

OHHS Career and Technology Education

WORK PREPARATION SYLLABUS



Course Name: Work Preparation

Prerequisite: None

Length: One Trimester, 0.5 credits.

COURSE DESCRIPTION:

Learn job search skills; career exploration; college research, human relations, health and safety, credit, taxes, and time management.

COURSE RESOURCES:

- ▶▶ Information will be gathered from many sources.
- ▶▶ Students will be using the Internet to gather information on jobs, careers, and post high school educational options.

COURSE FEES: None

INSTRUCTIONAL UNITS: (May be altered to align with student need/preferences)

- ▶▶ Health and Safety
- ▶▶ Job Search
- ▶▶ Career Exploration
- ▶▶ Post High School Education/Training Research
- ▶▶ Post High School/Care Plan

MAJOR ASSESSMENTS:

- ▶▶ Health and Safety Test
- ▶▶ Unit Papers
- ▶▶ Unit Presentations
- ▶▶ Portfolio

WEIGHTED CATEGORIES:

- 70% Projects (Tests and Projects)
- 20% Daily work/Homework
- 10% Professionalism

WORK PREPARATION SYLLABUS—2

Tests and Projects:

- ▶▶ Projects will be given over the material covered. Quizzes maybe given over the course of a Unit.
- ▶▶ Students will give an oral presentation after the Career Exploration, Post High School Training and Career Plan units.
- ▶▶ If a student is absent on the day a project is due or the day of their presentation, they will be required to submit their project and present on the day they return.
- ▶▶ If a student is absent the day of a test or a quiz, they will have one week to make it up. This will need to be done before or after school. Makeup tests will not be done during class time.

Daily/Homework:

- ▶▶ This will include in class activities, and research needed for projects.

Professionalism:

- ▶▶ You will earn 10 points a day for coming to class and working in a professional and productive manner.
You will earn
 - Be Here – need to be in the Work Preparation class
 - Be On time – School Policies followed. Student need to be in the classroom when the last bell stops ringing. See General Rules and Expectations for other discipline due to tardiness
 - Be Prepared– book, assignment, calculator, pen and/or pencil, computer & program(s) username(s) and password(s), and in attire according to the school’s dress code.
 - Be On Task - working during period, conversations are on topic, phone is put away
 - Be Respectful – listen during instruction, use positive comments when speaking with peers, avoid slang when “joking”, speak in low tones with neighbors or teacher only when working, keep desk and computers free of drawing and/or gum, keep questions and comments appropriate during classroom discussion.

GRADING SCALE: Points will be given and a grade based on your percentage of points on units and daily work and tests.

93% +	A	83-86.9%	B	73-76.9%	C	60-66.9%	D
90-92.9%	A-	80-82.9%	B-	70-72.9%	C-	59.9% and Below	F
87-89.9%	B+	77-79.9%	C+	67-69.9%	D+		

LATE WORK POLICY:

- ▶▶ All daily work is due the day after it is assigned, however, it can be turned in late for full credit until the unit test is given. After that, no credit will be given.
- ▶▶ Projects not turned in on time will be accepted for partial credit (75% of grade earned) up to 2 days after the original due date. (Exceptions will be made for Excused Absences)

TUTORING AND EXTRA HELP

- ▶▶ The Business classroom will be open at 7:15 in the morning before school and it will stay open until at least 2:45 pm after school. Students are welcome to come in and type or work on class projects during those hours.
- ▶▶ Students needing extra help can come in after school with Ms. Underwood on Tuesdays*, Wednesdays*, and Fridays. (*Occasionally I may have a meeting after school on these days, please check with me during class to make sure I am available that day).
 - Students unable to come in after school can make an appointment to come in before school or during their lunch.
- ▶▶ Many days the lab will be open later than 3:00 and students can stay as long as there is a teacher present.
- ▶▶ The lab will be closed Mondays after school because of teacher meetings.

WORK PREPARATION SYLLABUS—3

RE-DO POLICY:

OHHS is an effort based school where we believe all students can learn. We also know that students learn at different rates. Thus, we are implementing a re-do policy that recognizes the needs of individual learners.

- ▶▶ 100% Re-do
 - ▶▶ Assessments (with exception of the Final semester exam)
 - ▶▶ Key Assignments: Evidence that demonstrates mastery of a standard
- ▶▶ Teachers may:
 - ▶▶ require completion of supporting assignments prior to re-do opportunities for students to show they can meet the standard.
 - *All assignments must be completed and corrected by the student prior to retaking an exam.*
 - ▶▶ require students to complete re-do of work outside of class time.
 - *All re-do work/test retakes will be done during Tutoring/Extra Help times listed below.*
 - ▶▶ limit the number of re-do opportunities for each assignment.
 - *Students will have 1 re-do/retake opportunity for each test/project.*
 - ▶▶ assign zero grades when students choose not to do key assignments and/or assessments to standard.
 - ▶▶ have different requirements for late work.
 - *See Late Work Policy below.*
- ▶▶ All opportunities for re-do work will come with a deadline as assigned by the teacher.
 - *Students will have 1 week from when the original Project/Test was scored and returned to the class to complete re-do work or to retake a test.*

PLAGIARISM POLICY (WAYS TO EARN A 0 ON ANY ASSIGNMENT):

OHHS PLAGIARISM POLICY:

- ▶▶ Any student, who knowingly turns in any work that has been done by someone other than himself or herself, and fraudulently represents it as his/her own, shall be considered to have cheated. Cheating also includes: aiding someone else in cheating, the use or preparation of written, pictorial, or other materials not authorized by the instructor during a test or assignment, the use of testing materials obtained previous to the test date, or plagiarism of any kind. Students found cheating will also be subject to an office referral, which could result in a suspension. As an effort based school, students who have plagiarized/cheated must still demonstrate their learning. Thus, students will be given the opportunity to complete the work. This will fall under the “Late Work Policy” of the teacher where total possible points may be reduced.

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