



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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School to Work I 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 grade will be determined by two different weighted categories
 - a. Portfolio (70%)
 - i. Weekly Time Logs that will describe the activities that were completed by that individual that day of work along with the hours that that individual worked on that particular day. Work logs are due every Tuesday.
 - ii. Reflections that will go into detail about what that student learned from their job that particular week that pertain to our weekly topics. There are topics assigned to each week. Reflections are due every Friday.
 - iii. Participation in group discussion on weekly topics. Each student is responsible to submit discussion questions every Thursday.
 - iv. KeyTrain program completion (students must achieve a minimum of 80% on level 5 in the three program areas).
 - v. 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.
 - vi. 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.
 - b. Employer Evaluation (30%)
 - i. The employer will be asked to write comments about the student's progress at work along with areas of growth for the student. The employer will have to give the student a grade on a scale of 1-10.

Outcomes:

- (1) Students will be able to acquire job skills during their work experience.
- (2) Students will be able to acquire human resource (people) skills during their 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.



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(7) Students will be able to understand the importance and value of insurance.

Classroom Meetings:

- (1) Class meets daily during 3rd period. **You must attend class everyday.**
- (2) Work logs are due every Tuesday.
- (3) Discussion questions are due every Thursday.
- (4) Reflections are due every Friday.
- (5) You must turn in all work logs and class work in order to pass the class.
- (6) If you miss class due to illness, your work needs to be turned in by the following day (via email or in person).

Other Classes:

- (1) Students that are failing other classes will not be permitted to work during the school day until they begin passing ALL of their classes.
 - a. The students that are failing MUST stay with me OR in the counseling office to work on material. I will write passes to students to see teachers as necessary.
- (2) If at anytime, a student has to be held out of work for a total of 5 days or more out of a semester because the student is failing other classes, the student will be ineligible for continued participation in School-to-Work and will be enrolled in other courses at school.

Miscellaneous Information:

- (1) Students must attend work at least a minimum of 3 days per week on average during the school day. If students are unable to do this, they can either find a new job or chose not to take the program.
- (2) Students must sign in/out every day in Room 115. Failure to do so can result in becoming ineligible for program continuation.
- (3) Once a student has completed School-To-Work I, they can take School-To-Work II. The only difference is that students will not have to take the classroom portion of the class. Work logs will still be due every Tuesday and student must sign in/out every day in Room 115.
- (4) Fifteen (15) or more unexcused period absences in one semester will result in program termination.

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.