

Occupation Preparation Syllabus

Scope and Sequence

Course Information: The Occupation Preparation Course, which is a 36 week course, is designed to teach students the basic skills necessary to obtain a job. Students will learn about the importance of employment, how to develop relationships, identify their skills to be successful in job interviews and of course how to complete applications and job resume's.

Teacher Information:

Vocational Adjustment Coordinator – Douglas W. Arnold

Credentials: Teacher Certifications in Special Education K-12th

Bachelors of Arts Degree in History, UT Arlington, 1991

Contact Information

Google Voice (Text or Voice Mail) 817-264-7385

Campus Number (682) 314-1600

Email douglasarnold@misdmail.org

Text/Reading Helpful Resources for home use; Web Page Occupational Outlook Handbook- Government developed web page listing all careers in the United States with information pertaining to Job Outlook, Job Responsibility, Education needed and Potential Salary.

Materials: You will need the following supplies to leave in the Occupation Preparation Classroom

- Composition or Spiral Notebook
- 1 (3 ring) Binder
- 1 Flash Drive

Course Calendar:

1st 6 Weeks

Purpose of Transition/Occupation Preparation Class

Learn Benefits of Volunteering

Get the most from a guest speaker

Writing Thank You Letters

Discovering the Importance of Setting Goals and Making a Plan to Reach the Goal

Learning about Community Agencies

Interest Inventories/Project

6 Week Test

2nd 6 Weeks

Learn the Reasons Why People Work

Know the Phases of a Job opening

Develop a Network of People to help with Job Leads

Determine Where You Want to Work

Research the Job/Project

3rd 6 Weeks

The Boss Perspective/Project

Completing Applications on Paper and On-Line

Application Test

4th 6 Weeks

Resume Basics

Ineffective and Effective Resume's

Write Your Resume

5th 6 Weeks

How to Interview Effectively

Make a Good impression

Analyze Common Interview Questions

Practice Closing the Interview

Practice Interviews with Employers/Project – Interview Video Taped

Follow Up with a Thank You Letter

How to Handle Rejection

6th 6 weeks

Research Trade Schools, Apprentices and Junior Colleges

Learn why all Jobs are important

Practice Positive Communication

The Apprentice Project

Review for Final Exam

Projects for the year will include completing an interest inventory, research potential careers power point, an employee handbook for their “own company”, a video-taped job interview, and a version of the Apprentice Competition.

Grading Policy: The Grades for the Occupation Preparation class will be divided as follows:

Participation (Personal Goals)	15%
Other (Journals)	15%
Daily Work	30%
Tests and Projects	40%

Final Exam will be worth 20%

Personal Goals; Students will develop personal goals each 6 weeks. These goals give students an opportunity to assess their personal skills and improve them. Students will fill out a weekly grade chart that will be turned in for a grade at the end of each 6 weeks.

Journals; Students will be required to make daily entries in a journal. This allows for expression of thoughts and feelings as well as practice written skills. Accommodations will be made for students who have writing difficulties. The journals will be graded 3 times during a six weeks period. Grades are determined by effort and follow through. Students will only lose points if they opt to not complete the entry.

Daily Work; Class activities and worksheets will be the primary assignments recorded for daily work. Work will be accepted up to two days late with a loss of 10 points for each day late. If work is not turned in after two class days, a zero will be given for that assignment. Late work caused by an excused absence will fall into the district guidelines.

Tests/Projects; Students will have a minimum of 6 tests and or projects during the 2012-2013 school year. If a failing grade is received on a test, the student will be required to request a retake..... All tests must be scheduled outside of class time and taken before the end of the next six weeks grading period, with a maximum grade of 70%. Projects will count as a major test grade and may be required, to be worked on, outside of the classroom. Grading rubrics will be sent home at the beginning of each project, outlining what is expected and how the project will be graded.

Numbers of Grades: Each teacher should take at least (8) grades per six weeks grading period. At least two of those grades should be a major assessment/test/project.

Retake Policy: Your retake policy must be posted in your classroom.

- Teachers will provide students the opportunity to be successful. In the event students fail to exhibit proficiency on the major assessments or tests, they will be encouraged to participate in the re-teaching/re-testing process designed and determined by the teacher.
- Students will be allowed to demonstrate proficiency of learning objectives by means of a re-test. Students will receive their actual grade with the highest grade being a 70.
- Students will have to make arrangements with the teacher to retake or redo a major test/assessment.
- All retakes must be completed prior to the end of each 6 weeks grading period.
- Students are encouraged to go to tutorials.
- Midterm or final exams are not to be included in the retake/retest policy.

Attendance: is extremely important for this course, as a student becomes part of a team environment. Lack of attendance can adversely affect grades. Employers expect attendance and our goal is to develop this important soft skill.

Class Participation:

Expectation for the Classroom:

Students are respectful to themselves, others and school property

Students will be resourceful during problem solving.

Students will be prepared for class with their assignments, folders and other materials

Students will take responsibility for their actions.

Consequences when expectations are not met (may occur in order)

A verbal warning will be given.

A discipline referral may be given to the student's Associate Principal.

The student or teacher will call the student's home to inform parents of the situation.

The student and teacher will set up a conference involving the student, parent and teacher. An Associate Principal may or may not be present.

Rewards for meeting expectations

Praise (verbal or written)

Notification of parents (phone call or email)

Special Class Activities

Academic Dishonesty: It is not acceptable. Written work and projects found to be plagiarized and edited work not credited will be assessed as a grade of zero. Assignments will have to be redone with a make-up grade with a potential to make 70 as a high.

Electronic Devices during instruction time should be put away. There are times during class when they may be appropriate at the instructor's discretion.

Each campus Classroom teacher will set their tutoring times as it relates to their schedule

Vocational Adjustment Coordinator will work with classroom teacher and students to develop times that will facilitate the students tutoring needs.

Please keep your syllabus. Detach and return the form below to acknowledge your receipt and understanding.

I have read and understand the requirements of the OCE program as outlined in my course syllabus.

Student Name

Date

Parent Name

Date