



**AUTAUGA COUNTY TECHNOLOGY CENTER
WORK-BASED LEARNING
PROGRAM SYLLABUS 2024-2025**



Teacher: Audrey Powell **Email:** audrey.powell@acboe.org **Phone:** 334-361-0258 Ext 1677

Purpose and Goals: Work-Based Learning (WBL) is an elective course, which provides students with progressive work and school experiences that integrate theory with practical applications. This training is conducted at an approved job site where students are provided with supervised on-the-job training. In order to receive one credit for WBL, the student must work a minimum of 140 hours per year. The Work-Based Learning Plan is articulated through a training agreement between the school and the business. The goal of this program is to guide students toward opportunities, which will further their education and employment. Work-Based Learning empowers students to become competitive employees and productive citizens.

Prerequisites: Prior to enrolling in Work-Based Learning, students must have completed a minimum of one Career/Technical Education (CTE) course. Students must submit an application, signed by a parent/guardian and be approved for participation in Work-Based Learning. Only students in 11th and/or 12th grades may apply.

CTSO Co-Curricular Component: **Work-Based Learning students are encouraged to be active members of a Career Tech Student Organization.** Membership in the student organization, **DECA**, is recommended for all students. DECA's mission is to prepare emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management.

Assessment Procedures: Assessments include documentation relating to course requirements, employment wages/hours, work schedule and employer evaluations.

Course Grade Weights:

<i>Wages/Hours (paystub), Meeting Attendance, & Work Schedule (35%) Minor Grades</i>	<i>Worksite Evaluation & Course Documentation (65%) Major Grades</i>
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Grade Scale:

<i>A = 90-100</i>	<i>B = 80-89</i>	<i>C = 70-79</i>	<i>D = 60-69</i>	<i>F = Below 60</i>
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Work-Based Learning Expectations:

1. Students must have a verified and approved worksite within two weeks from the start of school.
2. Students will follow Autauga County Technology Center and Work-Based Learning Policies.
3. If a student quits or loses his/her job due to misconduct, the student will receive a grade of zero for the employer evaluation component of the course.
4. Students are required to attend a monthly meeting to record wages earned and hours worked. Meeting attendance is evaluated as a minor grade.

Student must record and have **at least** 35 hours per nine-weeks for wage/hour grade (*Paystubs serve as proof for hours worked*).
5. **Paystub with wages earned are required every pay period** (*Hours will not accumulate without proof*).
6. Training station supervisor completes employee worksite evaluations every nine-weeks.
7. **In the event a student quits, loses, or changes his/her job WITHOUT FIRST notifying the coordinator, the student will receive a ZERO grade for the 9 weeks worksite evaluation (major grade).**

**Sign up for Remind – text @2gg88k4 to 81010
Schoolology Access Code SDQ6-BTJB-HJVRS**

Students should communicate with Ms. Powell by Remind, ParentSquare, and Email



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August 7, 2024

Dear Parents,

Work-Based Learning is an exciting opportunity for your student to learn skills, which will pave the way for future success! My role as a Work-Based Learning coordinator gives me the opportunity to work with business and industry leaders. Without exception, these leaders stress the importance of increasing the employability skills of employee candidates: arriving to work on time, managing cell phone use, treating co-workers in a professional manner, using social media responsibly, and complying with company workforce policies. The Autauga County Technology Center is a workforce training center with the dual goal of preparing students to meet their future college and career goals and serving as a pipeline for qualified employee candidates to meet the needs of business and industry.

The ACTC Work-Based Learning Program incorporates monthly training meetings to enhance student employability skills and soft skills. In addition, students will have the opportunity to participate in tours, which highlight the employment opportunities of local industries. All students are required to utilize the Remind app so they can receive program updates. Parents are also welcome to join our Remind group. You may join by texting @2gg88k4 to 81010. In addition, students will be required to participate in Schoology activities and assignments. The Schoology access codes are listed on the Program Syllabus.

The importance of Work-Based Learning is gaining national recognition. The most effective marketing for our program comes from our students. Please sign and return this letter, giving approval for our program to utilize your student’s photo.

If you have any questions or concerns, please feel free to contact me.

Your Partner In Education,

Audrey Powell

I give permission for ACTC to use my student’s photo to promote the Work-Based Learning Program. Photos are used on the school website, social media, and marketing materials.

Student Name

Parent Signature