

Career Prep I,II and Extended Career Prep-Work Based Learning Program
Syllabus
Ebony Harris, Instructor

I am truly honored to serve you as your Work Based Learning Instructor for Career Prep.

The object of the career prep courses are to teach students employability skills to become productive citizens and to meet graduation requirements. This course is determined by your ARD committee in order to supplement work skills needed for post-graduation employment. During your course you will go to a location within the community and work alongside employees in order to learn these skills. This is a non-paid, training position. You will always be accompanied by a district provided job coach and will be transported in a district vehicle.

The supervisor is Ebony Harris. You may reach her at **682.314.1600 x8648** or by e-mail at **ebonyharris@misdmail.org**. Calls and e-mails are returned within 3 days of the initial contact.

While in the program through BBIA, you will work on the skills outlined in your personal IEP. Most of these skills will be done in the community with time spent on campus one day per week to be used for personal care, social breakroom skills, and skill reinforcement. Daily attendance is extremely important.

Grades will be given based upon daily data sheets completed by the job coach. Grades are given as follows:

60% - Weekly Data Sheets

40% - Employer Evaluations – which are broken out below

1st 3 weeks will be an average of the Job Readiness forms completed by the job coach

2nd 3 weeks will be a Job Readiness form and employer evaluation by your VAC

Semester will be a Job Readiness and Employer evaluation filled out by your community supervisor.

Certifications: NA

Dress Code – We are going out into the community so appropriate attire must be worn. In order to prepare you for the world of work we are asking that you bring a pair of **khakis or jeans** and a **solid-colored polo shirt** to school. This uniform will stay in the classroom. You will change into your uniform before leaving for work and change back into your school clothes before going to your next class. Laundry will be done once per week at school. Either wear or bring a pair of tennis shoes (or other comfortable, **closed toe shoes**) to complete your uniform.

If you do not have appropriate clothing for work you will either call your parents to bring you a set of work-appropriate clothes or possibly miss work for that day.

Technology- iPads, phones, iPods and other technology will not be allowed on the job site. Any needed technology will be provided by the job coach. On BBIA days, you may bring your technology to Ben Barber to be used for projects, training, and communication needs. Games, music and phone calls will not be allowed. Failure to follow these guidelines will result in a phone call to the parent for the first offense and a discipline referral for repeated offenses.

Student success is our number one priority. Parent phone calls and e-mails are made on a regular basis and grades will be updated regularly in Skyward. If you or your parent has any questions, never hesitate to call or e-mail Mrs. Harris.

We are looking forward to a successful year!

Please keep this copy and sign the attached form to acknowledge your receipt and understanding.

I have read and understand the syllabus for the work based learning program.

_____ -

Student Signature

Date

_____ -

Parent Signature

Date