

WBL-Cooperative Work Experience II Syllabus

Instructor: Mrs. Kim Jensen

Email: kimberly.jensen@k12.nd.us

Cell phone 503-812-8982

COURSE DESCRIPTION:

This course includes both online components providing learning opportunities involving career ready practice skill development including: 1) Responsible employee; 2) Technical Skills; 3) Communication; 4) Problem Solving; 5) Teamwork, as well as on-site work-based learning experience. The employment or practicum will be completed in conjunction with classroom assignments related to the work experience. While completing the required online components, within the semester timeframe of the course, students will be completing a regularly scheduled, supervised employment or practicum opportunity related to their career goals within their selected program area in order to develop and enhance their work skills. There shall be a training agreement among all partners involved in the cooperative work experience. All cooperative work experience placements will require the approval of the school administration and the WBL program facilitator.

COURSE OBJECTIVES: The course objectives of a Cooperative Work Experience are designed to provide students with a bridge between classroom learning and real-world professional experience.

<i>Apply Academic Knowledge in a Practical Setting:</i> <ul style="list-style-type: none">- Allow students to apply the theories, concepts, and skills learned in the classroom to real-world work environments, enhancing their understanding of their academic discipline.	<i>Develop Professional Skills:</i> <ul style="list-style-type: none">- Foster the development of critical workplace skills such as communication, teamwork, problem-solving, time management, and technical abilities specific to the field.
<i>Gain Work Experience:</i> <ul style="list-style-type: none">- Provide students with an opportunity to gain valuable, hands-on experience in their chosen career field, making them more competitive in the job market upon graduation.	<i>Enhance Career Exploration and Decision-Making:</i> <ul style="list-style-type: none">- Help students clarify their career interests and goals by giving them exposure to different job roles and industries, facilitating informed career choices.
<i>Reflect on the Learning Experience:</i> <ul style="list-style-type: none">- Provide opportunities for students to reflect on their experiences, document their learning, and assess how it aligns with their academic and professional goals.	<i>Improve Employability:</i> <ul style="list-style-type: none">- Improve students' resumes by adding relevant work experience, increasing their chances of securing full-time employment post-graduation.
<i>Strengthen Professional Ethics and Work Habits:</i> <ul style="list-style-type: none">- Encourage students to develop a strong work ethic, professionalism, and an understanding of workplace norms and ethics, which are vital for long-term career success.	<i>Develop Problem-Solving and Critical Thinking Skills:</i> <ul style="list-style-type: none">- Enable students to tackle real-life challenges within a professional environment, encouraging the use of critical thinking and innovation to find solutions.
<i>Build a Professional Network:</i> <ul style="list-style-type: none">- Offer students the chance to build relationships with industry professionals, mentors, and potential employers, which can be beneficial for future job opportunities and career development.	These Objectives will be assessed through reports, evaluations, and/or presentations that demonstrate how students have met these learning goals.

LEARNING ACTIVITIES:

All students in the Work Based Learning-Cooperative Work Experience II program will view all information in the form of videos, pictures, graphics, speakers, assignments, or field trips. **ALL** materials in the course are important for student learning. If you have concerns regarding learning activities, please contact me by email. **Failure to respond in writing will automatically submit your approval.**

Pacing Guide with scheduled weekly Lessons can be found via Moodle. Assignments will be opened on Sunday or Monday mornings 8:00am and are due on Sunday evenings 11:59pm.

Each student's grade will be based on Cooperative Work Experience assignments; including projects, evaluations, reflections, work experience hours, and the following Career Ready Practices; communication, critical thinking, responsibility, teamwork, and use of technology.

*Grade Scale for CRACTC: A = 92-100, B = 83-91, C = 74-82, D = 65-73, 64 and below = Failing. It is your responsibility as the student to make sure the integrity of the grade is upheld.

*Late or missing work will be given a zero grade until submitted satisfactorily. Instructors will allow students to make up missing or late work— 2 days for each day missed for an excused absence; 2 points per day will be taken off until work is turned in, including weekends. Further, the student's career ready grade for responsibility will be affected. Please communicate your absences with your instructor.

*Extensions for the course are at the discretion of the course instructor throughout the entire semester. *Keep in mind* that extensions given in the last 2 weeks of the course before semester ends are rare. The circumstances surrounding the end of the semester due dates must be cleared by myself and the local school facilitator.

*Cheating policy: Students caught cheating will be required to re-do the assignment outside of class time. Failure to re-assess will result in a 0. A parent or guardian, and the school principal will then be contacted. The final grade will be no greater than a C. Late work and/or cheating would deduct from the responsibility grade.

*Communication with the instructor will be via Moodle messages. *Proper email etiquette should be followed:* be polite and courteous, don't use all capitals, respond as soon as you can, correct punctuation, no misspelled words (proofread), follow the conventions of writing such as brief subject line, greeting or salutation, the body, and signature. Failure to properly or timely communicate would result in a deduction from the career ready grade for communication.