

Bondurant-Farrar Community Schools
Internship Syllabus

Course Objectives

- Professionalism
 - Hard skills/transferable skills
 - Positive attitude
 - Image of a professional
- Ethics
 - Ethical communication
 - Digital Citizenship
- Self-Management
 - Emotional Control
 - Problem Solving
 - Time Management
 - Goal Setting
 - Stress Management
- Attire
 - Workplace Dress
 - Business Meeting
- Communication
 - Communication Process/Barriers
 - Language and how it gets in the way:
 - Condensing Words
 - Biased words
 - Jargon and cliches
 - Euphemisms
- Verbal and Nonverbal Communication
- Speaking
 - Introductions
 - Telephone Calls
- Listening Skills
 - Listening Process
 - Listening with Purpose
 - Formal Meetings
- Written Communication
 - Writing Etiquette
 - Social Media Etiquette
- Writing and Interviewing for Employment
 - Resume, Cover Message, Portfolio
 - Application Process
 - Preparing for an Interview
 - After the Interview

- Hiring Process
- Teams
 - Teams in the workplace
 - Conflict Resolution
 - Difficult People
 - Leadership
- Diversity
 - Diversity in the Workplace
 - Culture
 - Intersectional Communication
 - Benefits of Diversity
- Confidence
 - Self-Confidence
 - Professional Success
 - Realistic Expectations

Classroom Expectations

This class is designed to allow students to be out in a workplace setting and, therefore, will require that the students rise to meet the expectations of the workplace. Especially as the school district looks to work with the business partner for years to come beyond this one school year experience.

Class Participation/Daily Work

It is the expectation that you will participate in this class, whether it is online or in person. That means that you will be present in what is being done in class!

Additionally, the majority of the class will center on the placement at the business partner. The work that is needed from this placement will be an hours sheet proving that you were attending to tasks for the placement. Additionally, there will be biweekly reflections given that will be directly tied to the transferable skills found in the textbook reading from the first Quarter in the classroom.

- Once a placement has been identified, students have 2 weeks to fulfill any requirements to start (e.g. background check, drug test). If not completed within the 2-week window, a different placement will be identified.
- We will make every effort to place a student in their interest area. We will do this twice. If the 2nd placement falls through, then the student will complete the first semester and drop the second semester. Some placements may require additional clearances, like a background check or a drug test, which is something that is a real-world scenario. If the student feels they are unable to comply with these requirements, Mr. Hill will move on to the 2nd option for placement.

- Once a placement is determined, the student is expected to show up on time and is not allowed to miss more than 5 days. Each absence must be communicated to the appropriate people (e.g. Mr. Hill and the placement supervisor) with appropriate reasons. Unexcused absences are not allowed. In the event a student misses more than 5 days, they will be dropped from the placement and potentially the class with a failing grade.

Text book

G-W Soft Skills for the Workplace

<https://www.g-wonlinetextbooks.com/>

Username: bfcSD14

Password: ssw22

Assessments

The assessments will be reflective of the experiences in the classroom as well as at the placement.

GRADING SCALE

[Board Policy 505.5R]: Academic marks are recorded as letter grades, denoting the following quality of work:

"A" is the grade of distinction and represents work of superior quality

"B" represents work of excellent quality

"C" represents work of average quality

"D" represents work regarded as passable, according to the minimum requirements of the course in effort and quality

"F" denotes failure to successfully complete the course and no academic credit is received.

All classes that students are enrolled in are figured into the GPA.

All classes will use the same grading scale. The grading scale is as follows:

A+ = 99-100% ↑ A = 93-98% A- = 90-92%

B+ = 87-89% B = 83-86% B- = 80-82%

C+ = 77-79% C = 73-76% C- = 70-72%

D+ = 67-69% D = 63-66% D- = 60-62% F = 59% ↓

LATE WORK

Late work will be accepted up until the 4.5 week progress monitoring point, and then **no** late work will be accepted unless it was recently distributed and it was moved to the next grading period. There will be no penalty for late work until the 4.5 grading point. When a student is absent from school, whether the absence is excused or unexcused, he/she will be required to make up all work that was missed during the absence. The student will have one day to make up work for each one day of absence.

***QUARANTINE POLICY:** *Students who are quarantined due to an exposure are still required to complete assignments and activities for each of their courses during their absence. Teachers will reach out and communicate assignments that need to be completed during their absence. All assignments can be submitted digitally through Canvas or Google Classroom. If your student needs any assistance on assignments/activities during this time, please have them email the teacher for guidance. If a student misses any assessments during this time, assessments will need to be completed by the end of their second in-person day upon returning to school. Your student and the teacher can arrange this upon returning. If other arrangements need to be made we will address this with individual situations. Teachers will be available to assist academically when needed so please reach out to them with any questions. If you have any additional questions/concerns, please don't hesitate to reach out to our HS administration or your student's school counselor. We understand this can be a very stressful situation and are here to assist you during this time.*

W.I.N.

The purpose of W.I.N. is to provide students with an opportunity for reteaching of specific concepts/skills, retaking assessments, and providing supplemental materials for the essential learning standard(s). Teachers will request students as needed, but students may also elect to go to a specific teacher during this time. Sign -up for W.I.N. takes place on Monday between 8:00am and 1:00pm on bfhs.FLEXISched.net

ELECTRONIC DEVICE POLICY

[Board Policy 508.7] All electronic devices not provided by the school are prohibited between the hours of 8:10am and 3:15pm except for passing times and lunch. The first time a cell phone or other electronic device is taken from a student for improper use, it will be returned to the student at the end of the school day. All subsequent events will require parent/guardian pick-up of the phone/device. Violation of this rule can result in the following, up to and including but not limited to: loss of school privileges, punishment up to and including detention, in-school suspension, out-of-school suspension, application of the Good Conduct Rule penalties, or in severe cases, taken before the Board for purposes of expulsion.

- **1st Offense:** Confiscation of device plus verbal warning. Students may pick up devices at the conclusion of the day from the high school office.
- **2nd Offense:** Confiscation of device. Parents/Guardians will pick up

devices at their convenience from the high school office.

- **3rd Offense:** Confiscation of device. Parents/Guardians will pick up devices at their convenience from the high school office. The student will be required to check in/out devices to the high school office for three (3) consecutive school days.
- **4th Offense:** Confiscation of device. Parents/Guardians will pick up devices at their convenience from the high school office. The student will be required to check in/out devices to the high school office for five (5) consecutive school days. Consequences for additional offenses will be determined by building administration.