

## Polaris Career Center Course Syllabus

### Community Work Experience Junior/Senior

#### Course Information

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		Meeting Time:	7:50 AM - 10:50 AM & 11:25 AM - 2:20 PM
		Availability:	2:20 PM - 3:20 PM

#### Course Description

The Community Work Experience Program is a two year special admissions program designed to prepare students for entry into competitive or supported paid employment. During their two years in the Community Work Experience program, the students will learn and develop employability skills and traits necessary for succeeding in the workplace. While in the Community Work Experience Program, these skills are authentically learned within the community at Southwest General Health Center in Middleburg Heights. Southwest General Health Center is located one-quarter mile from Polaris Career Center.

#### Major Course Goals

The major goals of the Junior/Senior Community Work Experience program/course will ask students to:

1. Learn and develop desirable work habits and skills necessary for succeeding in the workplace.
2. Maintain focus on a task and improve task speed and/or quality.
3. Maintain professional hygiene and grooming.
4. Develop and maintain a professional relationship with others in the workforce.
5. Learn to take initiative and ask for additional work as needed.
6. Learn and develop life skills such as social and communication skills, self-advocacy skills, and problem-solving skills.
7. Learn to function in the workplace independently.
8. Develop skills to work as team.

#### Instructional Philosophy

Students in the Community Work Experience Program will travel daily to Southwest General Health Center where they will have the opportunity to work for approximately two hours at various job sites. While students will be placed at job sites based on individual skills, needs, and interests, students can expect to be placed at approximately four to six job sites per school year. During these job site rotations, students might work individually, as part of a team, as a lead-person, and/or in a peer/trainer/mentor capacity. Students in the Community Work Experience Program are expected to participate and demonstrate effort toward their duties, exhibit a positive attitude, maintain good attendance, dress appropriately and comply with all school, program, and Southwest General Health Center rules.

#### Course Units of Study

The major areas of student study include:

1. Maintain good attendance and punctuality
2. Exhibit good hygiene, grooming, and adherence to the dress code
3. Communicate appropriately with coworkers and supervisors
4. Work independently and as part of a team
5. Maintain a positive attitude
6. Display flexibility
7. Follow directions
8. Accept constructive criticism in a positive manner
9. Demonstrate appropriate safety practices
10. Demonstrate initiative
11. Manage potential frustration and anger
12. Demonstrate pride and ownership in the quality of the work
13. Work at the expected pace
14. Demonstrate self-advocacy practices
15. Demonstrate problem-solving skills

**Primary Curriculum Materials**

There is no primary textbook for this program. The students will utilize computers and Microsoft Word software to develop resumes. Other various resources will be utilized to develop social skills and employability skills as needed throughout the school year.

**Business and Industry Credentials, Certifications, and/or Licenses**

Not Applicable

**Course Projects and Special Activities**

Students will work approximately 700 volunteer hours at Southwest General Health Center.

**Course Policies****Code of Conduct:**

The published Code of Conduct for Polaris Career Center found in the Student Handbook will be enforced at all times. Students should refer to the Handbook for discussions of due process and safety violations.

**Dress and Grooming Guidelines:**

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruptions, avoid safety hazards, and teach respect and is similar to those enforced in most working environments. Students should refer to the handbook for explicit explanations. Students must also adhere to the Southwest General Health Center Volunteer Dress Code.

**ID:**

As stated in the Handbook, students will wear their Polaris IDs and carry a hall pass at all times. While at the hospital, students need to wear their Southwest General Health Center ID badges.

**Attendance/Tardiness:**

Students should particularly note the attendance/tardiness policy in the Handbook as it will be followed at all times.

**Make-up Work:**

Students who have excused absences may make up the work they missed. It is the student's responsibility to check with each teacher the day the student returns from an absence to arrange specific dates for completing the work and for taking tests, if any tests have been missed. Assignments that were due and tests that were scheduled on the day of the absence will be due on the day the student returns. The student will be allowed one day for each day of an excused absence to make up the assigned work.

**Computer Usage:**

Access to technology is designated for the completion of class assignments only. Students must sign the Technology Acceptable Use Policy of Polaris in order to be given use of computers, software, and Internet access. The use of technology is a privilege, not a right. Any student who violates the Policy may lose their access to these items. Polaris Career Center reserves the right to monitor computer and Internet access.

**Infinite Campus:**

Polaris has implemented a software application called Infinite Campus. This program provides students and parents with the ability to check on attendance, grades, test scores, homework assignments, and a host of other information. This information can be reviewed from any internet connection. For additional information, please contact Jean McLaughlin, Education Management Technology Specialist, at 440.891.7713.

**Syllabus Changes:**

The instructor/Polaris Career Center Administration reserves the right to make changes to this syllabus throughout the year.

**Course Assessment Plan**

Grades will be earned through Performance and Job Site assessments. The Daily Performance assessments consists of class attendance, participation, safety, and work ethic objectives. Specific Job Site assessments are approximately an hour in duration and consists of individual employability and specific job skill performance objectives. Grades will be determined by a Total Points method using the following:

Performance and Job Site Assessments

100%

Grades for the course will be based on the following levels of performance:

<b>Grade</b>	<b>Description</b>
<b>A</b> (90-100%)	Work is correct with only minor flaws (not having to do with the main idea of the problem). The concepts presented in class were understood and were appropriately applied to real-world examples. All assignments were completed on-time and were of a work quality.
<b>B</b> (80-89%)	Work was done with a few flaws. The concepts presented in class were applied with help. Almost all tasks and assignments were completed on-time and demonstrated with sufficient skills
<b>C</b> (70-79%)	Some difficulty was had understanding class concepts or applying concepts to real-world situations. Some assignments were late.
<b>D</b> (60-69%)	Only some of the work was completed for class. Work completed was frequently late or was of low quality with errors and omissions.
<b>F</b> (0-59%)	Did not complete a significant amount of work for the class. Work had major errors and did not meet standards.