

### **Instructor Information**

**Name:** Steve Verdon

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**Best times to be reached:** Before or after school, or Block 1.

### **Course Description**

This class includes the teaching of fundamental principles that determine success on the job such as employer-employee relations, personal, personal adjustments, money management, insurance, etc. along with related mathematics or other topics pertinent to the job.

### **District Standards and Power Benchmarks**

#### **Power Standards**

1. Identify personal values, interests, aptitudes and abilities.
2. Apply personal information to an appropriate career path.
3. Apply the appropriate processes in finding a job.
4. Identify what is expected from an employee form the employer to maintain a job.
5. Identify what is expected from an employer form the employee to maintain a job.

#### **Power Benchmarks**

1. Students will identify career clusters and pathways that help them understand if their goals are realistic.
2. Students will learn the traits of becoming a successful entrepreneur.
3. Students will learn various ways to hunt for jobs, fill out job applications, write a resume, and a cover letter.
4. Students will learn to prepare for interviews, including research and rehearsing.
5. Students will learn safety and its impact on their employment.
6. Students will learn that personal and economic factors influence career choice decisions.
7. Students will learn how to prepare for their first day of work.
8. Students will learn how a positive attitude will lead to success on the jog.
9. Students will be able to recognize and understand the appropriate traits for getting along at work.
10. Students will be able to recognize how teamwork benefits both team members and businesses.

### **Course Information**

Must be senior student and 16 years old. This is a program that is carried on cooperatively between the student, the school, and business and industry. Students enrolled in this program attend regular classes one-half day and work in industry the other half-day.

### **Course Outline/Calendar**

Identify career clusters and pathways – 5days  
Traits of an entrepreneur – 3days  
Job searching – 5 days  
Interviews – 5 days  
OHSA – 5 days  
Economics factors – 5 days  
First day of work – 2 days  
Positive attitudes affects on employee/employer relationships – 5 days  
Co-workers and relationships – 5 days  
Teamwork – 5 days

### **Text/Other Required Materials/Resources**

*Succeeding in the World of Work*, Glencoe, 1998.  
Quad City Times  
Wall Street Journal  
Newsweek  
Time

### **Instructional Procedures & Support**

Daily assignments  
Make-up/ missed work – 2 days to make up work for everyday absent.  
Test and quizzes for Standards and Benchmarks

### **Classroom Management Procedures**

No food or drink in the computer labs.  
Do not change the computer settings.  
No downloading, game playing or unauthorized Internet use.  
Late assignments will be accepted at a reduce grade  
In assigned seats when bell rings  
Remain sitting until the bell rings to be dismissed.  
Present student ID to Staff and leave the building according to proper protocol

### **Assessment Plan**

Daily homework 45%  
Quizzes and Test 45%  
Final 10%

## Grading System

<b>A</b>	93 and above	Firm command of knowledge domain High level of skill development
<b>A<sup>-</sup></b>	90 - 92	Exceptional preparation for later learning
<b>B<sup>+</sup></b>	87 - 89	Command of knowledge beyond the basic concepts of knowledge Advanced development of most skills
<b>B</b>	83 - 86	Has prerequisites for later learning
<b>B<sup>-</sup></b>	80 - 82	
<b>C<sup>+</sup></b>	77 - 79	Command of the basic concepts of knowledge Demonstrates ability to use basic skills
<b>C</b>	73 - 76	Lacks a few prerequisites for later learning
<b>C<sup>-</sup></b>	70 - 72	
<b>I</b>		The letter "I" indicates the student has not satisfactorily achieved the grade/course-level benchmarks and/or has missing work. "I" status is temporary and not a final grade. The letter "I" may affect athletic eligibility.
<b>D<sup>+</sup></b>	67 - 69	Lacks knowledge of some fundamental ideas Some important skills not attained
<b>D</b>	63 - 66	Deficient in many of the prerequisites for later learning
<b>D<sup>-</sup></b>	60 - 62	
<b>F</b>	59 and below	Most of the basic concepts and principles not learned Most essential skills have not been demonstrated Lacks most prerequisites needed for later learning