

Okkodo High School
SCHOOL TO WORK (401A/401B)
COURSE SYLLABUS

SY2017-2018

Room#: E108

School Phone #: 300-1870

Instructor:
Mr. Charles Acosta

E-mail Address:
cmacosta@gdoe.net

GDOE Vision:

Every student:
 Responsible,
 Respectful, and
 Ready for Life

GDOE Mission:

Our educational
 community prepares
 all students for life,
 promotes excellence
 and provides
 support.

**OHS Mission
 Statement:**

"Okkodo High
 School provides a
 respectful
 environment
 for quality learning
 that builds
 knowledge and skills
 to succeed in the 21st
 century."

School-wide Learner

Outcomes (SLO's)

"Excellence by Choice"

Effectively communicate
 with others

Excellence in academics

Embrace Cultural
 Diversity

Environmentally
 Respectful

STW401A: School-To-Work READINESS

1ST Semester Course Description: The first semester is designed to assist students in making informed decisions about careers, internships, and employment opportunities. The course provides students the opportunity to learn effective job preparation skills and workplace readiness. This in-class instructional semester focuses on the world of work with emphasis on determining career decisions, finding and keeping a job, personal development and job success. The course will also include the administration of self-assessment instruments, awareness and knowledge of job market trends, sources of job information and their uses, and job placement services available offered by public and private institutions. **Prerequisite:** *STW coordinator approval and student must have earned at least 16.5 credits.*

STW401B: School-To-Work EXPERIENCE

2nd Semester Course Description: During the second semester, School-to-Work Students will participate in the Work Experience Program. This component of the program requires students to be placed in a work-based learning experience as an intern or employee. Student placement and work experience will be facilitated by the assistance of School-to-Work (STW) Transition Coordinator. Students are required to obtain signatures from parents and employer and maintain required documents, progress reports, time sheets, & evaluations. A student may earn up to .5 credit for every 90 hours of work experience, not to exceed 1.5 credits (270 hours or work experience) upon successful completion of the course. **Prerequisite:** *Successful Completion of STW401A and STW coordinator approval*

Teaching & Assessment methods: The course will be taught using a variety of teaching strategies to reach all student learners in the class. The teacher will use researched-based instructional strategies to include Classroom Instruction that Works (CITW), Sheltered Instruction Observation Protocol (SIOP), the Big 8 Literacy Strategies, and Thinking Maps. Teaching methods will include group and individual reading assignments, class discussion, individual and group projects, class debates, critical thinking assignments, question and answer assignments, class and individual summary of information, current events, guest speakers, skit scenarios, service learning, and many more. Student assessment will be through individual and group assignments, homework assignments, student notebooks, class participation, individual and group projects, presentations, worksheets, evaluation rubrics, student portfolios, tests, quizzes, and exams.

Class Participation: Class discussion will occur on a daily basis and students should be prepared to fully participate. Students will be expected to effectively communicate with the teacher and their classmates. Cooperative learning will occur frequently and students should be prepared to work with their classmates to complete the given assignment (activity, project, presentation). Learning occurs best when ideas and opinions can be expressed freely in a respectful environment.

Course Materials:

- 1) One-inch binder with sheet protectors
- 2) Composition notebook
- 3) USB flash drive (dedicated to this course)
- 4) Pen/Pencils
- 5) Project Materials will be announced

Resources:

From School To Work 8th Edition:

- By: J.J. Littrell, James Lorenz, Harry Smith
 *Additional resources will be used to address the course objectives & standards
 -Online skill assessments

Grading Policy: A point-based system will be used to calculate individual grades per quarter. Points will be accumulated throughout the quarter based on each given assignment, project, quiz, or test. **Example:** (1st quarter = 1,000 points possible) Student earned 700 points, grading will be 700 divided by 1000 = 70%. Semester grades are an average of the 2 quarters ($Q1 + Q2 \div 2 =$ Semester grade)

Student Support/Intervention: The following interventions will be provided to students who demonstrate a genuine effort to succeed in this course.

- 1) Peer tutoring
- 2) One-to-one assistance with teacher
- 3) Emphasis on Graphic organizers
- 4) Assignment modification
- 5) Student samples of assignments
- 6) Counseling services and assignment log sheet

Course Expectations: *Students are expected to be:*

Prepared	For class participation, discussion, activities, and assignments daily!
Respectful	To the educational environment: Add to the classroom, not distract or take it away from yourself and others!
Independent	By taking responsibility for your education: Ask questions, take initiative, participate, and own your learning!
Dedicated	To the course requirements, individual goals and objectives!
Enthusiastic	Members of a team, working cooperatively by encouraging others and learning from mistakes!

Attendance:

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried into the real-world of work. *A student will be marked **absent** if he or she is not in the class within **15 minutes** of the tardy bell.

Discipline Policy:

Students must follow and observe all school rules policies regarding: uniform, cell phone usage, inappropriate language and behavior. Major offenses will result in immediate referral. The following steps will be taken to hold students accountable for their behavior and actions.

Minor offense 1- Student warning Minor offense 2- Teacher/student discussion Minor offense 3- Parent notification
 Minor offense 4- Counselor referral Excessive minor offenses/Major offense- Immediate referral to school administration

Make-up Work Policy:

All students with excused admit slips will be awarded opportunities to make-up any missing assignments, test, quiz, etc. *It is the responsibility of the student to submit excuse notes immediately upon return to school and inquire what they missed during their absence(s).*

The teacher will then provide make-up assignments and a time frame for completion. *Students without proper admit slips or excuse notes may not be awarded make-up opportunities for missing assignments.

Homework policy:

All Homework assignments must be submitted on or before the given due dates to avoid late penalties. Late assignments will be deducted 20% for each class session that it is late. Example: Late 2 classes = 40% deduction for the assignment, therefore your max grade would be a 60%. * Don't submit any late assignments! Our Block schedule allows students 48 hours between each class meeting to fulfill all homework assignments.

Course Sequencing:

1- Quarter Work based learning Skills for success	2- Quarter Career Planning Job /Internship opportunities	3- Quarter Job Satisfaction Balancing work and School	4- Quarter Managing income Setting career goals
Professionalism Learning about yourself Deciding on possible careers Making career decisions Communication skills Interpersonal Skills Goal Setting strategies Building a Positive Identity	Interests and Values Highlighting strengths Application for employment Success with the Interview process Pre-employment assessments Resumes Internships Network building/References	Workplace Safety Succeeding on the job Timesheets Supervisor evaluations The balancing act (Home, school, work, sports, interests, friends, etc...) Personal Budgeting	The career ladder Succeeding in the economic system Entrepreneurship Long-term goals Career goals revisited after work experience Reflective Decision Making

Citizenship:

E- Excellent	S- Satisfactory	U- Unsatisfactory
Always respectful toward other students and teachers. Demonstrates responsibility and accountability on a daily basis. Never violates any of the classroom rules.	Generally, respectfully towards others. Occasionally demonstrates responsibility. Follows majority of the school and classroom rules.	Frequently disrupts other members of the class. Requires reminders of rules and responsibilities. Disrespectful toward other students and teachers.

Service Learning: Public Law 30-53 specifies that "The mission of Service Learning is to allow each student to gain knowledge of the Community's needs, to expand their learning beyond the four walls of the classroom, to provide opportunities for lifelong intellectual and personal growth, and to feel the intrinsic rewards associated with giving back to society." This course will offer students up to 45 hours of Service Learning opportunities and activities.

Mr. Acosta's Service Learning Opportunities:			Applied Learning:	Learning Outcomes:
EVENT	Date	Hours	Plans and organizes an event or activity from conception to completion. Innovative Problem Solving Embracing Cultural Diversity School Pride, Morale, Ownership Resource Management	Improved critical thinking skills Individual responsibility Group identity and teamwork skills Event planning and Execution Public speaking skills Reflective decision making.
Cultural Exchange Programs	Oct. 4 th ,	5		
	Oct. 18 th	5		
	Nov. 1 st ,	5		
SLO Ceremony	Dec. 22 nd	5		
Mes Chamoru Activities	March. 2 nd	5		
	March 9 th	5		
	March 16 th	5		
	March 23 rd	5		
SLO Ceremony	May 18 th	5		

Family- School Partnership:

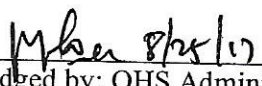
Family-School partnerships are fundamental to the success of Okkodo High School. We agree that the communication between the school and parents are essential. Success in this course depends on active communication, participation, and cooperation between parents, students, and teachers. Please do not hesitate to contact me if there are any questions or concerns at 300-1870 or e-mail *cmacosta@gdoe.net*. Thank you for reading the course syllabus and being an active participant in your child's education. Your signature on the attached contact sheet indicates that you have reviewed the course syllabus and understand the expectations, requirements, and grading criteria for this course.

Sincerely,



8/25/17

Mr. Charles Acosta (STW coordinator/instructor)/Date



Acknowledged by: OHS Administrator/Date

Okkodo High School

School Year 2017-2018

School-To-Work Course Syllabus

Parent and Student Acknowledgement and Contact Sheet

This receipt signifies that the student and his or her parent(s)/guardian(s) have read and understood the 2016-2017 School-To-Work Course Syllabus. If there are any questions, please use the contact information at the beginning of this syllabus. You must turn this in to Mr. Acosta by SEPT. 1, 2017, as it will be counted as a grade.

Student: The components of this syllabus has been explain and outlined to you in class. You understand that the syllabus may be modified in light of unforeseen circumstances, and understand you will be notified in advance of changes to the syllabus. You understand your academic and behavior responsibilities, and that you will be held accountable for your learning and progress towards meeting the course objectives and standards.

Parent/Guardian: You have reviewed the syllabus. You discussed key points of the syllabus with your child. You acknowledge that the syllabus may be modified in light of unforeseen circumstances. You understand that your child has academic and behavior responsibilities, and will be held accountable for course objectives and standards. You acknowledge that we, teacher and parent/guardian, must work together to support your child's academic and behavior development.

Student Media Release and Consent Form

For school year 2017-2018, students may be highlighted in efforts to promote Okkodo High School activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our schools through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media. I, as the parent or guardian of _____, hereby give Okkodo High School and its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital and printed media.

- A. This is with the understanding that neither Okkodo High School nor its representatives will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness. I am also fully aware that I will not receive monetary compensation for my child's participation
- B. I further release and relieve Okkodo High School, employees, and other representatives from any liabilities, known or unknown, arising out of the use of this material.

Please check one box.

- Yes, I certify that I have read, understood, and agree to the Media Consent and Release Liability statement and fully understand its terms and conditions.
- No, I do not give OHS permission to feature my child in any media sources.

Student Name: _____ Signature: _____ Period: _____

Parent/Guardian Name(s): _____ Signature: _____ Date: _____

Parent(s)/Guardian(s) Contact Information: Home Phone: _____ Cell Phone: _____

Email: _____