:
STEP 1: Meet with Ms. Frix and explain your situation. She needs to know what's going on at your place of employment that would cause you to leave. IF YOU DON'T HAVE A CONFERENCE WITH MS. FRIX, YOU EARN A "0" ON YOUR PERFORMANCE EVALUATION, WHICH IS 25% OF YOUR GRADE!
STEP 2: Secure another job. DO NOT QUIT ONE JOB WITHOUT HAVING ANOTHER JOB TO GO TO!
STEP 3: If Ms. Frix approves your resignation, then a written letter of notice must be presented to the current employer two weeks prior to the last day of employment and a copy must be provided to Ms. Frix for the student's file.

If a student is fired from a position, they will fail WBL and will not be allowed to take the course again.

Cheating
Students will receive a ZERO for assignments if it is determined they cheated or falsified information. Parents will be notified within 48 hours. Falsification of employer and or parent documents will result in removal from the WBL Program.

Discipline
The rules, policies, and consequences found in the student handbook and written by the Emanuel County School system will be enforced. In addition to these rules and policies, the student is expected to follow all the WBL policies and procedures as outlined in this syllabus/handbook and as printed on the WBL forms that were signed by both the student and the parents.

Withdrawal from Program
Refer to the above discipline policy. Students not following the guidelines outlined in the syllabus and/or failing the course will not be readmitted into Work-based Learning.

Extracurricular Activities
CTSO affiliation is strongly encouraged. Preferential admission into Work-based learning will be given to students active in their Pathway's CTSO.

Timesheets
Completed timesheets are a required/graded component of the WBL program. These sheets are the student's responsibility! The timesheets are available on the WBL Website and should be submitted on or before the required submission date found on the timesheet. I will accept

the timesheet templates that I have shared with you, timesheets that your supervisor prints out (if you clock-in and clock-out at work), or pay stubs if the number of hours you have worked are on them. If you use the timesheet template that I have provided they MUST have a supervisor's signature.

Tutoring
Please contact the WBL Coordinator to make an appointment for tutoring or assistance with assignment completion. Students are expected to be proficient in Google Classroom procedures and know how to navigate the Google Classroom platform. If you are not familiar with Google Classroom, please contact Ms. Frix to schedule a tutorial session. You will also have assignments in Canva, an online graphic design website. If you are not familiar with Canva, please make an appointment with Ms. Frix for a tutorial.
Ms. Frix is on Swainsboro High School Campus on Tuesdays and Fridays in her office E105 and at ECI on Mondays and Thursdays, usually in the computer lab.

Performance Evaluations
Worksite supervisors will complete an evaluation at midterm and two at the end of the semester. Students will be evaluated on their work ethic and employability skills twice per semester. At the end of the semester, they will be evaluated on the skills as outlined in their training plan by their employer.

GRADING*
The overall grade for the course is calculated by the following:
Assignments – 25%
Monthly Timesheets – 25%
Employer Evaluations 25%
Final (Portfolio or project) – 25%

Transportation
Students are responsible for their own transportation. If for some reason transportation becomes unavailable, sharing rides on a regular basis is prohibited. Parents may pick students up and transport them to their worksite. The student may not stay on campus and "hang out" until the end of the day if transportation is not available.
Parents, guardians, or siblings are considered reliable transportation.

Electronic Contact
Due to the physical distance between students and WBL Supervisors involved in work placements, WBL Supervisors may use a variety of methods to communicate with or contact the student and his/her employer. These methods include Google Classroom, Kinvo, cell phone contact, email, and/or any other type of electronic/internet-based communication.

Drug Tests

Employers may require that a drug test be taken and passed before offering employment to students. The Work-based Learning Coordinator will be notified if a student does not pass a drug screen given by an employer. The WBL Coordinator is a Mandatory Reporter and is required to report any failed drug test to the student's Guidance Counselor and administration.

COVID-19 Awareness

Students can mitigate risk from COVID-19 on the worksite by doing a few things: washing hands regularly, wearing a mask if required by the worksite, avoiding touching eyes, nose and mouth, and not going to work if COVID-19 symptoms are present. If a student does not feel safe at work, please speak to the Coordinator.

Student name_____

Parent name_____

Parent signature_____

I have read and understand the requirements for Emanuel County Schools Work-based Learning as outlined in the Fall '23 Syllabus.

Parent Signature:_____ date:_____

Student Signature:_____ date:_____