**Banks County High School**

**Work-Based Learning Program Syllabus**

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**Admission Policy**

Junior or Senior; have an identified career goal; at least 16 years of age; enrolled in a related class/program; reliable transportation; on track for graduation; good attendance record; and completed the WBL application process.

**Program Fee/Employer Appreciation Luncheon**

A $15.00 program fee has been added to assist with the expenses incurred with the Employer Appreciation Luncheon that is held in early May. Date to be determined later in the year. Attendance is mandatory for the student with an invitation being sent to the employer.

**Course Descriptions**

The Banks County Work-Based Learning Program is an educational option that prepares high school students for the world of work through a combination of academic and workplace learning. It is based on the belief that our youth must be better prepared for the future if they are to be successful in a competitive, global economy.

**Course Goals**

* Provide students with a safe and educationally sound work environment, and assist in the development of appropriate dress, promptness, and courtesy in the workplace
* Provide opportunity for learning useful employability skills on real jobs under actual working conditions
* Empower students to think critically and for themselves
* Assist student in the development of good work habits, attitudes, appreciation and respect for work necessary for individual maturity and job competence
* Expose students to an additional learning situation for developing marketable skills
* Require prompt completion and maintenance of all necessary forms/reports related to employment
* Provide a realistic environment in which the student may explore interests/abilities while increasing awareness of career planning

**Monthly Meetings:**

You are expected to attend meetings associated with the Work-Based Learning program throughout the year. Meeting requirements are:

* Attend all regular group meetings on the dates specified below.
* Attend all individual meetings according to your pre-chosen date and time
* Attend the Employer Appreciation Luncheon held in May at a date to be arranged later.
* Monthly class meeting will be held in Room 502 on dates listed below. Any changes to the location or time will be announced via Remind. Students should only attend meeting during their WBL-release period.
* Wednesday, August 18, 2021
* Wednesday, September 15, 2021
* Wednesday, October 20, 2021
* Wednesday, November 17, 2021
* Wednesday, December 8, 2021
* Wednesday, January 19, 2022
* Wednesday, February 16, 2022
* Wednesday, March 16, 2022
* Wednesday, April 20, 2022
* Wednesday, May 11, 2022

**Students are required to attend meetings that will be held during student’s release period.**

* Monthly class meetings are mandatory – **The student must attend one each month!**
* Class meeting constitute 20% of the course grade and **can only be made up if the absence is pre-arranged with the instructor** at least 12 hours prior to the scheduled meeting.
* Meeting will consist of approximately 40 minutes of instruction/announcements.
* Students must sign-in to receive credit for attending.
* Although mentioned in the “Employer Letter” it is the **student’s responsibility to inform employers about the monthly class meetings.**
* Assignments are due each month before the next month’s meeting

**Individual meetings** will need to be pre-chosen by you in accordance with your coordinator’s availability. A calendar of days available for meetings will be provided. It is your responsibility to keep track of your meeting time and date, and to notify me in advance if you need to make a change.

**Grading Policy:**

Grades are an important part of the Work-Based Learning program. In order to help students, keep an average that will help them succeed in high school at work and post-secondary education, the following guidelines have been established:

* At the end of each grading period, the WBL Coordinator will check the student’s grades.
* If the student has not maintained an average of 70 or better, the student will be placed on probationary status until the next grading period.
* If the student’s grades have not improved by the next grading period (brought up to a 70 or above), the student’s grades will be reviewed and if needed, remediation will be provided during their work release period(s) or possible removal from the program.

Portfolio – 20%

* Assignments will be posted on the WBL Google Classroom
* Students will create and share with Mrs. Warren a google sites portfolio
* Late assignments will be assessed a 10-point penalty

Documentation – 20%

* Initial WBL Handbook Completion
* Monthly documentation of hours worked
* Late assignments will receive a 10 point, **per day,** penalty

Evaluations – 20%

* Employer “Employability Skills” and “Training Plan” Evaluations
* Coordinator “GeorgiaBest@WORK” Evaluations

Attendance – 20%

* WBL Individual and Monthly group meetings
* School Attendance

Final Exam – 20% - No exemptions allowed this year

**Failure to successfully complete ALL ASSIGNMENTS may jeopardize future participation in the WBL Program.**

* **Failing students may be placed on academic probation and will not be allowed to arrive late or leave early during their scheduled work-based learning periods.**
* **Parents will be notified if this step becomes necessary.**
* **If student leaves while on academic probation they will be considered skipping and school approved guidelines for disciplinary action will be enforced. This may result in loss of employment.**

**Work-Based Learning Student Expectations and Guidelines:**

Work-Based Learning (WBL) students are expected to excel in three major areas: academic performance, school and workplace behavior, and job performance.

As a WBL student at Banks County High School, you may take advantage of many support services to help you achieve these goals, but you must do the work! Failure to meet either of these goals can result in termination from the program and possible loss of credit.

Participation in this program means that your work site is an extension of the school program. Think of your job site as a remote lab environment. To participate in Work-Based Learning, you must demonstrate acceptable behavior at school and at the work site. You are expected to follow the standards of behavior of the Banks County school system as well as those of the employer.

The following standards of behavior at the job site will be discussed during orientation.

• Attention to Personal Appearance • Commitment of Time • Handling Personal Relationships • Following Instructions • Interacting with Authority • Courtesy • Training Plans • Attendance Policy • Mentors • Tips for Succeeding on the Job • Portfolio Guidelines

**Attendance Policy:**

The Work-Based Learning experience is designed to instill the importance of positive work habits and attitudes, both on the job and in the classroom.

* 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 period = 90 hours per semester (5 hours a week)
  + 2 periods = 180 hours per semester (10 hours a week)
  + 3 periods = 270 hours per semester (15 hours a week)
  + These are the **MINIMUM** state requirement **– not the MAXIMUM**
  + **Work obligations are for the entire semester. They do not cease when the minimum hour requirement is met.**
* **Students who do not complete the minimum hour requirement will not receive course credit.**

**YOU MUST GO TO WORK EVERY DAY THAT YOU ARE REQUIRED TO BE IN ATTENDANCE**. You are an employee of the business, and your employer depends on you to be at work every day. Your employer assigns you important work every day, and if you are absent, that work is not completed. **YOU ARE AN EMPLOYEE OF THE BUSINESS PARTNER, and you must follow the same rules as other employees.**

**Tips for Succeeding on the Job:**

Listed below are some tips that will help you succeed on the job:

* Be neat and clean.
* Dress appropriately for the work environment.
* Be friendly and courteous.
* Keep yourself occupied at all times. Do the job you have been assigned. If you don’t have something to do, use initiative or ask your supervisor/mentor.
* If you have a work-related problem, it is your responsibility to talk with your mentor first. If the problems continue, consult with your school facilitator or coordinator.
* If you have a problem with school and assignments, it is your responsibility to talk with your school facilitator immediately!
* Take criticism without resentment and learn from constructive criticism.
* Don’t make excuses. Chronic excuse makers are rarely believed.
* Always give your best effort. Remember, your job is important.
* You are entitled to respect on your job. Your mentor and your coworkers are also entitled to respect. Give the same courtesy you expect in return.
* Always notify your mentor if you are going to be absent. Attendance at school and work is a must.
* Ask questions if you do not understand directions or if you need more information to do your job.
* Follow company policies regarding the use of:
  + Cell phones and other electronic devices.
  + The internet, social networking sites, and e-mail.

**To Parents**

Participation in this program means that your student’s work site is an extension of the school program. To participate in Work-Based Learning, your student must demonstrate acceptable behavior at school and at the work site. They are expected to follow standards of behavior set by the Banks County School System as well as those of their employer. In an effort to improve communication between your student, myself, and you, their parent/guardian, I am requesting that you sign up for Remind. Directions are included in the WBL Handbook. If during the school year you have any questions, feel free to contact me through Remind, by e-mail, or phone. I look forward to working with you and your student this school year.

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Banks County schools do not discriminate on the basis of sex, religion, creed, age, national origin, marital status or handicapping conditions in its educational programs or employment.