

Job Skills
SYLLABUS
2017-2018

Teacher: Mrs. Dougherty
Room Location: Room 227
Course Length: 1 semester

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Fees: none

Course Description: Job Skills is designed to expose students to multiple work activities and prepare the students for real world experiences. During this course students will create a resume, learn how to complete classroom vocational activities as well as community vocational activities, volunteer activities, complete several job interest surveys, learn interviewing skills, and learn any adaptive tools that would help them on a job site.

Materials Needed:

- Pencils
- Tissue boxes

Grading Policy: Students will review and rate their performance and interest of the given job. There will also be teacher evaluations using a rubric to rate their performance. The students will earn grades for all assignments completed in class and will also receive participation grades during the activity. All work will be graded on a point system. The school's grading scale will be followed. See below:

A	93-100	C+	77-79	D-	60-62
A-	90-92	C	73-76	F	0-59
B+	87-89	C-	70-72		
B	83-86	D+	67-69		
B-	80-82	D	63-66		

Homework Policy: At the end of the block the students will complete a "Daily Buzz" sheet which will describe your student's day and job they performed for the day. The students are expected to bring this sheet home every day and discuss it with an adult. Please discuss this sheet with your student and encourage good conversation and turn taking skills.

Absent Work Policy: If a student is absent and a job activity was completed the day they were absent the student is responsible to check for missing assignments in the designated area in the classroom. When a student is absent they have as many days to do the work as they were absent.

Hall Passes: Students will be given a hall pass when they need to leave the room. Bathroom time will be monitored in order to limit the time spent in the bathroom. Students will not be allowed to leave the room to get a drink, but are allowed to bring water in a clear container into the classroom.

Rules: Students will be expected to follow all of Whitmer's school rules, which are to be RESPECTFUL, RESPONSIBLE and SAFE. The students monitor their behaviors using a daily behavior chart. After each block the students will conference with the teacher to discuss behaviors. After each block the students can earn a whole punch in their punch ticket. After the punch ticket is filled they will earn a Panther Pay Out. The students will be given one warning before they are given a **RED TICKET**. After 3 red tickets are given the students will earn a lunch detention with me. If I feel that the behavior needs further consequences parents will be notified.

I HAVE READ AND DISCUSSED THE ABOVE PROCEDURES AND INFORMATION. I UNDERSTAND WHAT IS EXPECTED OF ME.

(Student Signature)

(Parent Signature)