



COURSE SYLLABUS:

On-the-Job Training

Instructor's Name: Mrs. Miller

Email Address: mmiller2@isd726.org

Academic Assistance Time: Before school--7:30 a.m.-8:00 a.m.—M, Th, F

After School: By Appointment

Course Description

Students may elect to seek part-time on-the-job training credit. On-the-job training involves a work agreement, periodic meetings with the teacher, employment supervisor and student, attend class once/week, assignments, submission of weekly reports and other required documents. Students will be released the last block of the day and must work during that time. Because the focus of this course is to prepare students for the realities of the job market, students may be removed from the program for excessive absences or inappropriate behavior.

On-the-Job Training is an optional elective offered to Juniors and Seniors.

Course Prerequisites

Student must be a junior or senior with excellent school attendance.

Student must have taken at least 2 business classes. Digital Citizenship is considered one.

Student must work during 4th block—not only after school. The instructor visits during 4th block.

Student must work at least 10 hours a week. The minimum amount of hours worked is 90 hours per quarter and check stubs are needed to prove those hours.

Student cannot work for a family-owned or agricultural business.

Student must be working at the approved job by the first day of class.

Student Learning Objectives/Outcomes

Develop strategies to make an effective transition from school to career.

Assess personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development.

Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.

Content Covered

MINNESOTA SAFETY LAWS
CAREER INVENTORY
JOB SHADOWING ASSIGNMENT
FUTURE CAREER RESEARCH ASSIGNMENT
I-9 AND W-4 FORM REVIEW

WEEKLY JOB REPORTS:

1. Weekly reports will be filled out from Saturday to Sunday of each work week and signed by the employer. After you receive your check stub, you will attach it to the weekly report as verification of your weekly hours. These reports will be due each Wednesday. **If you do not work a week, you still must turn in a weekly report. Failure to turn in weekly reports in a timely manner may result in a failing grade.**
2. **All weekly reports and check stubs for the quarter MUST BE COMPLETED BY THE END OF THE QUARTER IN ORDER TO RECEIVE A PASSING GRADE.**

The OJT grade is based on points given to attendance, weekly reports, weekly schedules, assignments, and end-of-quarter employer evaluations.

Suggested Course Materials

Student needs: iPad, notebook, pen or pencil

Grading Scale and Information

This course will be graded as a pass/fail.

Course Policies

DAILY ASSIGNMENTS, LATE WORK POLICY, CLASSROOM RULES

1. Work must be handed in on time and complete. **Written and homework assignments are to be completed by the student independently.**
2. Bring appropriate materials to class--books, pencils, iPads, etc.
3. Students will meet the first 30 minutes of 4th Block each Wednesday. If school doesn't meet on a Wednesday, the previous day we will meet as a class.
4. **ABSOLUTELY NO FOOD OR BEVERAGES IN THE CLASSROOM.** Only water bottle allowed in classroom. No cans are allowed in classroom.
5. Cell phones, headphones, ipods, etc. should not be used or visible in the classroom.
6. No backpacks allowed in classroom.
7. See student handbook for tardy policy.

Homework Expectations

Assignments and tests coming in late may result in a class failure. Unexcused absences may result in a class failure. Any plagiarism receives a failing grade.

The OJT grade is based on student attendance, weekly reports, weekly schedules, assignments, and end-of-quarter employer evaluations.