



Work-Based Learning

Syllabus

Jonesboro High School

N. Head, WBL Coordinator

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COURSE DESCRIPTION:

Work-Based Learning provides students with opportunities for instruction in both academic and occupational skills, career exploration, and guidance in identifying employment and educational goals. Students have the opportunity to connect what they learn in school with work-site application to enable a smooth transition into the work force and/or education beyond high school. WBL increases student motivation by showing the relevance between school and work, provides opportunities to explore possible career fields, helps to develop workplace responsibility, positive attitudes and work habits, and encourages the pursuit of education after high school.

CONTENT:

Work-based learning (WBL) provides students with opportunities for instruction in both academic and occupational skills to enter and succeed in the world of work. The major content areas are:

- Work-based Learning Responsibilities and Documentation (Student Work Folders)
- Employer Expectations
- Skills for Success (Teamwork, Communication, Work
- Ethics, Safety, Computer and Internet Skills, Interpersonal Skills, etc.)
- Career Planning (Researching Careers and making Career Decisions)
- Employability Skills (Applying for employment, pre-employment tests, and interviewing skills)
- Succeeding in the Workplace (Job satisfaction, Changing jobs, Workplace conduct, Diversity and rights, Handling job stress)
- Managing Your Income (Budgeting, Credit, Insurance, Taxes) and Time Management

TEXTBOOK:

Teacher Website: <http://nheadwbl.weebly.com/>

From School to Work by Littrell, Clasen, and Pearson, published by Goodheart-Wilcox Company, Inc.

MATERIALS, FORMS, AND OTHER REQUIREMENTS:

- **Work Folders to include:**
 - Individual Career Plan (ICP)
 - WBL Application / Parent Consent form/ Release of Liability
 - WBL Student Information form
 - Clayton County WBL Program Training Agreement
 - Clayton County WBL Program Procedures and Regulations
 - Company business card / employee handbook/Job Description
 - Training Plan
 - Internet Agreement/Policy
 - Syllabus
 - Wage Reports with paycheck stubs attached
 - Employer Evaluations
 - Articulation Agreement
- **Participation in the Success Seminar and Employer Appreciation Activity**

GRADING CRITERIA:

50%	Job Performance/Work Ethics
20%	Monthly Meetings, Seminars, and Special Events
20%	Student Career Assignments/Portfolio and or Journal assignments
10%	Final Exam

CAREER OPPORTUNITIES:

Students in the work-based learning program have the opportunity to develop their occupational skills and career pathways by participating in Job Shadowing, Cooperative Education, Employability Skill Development, Internships, and the Youth Apprenticeship Program. By signing below, I verify that I understand the information presented on this syllabus.

Student's Name (**PRINT**) _____ Student ID # _____

Student's Signature _____ Parent/Guardian's Signature _____

Student Telephone Number (hm) _____ (wk) _____ (cell) _____

Email Address (parent/ guardian) _____