

**WORK SKILLS  
SYLLABUS -2017 - 2018**

Teacher: Mrs. Elendt  
Room Location: Whitmer 224  
Course Length: year long

Voicemail: 419.473.8383 (ext. 7839)  
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Fees: none

**Course Description:** This class will participate in community on-site job training as well as completion of classroom assignments. Independent living and job skills will be taught to incorporate math, reading and writing skills.

**Textbook(s):** none

**Materials Needed:**

1½ inch 3 ring binder

1 pkg. 8 tab insertable dividers

Notebook paper

Black or blue pen

Pencils

Highlighter

Calculator

Uniform for job sites: 1 pair black and khaki pants, 1 white and blue collared shirt, closed toe shoes

**Grading Policy:** On the job sites, students will be evaluated with a rubric. These scores will be averaged for their weekly grade. Classroom grades will be determined through completion of classroom and homework assignments. The school's grading policy is as follows:

100 – 90 = A

89 – 80 = B

79 – 70 = C

69 – 60 = D

59 or below = F

**Homework Policy:** Students will receive homework when they are in the classroom and not out on the job sites. Homework will be expected to be turned in by the next day. Homework is generally given on Friday's once we have begun to work. Work will be due on the designated date.

**Late Work/Absent Work Policy:** Grade will be dropped 5% from the earned grade for each day that the assignment is late. Homework is due on the designated date.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_