



BURLINGTON AREA SCHOOL DISTRICT

"A community of learners committed to continuous improvement through a culture of dialogue and reflection"

Burlington High School
400 McCanna Parkway
Burlington, WI 53105

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Employability Skills Syllabus

Grading:

- (1) This course will be pass/fail. You will receive either a P or an F on your transcript. This course will neither help nor hinder your grade point average.
- (2) Your success in this class will determine your eligibility for School to Work II and the ability to leave campus to go to work during a later semester.
- (3) Your grade will be determined by completion of class work that consists of:
 - i. Reflections that will go into detail about what that student learned from that particular week with regards to our weekly topics. There are topics assigned to each week. Reflections are due every Friday.
 - ii. Participation in group discussion on weekly topics. Each student is responsible to submit discussion questions every Thursday.
 - iii. KeyTrain program completion (students must achieve a minimum of 80% on level 5 in the three program areas).
 - iv. Daily work. Topics include: Applied Mathematics, Locating Information, Reading for Information, Professional Soft Skills, Banking, Credit, Budgeting, Saving, Investing Money, Insurance, Taxes, and Workplace Safety.
 - v. National Career Readiness Certification (NCRC): Each student will have the opportunity to obtain the NCRC by taking the ACT WorkKeys tests in Applied Mathematics, Locating Information, and Reading for Information.

Outcomes:

- (1) Students will be able to acquire job skills that can assist with future work experience.
- (2) Students will be able to acquire human resource (people) that can assist with future work experience.
- (3) Students will be able to create a data sheet, cover letter, and resume that they will be able to keep up to date.
- (4) Students will be able to prepare and participate in a job interview.
- (5) Students will have the opportunity to attain the NCRC through the successful completion of the ACT WorkKeys tests.
- (6) Students will be able to understand how they can use bank accounts, credit, savings, and investment in their life now and in the future.
- (7) Students will be able to understand the importance and value of insurance.



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Classroom Meetings:

- (1) Class meets daily during 3rd period. **You must attend class everyday.**
- (2) Discussion questions are due every Thursday.
- (3) Reflections are due every Friday.
- (4) You must turn in all class work in order to be eligible for School to Work II.

Miscellaneous Information:

- (1) Once a student has completed Employability Skills, they can take School-To-Work II. The only difference is that students will not have to take the classroom portion of the School to Work class. Work logs will be due every Tuesday and student must sign in/out every day in Room 115.
- (2) Fifteen (15) or more unexcused period absences in one semester can result in program ineligibility.

Non-Discrimination:

All courses, including Career and Technical Education courses, Project Lead the Way, and the Architecture, Construction, Engineering Academy, are available to all students without the discrimination based on sex, race, color, national origin, or disability.

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District. Burlington Area School District Compliance Officer and Title IX Complaint Officer, Connie Zinnen, Assistant Superintendent, 100 N. Kane St., Burlington, WI 53105; 262-763-0210, ext. 209; fax: 262-763-0215.