

KPBSD CAREER BASED LEARNING

COURSE NUMBERS---COOP WW705 OJT WW710 MENTORSHIP WW715

COURSE LENGTH--- 18 Weeks Per Semester - Class may be taken during the traditional day or as an early bird or late bird class.

CREDIT--- 1/2 To 1 Credit Each Semester (1/2 credit for 180 hours of work and 1 credit for 360 hours of work).

COURSE LEVEL--- 11th through 12th graders (completed two semesters of 9th grade and two semesters of 10th grade)

PREREQUISITES:

1. 11th or 12th grade student.
2. Interview with the work coordinator is needed prior to enrolling in the class
3. Prior enrollment in a CTE class that is associated with the skills needed for the job
4. Job is related to student's career pathway
5. Approval of the Career Based Learning Plan by work coordinator
6. Completed or currently enrolled in the KPBSD Employability Skills Class (must complete Employability Skills class in order to receive Work Coop Credit)

TEXTS--- No texts will be used for the class. In exchange for not having a text, the world of work will provide a firsthand experience. Work sheets and handouts from the AKCIS program will be given throughout the course of the semester to supplement the knowledge gained at the work site.

COOP vs OJT vs MENTORSHIP --- The main difference between Cooperative Work Experience and the other two programs is that COOP is paid and the other two are nonpaid or volunteer work.

COOP-The student must be at an approved work site, paid at least minimum wage, and work a minimum of 10 hours a week for each class period taken.

OJT-The student must be at an approved work site, not receiving any payment, and work a minimum of 10 hours a week for each class period taken.

MENTORSHIP-Mentorship is for the **serious** student who wants a closely supervised work experience. Students will work one on one with a trained mentor to establish and achieve their goals. A Mentorship plan must be submitted upon entry into the program and a final project must be approved and presented upon exit of the program. A student in this program will be required to work a minimum of 5 hours per week.

COURSE OBJECTIVES---General---The student will be able to:

- Perform prescribed goals set forth in the Career Based Learning Training Plan designed by the Job Site supervisor and the Career and Tech Ed. Coordinator.
- Develop vocational competency enabling the student to enhance his/her employability and advancement in a career field.

- Develop good work habits, attitudes, and employability skills necessary to become a responsible employee at school and the work site.
- Develop vocational knowledge and skills related to current trends of industry and technology in the classroom and work site.
- Assess abilities, interest, aptitudes, preferences, personalities, and attitudes in regards to a career choice.
- Improve individual employment status and earnings and adapt to a changing work environment.

DIVISIONS OF THE COURSE---

The course will be divided into three basic subunits:

I. Employer Evaluations and Worksite Responsibilities

II. Forms, Timesheets, Journal Work Log and Punctuality

III. Work Sheets, Independent Activities and Assignments

EVALUATION---Grades will range from **A** to **F** with the following break down for percentages:

60% Employer Evaluations

20% Forms, Emails & Journal Logs

20% AKCIS Assignments and Timesheets

Points will be taken off for late assignments and time sheets. It is the **student's responsibility** to make sure their required work is handed in on time.

60% of the student's grade is based off the Employer's evaluation. A poor evaluation will result in the **student failing the class.**

Make-up work will need to be handed in no later than **3 days** after the due date. After that the assignment may result in **0 points**. The instructor will need to be notified if there are **special circumstances** that would cause a student to hand in assignments after the deadline.

Office hours will vary from building to building but for the most part I will be in the Soldotna area on Wednesdays, and Thursdays. I will be in the Kenai and Nikiski area on Mondays, Tuesdays and Fridays. Those contact teachers or counselors at each High School will be able to relay a message to me when I am not in the building.

A **journal** or **notebook** needs to be kept and handed in once a month. Any training you receive, job activities or duties, or conflicts and concerns may be written in the journal on a daily bases or as a weekly summary.