

Work Place Etiquette  
SYLLABUS  
Fall 2017-2018

Teacher: Mrs. Wilson  
Room Location: Room 226

(voicemail) 419-473-8383 ext. 7857  
(E-mail)swilson@wls4kids.org

**Course Description:** Work Place Etiquette is a course designed to increase a student's independence within the workplace. This is a functional course of study guided by the Common Core-Extended Standards. In addition to researching jobs and careers post-graduation, students will be working in a variety of job sites both on campus. Potential work sites include recycling, Panther Perks (Coffee Shop), Whitmer English book room, landscaping, and etc. All of this will help contribute to building each student's resume profile.

**Materials Needed:**

- Pencils, no pens
- 3 ring binder (this will stay in the classroom to organize their class work)

**Grading Policy:** Students earn grades for all assignments completed whether it is in-class assignments or homework assignments, tests, quizzes and any possible projects that may be developed. 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 |    |       |

**Late Work/Absent Work Policy:** Homework is due on the assigned date. NO EXCEPTIONS! Late work will result in a loss of points determined by the number of days it is late. When students are absent, they must report to their teacher for their missed work. If the student does not, a 0% will be earned. When a student is absent they have as many days to do the work as they were absent.

If students are **absent** they are to call in and leave a message for Mrs. Wilson at **419-473-8383 ext. 7857** or email me at **swilson@wls4kids.org**.. If students do call in they can earn 100% of their in-class participation grade for the day. It is strongly encouraged that students are the ones calling in. This will show the importance of communicating with your employer and arriving to work on time.

In Class assignments: Students will be given a daily timecard, which will indicate their start/end time as well as their assigned jobsite. The assignment will be given a pass/fail grade based on participation. Students will also earn credit daily for in-class participation; this as well will be given a pass/fail grade based on students attitude. Students will also be graded on how well they keep track of all of their different work experiences, such as: students will keep a log of their job sites and the duties they performed (i.e. Coffee Shop-Cashier).

Hall Passes: Students will be permitted six restroom passes for the quarter. If you require more please have a parent contact me. Students will not be allowed to leave the room to get a drink but are allowed to bring water in clear container into the classroom. Any passes not used at the end of the semester can be redeemed for extra credit☺.

Rules: Students will be expected to follow all of the school rules while in and out of the classroom. Students are expected to treat everyone with respect. Students who act out in class will be given 1 verbal warning, if a behavior continues the student will then be given an extra assignment for homework. If the behavior occurs two-days in a row the parent/guardian will be notified.

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

---

(Student Signature)

---

(Parent Signature)