  **Work-Based Learning** 

Course Syllabus

Fall 2019

**Coordinator/Instructor Information**

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| Mrs. Tiffany Stonecipher |  | M.A., Education – Auburn University |
| IT/WBL Lab at MSCA, Room 150B |  | B.S., Business/Marketing Education - UNA |
| School Phone: (256) 389-2660 Ext. 1630 |  | A.A.S., Legal Office Administration - NWSCC |
| School Fax: (256) 389-2662 |  | IC3 Certification |
| School E-mail: tstonecipher@mscs.k12.al.us |  | Microsoft Technology Associate |
|  |  | Microsoft Certified Professional |

**Course Description:** Work-Based Learning is a structured component of the Career/Technical

Education curriculum that integrates classroom instruction with productive, progressive, supervised, and paid or non-paid work-based experiences in fields related to students’ career objectives. Content is planned for students through a cooperative arrangement between the school and employer as a component of work-based learning.

Work-Based Learning is supervised by a teacher who holds a Class B or higher certificate in CTE, has taken the *Functions of the Coordinator* or *Principles of Coordination* coursework, and who completes an hour of Child Labor Law training annually.

**Purpose/Objective:** The purpose of work-based learning is to provide paid and unpaid work-based experiences in approved training stations that typically cannot be obtained in the classroom.

**Prerequisites:** It is recommended that a student obtain concentrator status, (two courses within a CTE program), prior to enrollment in WBL. Students who have not obtained concentrator status must have successfully completed a minimum of one CTE credit within a program and be taking the second course required for concentrator status. Students are required to have already completed the Career Preparedness course.

**Weekly Class Meetings:** Students will be REQUIRED to meet during 4th block on designated days (see page 3; usually Monday’s). If any student is unable to complete assignments within the class meeting day, they may return on Wednesday’s during 4th block to work. Wednesday meetings are optional and advanced notice is required via email to [tstonecipher@mscs.k12.al.us](mailto:tstonecipher@mscs.k12.al.us).

**CTSO:** SkillsUSA, TSA, HOSA, FCCLA, DECA or FBLA (membership in one is expected).

**Determination of Student Eligibility** The Coordinator will ensure that all requirements for work-based learning are met. The Coordinator ensures that the student:

* Has a clearly defined career objective in the career cluster for which employment is being considered.
* Possesses the knowledge, skills, behavioral qualities, and abilities required for successful employment.
* Is at least 16 years of age.
* **Is physically and mentally capable of performing the essential functions of the desired work-based experience.** Essential functions are responsibilities that must be performed by the position, are fundamental to the position, and cannot be reassigned to another position.
* Has successfully completed the required prerequisite course(s).
* Is classified as an 11th or 12th grader.
* Is on track for graduation.
* Has an acceptable attendance, grade and discipline record as validated by the Coordinator.
* Has completed an *Application for Enrollment*.
* Has provided the names of a minimum of three educators who know and are not related to the student who will complete recommendation forms including the teacher of the career cluster course.
* Has participated in a student interview to review information on the application, discuss parental/guardian support of participation, and discuss possible training stations.
* Has the ability to provide transportation to and from the training station.
* Has provided proof of current health or accidental insurance coverage and, if driving to and from the training station, proof of automobile liability insurance.

**Course Standards/Goals:** This course will follow the Alabama Course of Study for Work-Based Learning (WBL). Students MUST obtain 140 work hours during the course of the semester enrolled.

**Course Assessment Plan:**

Weekly Assignments (work schedules, daily grades) 25%

Pay/Hour Verification (pay stubs, monthly reports) 25%

Employer/Teacher Evaluations (minimum of 2 per semester) 30%

Tests (Safety, Child Labor Laws, etc.) 10%

Employability Points (5 each 9 weeks) 10%

**Grading Scale:**

90-100 = A 80-89 = B 70-79 = C 60-69 = D 0-59 = F

**Required Supplies:** Enthusiasm, self-motivation, self-discipline, and a positive attitude! I expect students to treat our class time (**4th Block** **Every Monday unless it’s a holiday; see page 3 for specific dates**) as part of their job. Students are expected to sign-in, sit in assigned seat, be on time, and prepared to work. Students will need to bring a 1” 3-ring binder (Portfolio), pen/pencil, paper, highlighter, and calculator to class every time we meet (unless otherwise noted).

The documents required for the WBL class are as follows:

* Application for Enrollment
* Resume
* Training Plan
* Training Agreement
* Work-based Learning Evaluation Reports (one per grading period)
* Wage and Hour Reports
* School Regulations and Policies (signed)
* Teacher Recommendation forms (3) including a recommendation from the cluster course teacher related to the student’s career objective
* Safety training documentation
* Proof of Insurance and Emergency Contact Form (copy of insurance card is preferred)
* Proof of current health or accidental insurance coverage (i.e., copy of health/insurance card) & proof of automobile liability insurance (i.e., copy of auto insurance card)
* Student Evaluation of Training Station/Agency (at conclusion of work-based experience)
* Other forms as required by the LEA or training station

**Course Outline\*:**

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| **Due Dates** | |  | **Topic\*** |
| **Monday**, July 29 between 12-3 p.m. @ MSCA!  ***Do NOT wait til August 1st to submit paperwork!!!!!*** | |  | Turn in ALL completed WBL Paperwork to Mrs.  Stonecipher by 3:00; include copies of Driver’s  License, Auto and Health Insurance Cards |
| **Thursday, August 1**  **@ MSCA** | from 1:40 – 3:10 p.m. |  | **Orientation to WBL**, Syllabus Review, Forms, Fees-Pay $30 per credit, Review Employability Points (5 per 9 wks), Join a CTSO! Turn in weekly work schedule, pay stub(s), and Wage/Hr Report. Complete Safety Test w/100% accuracy. Review Training Plan and submit. Complete Kuder Interest Assessment. Create a Resume and upload to Kuder. |
|  |
| Monday, August 5 | |  | Turn in weekly work schedule; Ready to Work Training |
| Monday, August 12 | |  | Turn in weekly work schedule, pay stub(s) ; Ready to Work Training |
| Monday, August 19 | |  | Turn in weekly work schedule, pay stub(s); Work Pictures are DUE TODAY! ; Ready to Work Training |
| Monday, August 26 | |  | Turn in weekly work schedule; Ready to Work Training |
| Tuesday, September 3  ***(Monday, 9/2 is Labor Day Holiday!)*** | |  | Turn in weekly work schedule, pay stub(s), and the  August Wage/Hr Report, pay stubs; Ready to Work Training |
| Monday, September 9 | |  | Turn in weekly work schedule; Ready to Work Training |
| Monday, September 16 | |  | Turn in weekly work schedule; Ready to Work Training |
| Monday, September 23 | |  | Turn in weekly work schedule; Ready to Work Training |
| Monday, September 30 | |  | Turn in weekly work schedule; Ready to Work Training |
| Monday, October 7 | |  | Turn in weekly work schedule; September pay stub(s), and September Wage/Hour Report; Ready to Work Training |
| Wednesday, October 16  ***(Mon., 10/14 & Tues., 10/15 is Fall Break!)*** | |  | Turn in weekly work schedule; Ready to Work Training |
| Monday, October 21 | |  | Turn in weekly work schedule; Ready to Work Training |
| Monday, October 28 | |  | Turn in weekly work schedule; Ready to Work Training |
| Monday, November 4 | |  | Turn in weekly work schedule; October pay stub(s); October Wage/Hour Report; Ready to Work Training |
| Tuesday, November 12  ***(Monday, 11/11 is Veteran’s Day Holiday!)*** | |  | Turn in weekly work schedule; Training |
| Monday, November 18 | |  | Turn in weekly work schedule; Training |
| Monday, December 2 | |  | Turn in weekly work schedule; Training |
| Monday, December 9 | |  | Turn in weekly work schedule; November pay stub(s); November Wage/Hour Report |
| Monday, December 16 | |  | Turn in weekly work schedule; Employee Evaluation; December pay stub(s); December Wage/Hour Report |

*\*Tentative*

**Essential Questions:**

* What is handling criticism?
* How can one employee’s unethical actions affect the other employees and the company?
* How has financial management changed in the last 50 years?
* What inherent dangers are associated with credit?
* What leadership skills can be learned in Cooperative Education Seminar that relate to your short-term and long-term plans.
* What minimal skills are necessary to be considered employable in a specific career setting?

**Culminating Projects:**

* Career Portfolio
* Skit with written script, display, debate, learning log, journals, multimedia presentation, newspaper articles, PowerPoint presentation with script, poster, creative writing, games, teaching a lesson
* CTSO members could demonstrate effective interviewing techniques to local professionals during an Advisory Committee meeting.

**Student Credentialing Opportunity:**

Students will have the opportunity as a Senior at MSHS to take the WorkKeys® Assessments. It is no longer a requirement of Work-Based Learning.

**Required Class Fee:**

A class fee of $30 is required to participate in WBL. Students must pay this fee **within the first two weeks** of the semester or fill out a waiver with Mrs. Springer (in the office) to stay in the class. It may be paid to Mrs. Stonecipher during the first 15 minutes of class or taken to the office any time between 8:15 a.m. and 2:00 p.m. Debit and Credit Cards are now being accepted in the MSCA office.

**Parking:**

The Muscle Shoals Career Academy requires ALL students to park at MSHS. There will be no student parking at MSCA unless a $10 parking pass is purchased for 4th block only. No exceptions!



Parents,

Please go over this syllabus with your student and ask them any questions you may have about it. You may also email me at tstonecipher@mscs.k12.al.us so that I may assist you in understanding the requirements and expectations of this class. Please feel free to e-mail me at any time during the semester if you have questions or concerns about your student’s progress. It would be extremely helpful if you would include your phone number and email address so that I may contact you as well.

By signing your name, you acknowledge that you have been given a copy of the class syllabus and have been given the opportunity to ask questions about it. By signing this form, you also agree to and state that you understand the terms of the class syllabus, including the course description, objectives, requirements, related instruction, course standards, assessment plan, required supplies, required class fee, and parking. Please detach the bottom portion of this page and return it to Mrs. Stonecipher once the **Student and Parent/Guardian** have signed.

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| Mrs. Tiffany Stonecipher | August 1, 2019  Date |
| WBL Teacher/Coordinator |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | August 1, 2019 |
| Parent/Guardian | Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | August 1, 2019 |
| Student | Date |