Work-based Coordinator Course Syllabus

Mrs. Belinda Collier, WBL Coordinator

2024-2025

**Phone #: (478) 218-7537 ext. 6318**

**E-mail: belinda.collier@hcbe.net@hcbe.net**

### Course Description

Youth Apprenticeship is a structured combination of school-based and work-based learning. Through a coordinated effort involving business and industry, Youth Apprenticeship addresses the dual role of preparing students for the world of work and providing Georgia with a highly skilled, technologically competitive workforce. A student participating in the Youth Apprenticeship Program receives an education that is both academically challenging and relevant to employment in today’s economy. The program enables a student to receive a high school diploma, a post-secondary certificate or degree, and certification of industry-recognized competencies applicable to employment in a high-skilled occupation.

### Essential components of Georgia’s Work Based Learning are:

### A partnership structure involving secondary schools, post-secondary institutions, employers, and community representatives.

### Structured linkage between secondary and post-secondary components, leading to a high school diploma and post-secondary credential.

### Academic and vocational classroom instruction combined with on-the-job learning experiences.

#### Evaluation Procedures/Grading

##### The student’s final grade is based on the following:

Major Assignments (Beginning paperwork, Employer Evaluations, Final hours earned, Work Ethics) 45%

Minor Assignments (Monthly Hours (Time sheet), Monthly meetings, Sign outs) 20%

Daily Work (Journals, Verification) 15%

Final Exam - (If student is required to attend) 20%

**Instructional Methods/procedures**

### Work-based learning includes the development of a detailed training plan between the employer and apprentice; identification of specific work tasks that will develop workplace competencies; a minimum of 720 hours of on-the-job training; workplace mentoring; and instruction in general workplace competencies as well as all aspects of a chosen industry.

### School based instruction includes selection of a career pathway; related coursework; placement on a related job after the age of 16; periodic evaluations; and on-going guidance. While most students complete three courses related to a connecting pathway, all students must earn a minimum of one unit of credit before placement on the job site.

***Students participating in Houston County Work-Based Learning Program are required to adhere to the Houston County Board of Education Reopening Plan and the student's employer plan/procedures to help prioritize the health and safety of all.  Decisions regarding student participation remain with the parent and student. Reopening Plan Link:* https://www.hcbe.net/reopeningplan.**

**Student must adhere to all policies documented in the Student Handbook YAP FY 23Rev located at link: https://content.myconnectsuite.com/api/documents/dae9020653d04fdc882988d19d26480c.pdf.**

### In addition to meeting the required guidelines to be a part of YAP, students are expected to excel in these three areas:

### academic performance

### school and workplace behavior

### job performance

Final Exam

**Students who fail to complete all required assignments will be required to report to HCCA at final exam time to complete all missing assignments.**

**PLEASE RETURN THIS PAGE TO Mrs. Belinda Collier**

By signing below, you confirm that you have reviewed the above course outline and are aware of the grading procedures, expectations, and other course requirements. I agree to fulfill my commitment as a parent/student to the best of my ability. If my child fails to carry out any of his/her responsibilities, I understand the criteria for his/her grading determination.

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Student’s Signature Date Student’s Cell# Student’s E-mail Address

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**Parent’s Signature Date Parent Phone# Parent’s Email Address**

**Print Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **WBL** **Period(s)** **\_\_\_\_\_**

Additional information about Work-based Learning is available on the Georgia Department of Education website at:

http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Youth-Apprenticeship-Program.aspx