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**Saraland High School**

**Work-Based Learning/Co-Op**

**Course Syllabus**

**2024-2025**

**Coordinator/Instructor Information**

**Mrs. Jennifer Cunningham** B.A. Human Resource – University of Faulkner

Saraland High School 2nd Floor, Room 222 Masters in Business Management-University of Faulkner

School Phone: (251) 602-8970 Ext. 63529 Business/Marketing Teacher Certification – Athens State

School Fax: (251) 602-8994 Microsoft Office Specialist

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**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.

**Purpose/Objective:** The purpose of work-based learning is to provide paid (apprentice) and/or unpaid (intern) 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 **OR** students have already completed the Career Preparedness course.

**CTSO:** FCCLA, FBLA, FTA, HOSA, SkillsUSA or TSA, (membership in one is HIGHLY RECOMMENDED).

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

**Course Assessment Plan:**

**Assignments** (Paperwork, Time Cards- Monthly, Hour & Wage Reports-QTR, Schoology Assignments)

**Employer/Evaluations** (minimum of 1 per quarter) Training Station Reflection

**Assignments**-Assignments through Schoology Account

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

**Required**

1. **Join the Remind! Text Group Text @coopsh OR @coop2sh to 81010 to join**
2. **Schoology Account check weekly for reminders/assignments**
3. **Time Cards Due by the 5th of the Following Month (Late Paperwork=Deductions of Points; MUST be signed, total hours, total wages and BLACK ink)**
4. **Resume/Four Year Plan/Safety Test uploaded to Kuder Account**
5. **Paperwork/File Folder Complete and Updated**
6. **Wage and Hour Report due each Quarter**
7. **Employee Evaluation due each Quarter**
8. **Documented 140 work hours per credit per semester; 280 (double Co-Op)**

**Course Outline-Workbase Learning/Co-Op: KEEP THIS PAGE FOR REFERENCE**

**First Quarter\***

|  |  |  |
| --- | --- | --- |
| Paperwork Due (see below) | 400 points | August 8th (Due b4 leaving campus) |
| August Time Card Due+ | 100 points | Before Sept. 5th, |
| Point(s) Deducted Daily for Late Time Cards | -10 points/week | After Sept. 5th |
| Resume Typed/Upload to Cloud/Kuder/Schoology | 100 points | By Sept. 29th |
| First Employee Evaluation | 100 points | By Oct. 5th |
| September Time Card Due+ | 100 points | By Oct. 5th |
| Point(s) Deducted Daily for Late Time Cards | -10 points/week | After Oct. 5th |
| Wage & Hour Report - Checkpoint for Total Hours to Date | Must have 140 per credit – Check wage & hour sheet for hours | |
| **Class Fee Due $25** |  | Before Sept. 1st |
| **CTSO Membership Due** |  | Before Sept. 29th |

**Second Quarter\***

|  |  |  |
| --- | --- | --- |
| October Time Card Due+ | 100 points | By Nov 5th |
| Point(s) Deducted Daily for Late Time Cards | -10 points/week | After Nov 5th |
| November Time Card Due+ | 100 points | By Dec 5th |
| Point(s) Deducted Daily for Late Time Cards | -10 points/week | After Dec 5th |
| Employee Evaluation | 100 points | Before Dec 5th |
| December Time Card Due+ | 100 points | By Dec 12th |
| Wage & Hour Report - Checkpoint for Total Hours to Date | Must have 140 or 280 double – Check wage & hour sheet for hours | |

**Third Quarter\***

|  |  |  |
| --- | --- | --- |
| January Time Card Due+ | 100 points | Before Feb 5th |
| Point(s) Deducted Daily for Late Time Cards | -10 points/week | After Feb 5th |
| Employee Evaluation | 100 points | Before March 5th |
| February Time Card Due+ | 100 points | Before March 5th |
| Point(s) Deducted Daily for Late Time Cards | -10 points/week | After March 5th |
| Wage & Hour Report - Checkpoint for Total Hours to Date | Must have 140 or 280 double – Check wage & hour sheet for hours | |

**Fourth Quarter\***

|  |  |  |
| --- | --- | --- |
| March Time Card Due+ | 100 points | Before April 5th |
| Point(s) Deducted Daily for Late Time Cards | -10 points/week | After April 5th |
| April Time Card Due+ | 100 points | Before May 5th |
| Point(s) Deducted Daily for Late Time Cards | -10 points/week | After May 5th |
| Employee Evaluation | 100 points | Before May 5th |
| May Time Card Due+ | 100 points | Before May 18th Jrs only! |
| Wage & Hour Report - Checkpoint for Total Hours to Date | Must have 140 or 280 double – Check wage & hour sheet for hours | |
| Exit Interview w/ Mrs. Cunningham | 100 points | By May 5th Srs. May 18-Jrs |

\*Other points include Employability Points including Organization skills, File Management, Timeliness, etc.

+Timecard MUST be signed by employer & student, totaled wages & hours, black ink, and legible

The documents required for the Workbase Learning/Co-Op class are as follows:

* ***Training Agreement*** *(yellow form signed by Parent, Employer, Student)*
* ***Training Plan*** *(Green form Filled out with List of Duties Performed at work ONLY; no ratings)*
* ***Proof of Insurance & Emergency Contact Form*** (SHS Parking Decal Required)
* ***Work-based Learning Evaluation Reports*** *(one per grading period)*
* ***Wage and Hour Reports*** *(Pink form / form MUST be filled out each quarter)*
* ***Teacher Recommendation* forms** (3)
* **Safety training documentation** (Schoology Account)
* **Resume** (Due by the end of first quarter)

**PLEASE RETURN THIS PAGE ONLY!!!**

**Essential Questions:**

1. What are sources for a job search and career exploration and how can a career portfolio help me?
2. How can a student organization better prepare me for employment?
3. How do work related duties help define skills a student needs to reinforce?
4. What are soft skills and how may I develop them as an employee?
5. How can I be safe on the job and what tasks are teenagers restricted from performing on a job?
6. In what ways can a performance evaluation be used to improve job performance and future career choices?

**Culminating Projects:**

* Career Portfolio/Resume
* Competitive Events within their Career Tech Student Organization
* Strong work experience background

**Student Credentialing Opportunity:**

Microsoft Office Specialist Certification/ MOS Expert Certification – All students have the opportunity to take MOS Certification Tests w/ Mrs. Cunningham available during 4th block. Senior students will have the opportunity to take the WorkKeys® Assessments through senior counselor.

**Required Class Fee:**

A class fee of $25 is required in order to participate in WBL. Students must pay this fee **within the first two weeks** of the quarter. It may be paid online through PayPams. If a student cannot pay by the deadline, they MUST **submit in writing** the intentions of payment.

**Generative Artificial Intelligence Statement**

This course will allow—in some cases, even encourage—the use of generative artificial intelligence (GAI) techniques in some assignments. Unless otherwise indicated, the default is that this kind of use is prohibited. GAI use must be recognized and referenced. Academic misconduct will be the result of breaking this policy and could result in loss of credit for the assignment(s) as referenced in the cheating policy in the Saraland City Schools’ Student Handbook. It is the student's responsibility to follow the requirements of each course or assignment.

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**Course Syllabus**

**2024-2025**

Parents of  **\_\_\_\_\_\_\_\_\_\_(Print Student’s Name)**

Please go over this syllabus with your student and ask them any questions you may have about it. You may also email me at jcunningham@saralandboe.org 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 quarter 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.

Mrs. Jennifer Cunningham August 1, 2024

Co-Op Teacher/Coordinator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ August 1, 2024

Parent/Guardian Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ August 1, 2024

Student Date