

# Occupational Prep II Syllabus

## Joshua Gibbs

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**COURSE DESCRIPTION:** Students will be doing daily job related skills on campus or a Haywood County Schools facility, volunteer work at a local non profit, or job tours at local businesses. Students will be learning skills to prepare for work going into local business as a junior, and then work independently on their own at a place of employment as a senior. Students will be required to log their hours and make sure they are dressed in appropriate attire for work daily. Students will be required to wear proper clothes to work around campus or facility.

### **TEACHER PHILOSOPHY:**

I believe that you can do great things.  
I will do all I can to help you be successful.  
I will help you do your best.  
I expect you to work hard and follow all rules.

### **EXPECTATIONS:**

- 1) Be prepared/ Be in class daily **ON TIME**
- 2) No Cell Phones/electronic devices used inside of classroom or off campus work unless used for instructional purpose
- 3) Respect yourself and others

### **NINE-WEEKS GRADING CRITERIA:**

Clock In/Clock Out	25%
Class work/Daily work	25%
Job Site Performance	50%

### **GRADING STANDARDS:**

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

## **COURSE GOALS:**

- 1) The learner will develop self-determination skills for participating in transition planning and making a successful adjustment to adult life.
- 2) The learner will actively participate in career development activities (e.g. awareness, exploration and planning) to determine a career goal.
- 3) The learner will develop the job-seeking skills necessary to secure employment in the chosen career pathway.
- 4) The learner will develop the work behaviors, habits, and skills in the area of personal management needed to obtain, maintain, and advance in chosen career pathway
- 5) The learner will develop the work behaviors, habits, and skills in the area of job performance needed to obtain, maintain, and advance in chosen career pathway.
- 6) The learner will develop the interpersonal relationship skills needed for success in the workplace the interpersonal relationship skills needed for success in the workplace.

## **MATERIALS:**

- Chromebook
- Dressed Appropriately for Work

## **ATTENDANCE POLICY:**

Any student absent more than six (6) days, excused or unexcused, in any class in a semester will need to follow the protocol below to ensure they do not fail due to attendance.

- Students with greater than 6 absences, but less than 10 absences will need to complete make-up time for absences 7, 8 and 9 during the attendance make-up blocks provided by the school.
- Students with 10 or more absences must make up time for absences 7, 8 and 9, and complete an appeal form to be considered by the attendance appeal committee.

## **TARDY POLICY:**

Being punctual is a habit worth developing. Students should arrive at school and report to each and every class on time. Students arriving late cause a disruption, which takes away from other students as well as their own education. When a student is late to school, he/she is to report to the ISS Room (L3) to sign in and receive an admit slip. Once a student exceeds six(6) tardies the following procedure is followed:

1. Tardy Seven (7) Lunch Detention
2. Tardy Eight (8) Lunch Detention
3. Tardy Nine (9) Lunch Detention
4. Tardy Ten (10) Lunch Detention
5. Tardy Eleven (11) 30min. Work Detail
6. Tardy Twelve (12) 30min. Work Detail
7. Tardy Thirteen (13) 1 hr. Work Detail
8. Tardy Fourteen (14) 1 hr. Work Detail
9. Tardy 15 and up (15) 1 Day ISS each.

