

Work-Based Learning and Youth Apprenticeship Syllabus

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Web Site: Scan the QR Code to access our Website

Course Description:

Work-Based Learning is a career development program designed to create a source of skilled and motivated future employees who are prepared to enter the workforce. All assignments and requirements reflect this mission.

Class Objectives:

The state has identified 24 objectives for WBL. All of which directly or indirectly affect the students in the course. The following are directly related to student instruction:

- 2- Career Awareness Activities such as field trips, speakers, and assignments.
- 3- Career Exploration Activities such as Job Shadowing Day and internships.
- 4- Instructional Related Activities such as learning employability skills.
- 5- Connecting Activities such as Dual Enrollment and Post-Secondary options.
- 10- Employability skills such as soft skills, work ethics, etc.
- 11- Career Plans and Pathways
- 12- Business Partnerships will be developed
- 13- Student Admission through an application is required.
- 14- Mentor Training for each business is required.
- 15- Legal and labor issues as applied to students.
- 16- Training Agreements are developed.
- 17- Training Plans are developed.
- 18- Student Evaluations will be conducted multiple times per year.
- 21- Post-Secondary Options will be explored.

Course Prerequisites:

Complete list found on LCHS WBL website.

MANDATORY Resources:

- o **Google Classroom:**
 - o 1st sem students: 3oosruil
 - o 2nd sem students: ihbue2et
 - o 3rd sem students: et5ododp
 - o 4th sem students: gbabay65
- o **Remind Class Code: LC2627WBL**

STUDENT ORIENTATION – July 21/22 or first day enrolled in WBL

PARENT ORIENTATION - BY VIDEO on WBL website.

CLASS MEETINGS:

- **Mandatory Meeting Dates: Fall 2026: First day of school, Sept 1, Oct 6, Nov 3, and Dec 1**
Spring 2027: First day of school, Feb 2, March 2, April 6, May 4 - Any changes to the location or time will be announced via Remind.

- **On the first day of the semester**, students will meet in the Auditorium.
- Monthly class meetings are mandatory -- **THE STUDENT MUST ATTEND EACH MTG during their assigned WBL block.**
- Class meetings constitute part of the course Work Ethics grade
- Frequent late and/or missing coursework will be grounds for removal from the WBL program.

ATTENDANCE AT SCHOOL AND WORK

- Students **MUST** report to Mrs. Schools the first week of school, regardless of their WBL campus release.
- Attend school regularly. Chronic attendance problems concerning school and/or work are grounds for removal from the WBL program.
- If students are too sick to come to school, they are too sick to go to work.
- The state of Georgia requires the following to award credit for the WBL (YAP) program regarding work hours:
 - 1 block = 135 hours per semester (7.5 hours a week)
 - 2 blocks = 270 hours per semester (15 hours a week)
 - 3 blocks = 405 hours per semester (22.5 hours a week)
- **Students who do not complete the minimum hour requirement will not receive credit for WBL.**
- ***Changing jobs during the semester is prohibited unless extreme circumstances that are discussed with your WBL teacher. It must, however, be done properly.***
 - Students changing jobs **MUST:**
 - notify the WBL Coordinator in advance,
 - complete the following [job change form](#), and
 - get an exit interview/evaluation with the employer before leaving.
 - A written letter of notice must be presented to the current employer two weeks prior to the last day of employment, and a copy must be provided to the WBL supervising teacher for the student's file.
 - Failing to properly resign from a job before leaving will receive a 20-point deduction from their **overall grade.**
 - Do not resign from a position until another job has been secured.

Parent/Guardian Conduct

Parents are strongly discouraged from contacting the student's employer. Any issues or grievances should be brought to the attention of the WBL/YAP Coordinator who will act as a liaison.

TERMINATION FROM EMPLOYMENT:

If the student is terminated from their employment, he/she must **IMMEDIATELY** notify their Work-Based Learning Coordinator. Students who are terminated with cause from employment may receive a 20-point deduction from their overall WBL grade.

CHEATING:

Students will receive a ZERO for assignments if it is determined they cheated or falsified information. Falsification of employer and or parent documents will result in removal from the WBL Program.

DISCIPLINE:

The rules, policies, and consequences found in the student handbook and written by Lanier County Schools will be enforced. In addition to these rules and policies, the student is expected to follow all the WBL policies and procedures as outlined in this syllabus and as printed on the WBL forms that were signed by the student, parents, and employers.

WITHDRAWAL FROM PROGRAM

Refer to the above discipline policy. Students not following the guidelines outlined in the syllabus and/or failing the course will not be readmitted into Work-Based Learning.

EXTRACURRICULAR ACTIVITIES

Active CTSO affiliation is expected. Preferential admission into Work-Based learning will be given to students active in their Pathways CTSO.

TIMESHEETS

Completed, signed timesheets are a mandatory component of the WBL program. These sheets are the student's responsibility! The timesheets are posted in Google Classroom. Completed timesheets should be submitted via Google Classroom as well. Timesheets hours **must be verified/signed by a supervisor.**

TUTORING:

Please contact the WBL supervisor to make an appointment for tutoring or assistance with assignment completion.

PERFORMANCE EVALUATION

- The WBL Coordinator and the Worksite supervisor will complete two evaluations on the student per semester.
- Students will be evaluated on their work ethic and skills as outlined in their training plan.

GRADING*

The overall grade for the course is calculated by the following:

Monthly Timesheets – 25%

Work Ethics – 25%

Employer Evaluations – 25%

Portfolio Assignments – 25%

***Please Note:** Work-Based Learning spans the entire semester. Grades will be posted to PowerSchool for progress reports, at the Mid-term and End of the Semester. All work due must be submitted on time to be included in each 9-week grade. Students must meet the semester minimum work-hour requirements to receive transcript credit for Work-Based Learning. Students not meeting the minimum work-hour requirements will receive a maximum grade of 65.

For full credit, assignments must be completed and turned in on the due date. Points will be deducted for late assignments. This process is especially important in the Spring when honor graduates and class rank are determined.

TRANSPORTATION

Students must be able to drive off campus. If for some reason transportation becomes unavailable, sharing rides on a regular basis is prohibited. During this temporary time, parents may pick students up and transport them to their job site--but this cannot be a permanent solution. If necessary, the student may be held at LCHS until the transportation situation is resolved.

When off work, the student may NOT, for any reason, stay on campus and “hang out” until the end of the day.

ELECTRONIC CONTACT

Due to the physical distance between WBL students and the school WBL teachers, WBL teachers may use a variety of methods to communicate with or contact the student. These methods include, social media, Remind,

cell phone, email, and/or other types of electronic/internet-based media. Students are expected to have the Remind app on their phone with notifications on and to check it when notifications appear.

Students who have a grade below 70 will have their permit revoked and not be allowed to leave campus. Grades will be checked at the beginning of each month.

Students with grades below 70 will meet with their WBL Supervisor to formulate a plan for correction. The student's parents will be called and notified of the student's inability to leave campus for work. Students not following the plan of correction may be removed from the WBL program altogether. The WBL teacher reserves the right to keep students on campus for excessive absences, behavior, unemployment, etc.

Drug Tests

Employers may require that a drug test be taken and passed before offering employment to students. The Work-Based Learning Coordinator will be notified if a student does not pass a drug screen given by an employer. The WBL Coordinator is a Mandatory Reporter and is required to report any failed drug test to the student's Guidance Counselor.

Teacher Responsibilities:

During any time of Distance Learning, teachers will teach students remotely. As the teacher of record for your student, I will:

- provide instruction through google classroom
- provide virtual activities
- provide appropriate and reasonable accommodations for students who are on 504 plans, IEP, and/or additional reasons appropriate to assist students in achieving the learning outcomes.

Student Responsibilities:

- Students will log into their google classroom and check their Remind and email **daily**.
- Students will participate in online learning activities at their scheduled times.
- If students do not have access to the internet they should arrange to stay on campus as needed to complete online assignments.
- All students will be required to participate in learning activities and students will continue to be assessed on their mastery of content.

Student Services:

Students will continue to receive special education services, 504 modifications, Gifted Services, and ESOL Services. Lanier County High School will work with the teachers of these students to make sure that all students receive the services that they are entitled to.

Communications:

Teachers, Counselors, and Administrators will continue to communicate with parents and students. They will utilize telephone and email to continue to communicate with individual parents and students. For schoolwide communication, the school will utilize social media platforms and student/parent emails.