Paynesville Area High School
Agricultural Education
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School to Work

Grades 11-12 **1 credit/Quarter**

Course Description: This course is designed for students to explore the various occupational fields in the community. Students will either be placed or allowed to work in a career position according to their interests.

This class will meet the first school day of school and the beginning of each month, with a total of 9 class days. Assignments will include a completed training agreement; work hour/duty sheets signed and turned in weekly, a reflective paper on the job activities/thoughts due at the end of each quarter, and other assignments or projects will be announced as seen fit.

Strict supervision will occur and any student who disrespects this opportunity will be removed from this course. Students will be held accountable for their academics and attendance. If a student misses 13 hours in any one period (not school to work period) within a semester, then they will have their work permit suspended until the end of the semester. If a student receives a D- or below at the end of a quarter, then they will have their work permit suspended for at least 2 weeks of the next quarter until grades are satisfactory.

Grading Scale:

A	100 – 93%	C	76-73%
A-	92 – 90%	C-	72 – 70%
B+	89 – 87%	D+	69 – 67%
B	86 – 83%	D	66 – 63%
B-	82 – 80%	D-	62 – 60%
C+	79 – 77%	F	59% and below

50%	Work &Teacher Evaluations
25%	School Meetings
12.5%	Written Lesson
12.5%	Paperwork

Course Schedule & Content: (topics subject to change)

September 7th, 2010:

- Introductions; Assessing and Strengthening Workplace Behaviors
- Planning Professional Growth Scenario

October 1st, 2010:

- Solving an Attendance Problem
- Time Management Scenario

November 2nd, 2010:

- Understanding the Chain of Command
- Managing Your Boss Scenario

December 1st, 2010:

- Diversity in the Workplace & Exploring Diversity Definitions
- Cultural Diversity Scenario

January 4th, 2011:

- Identifying Sexual Harassment Issues
- Sexual Harassment Scenario

February 1st, 2011:

- Teamwork Approach
- Teamwork Scenario

March 1st, 2011:

- Without a Word; Nonverbal Communication
- Interpersonal Skills Scenario

April 1st, 2011:

- Workplace Grapevine
- Listening Scenario

May 5th, 2011:

- Following Policies and Procedures
- Problem Solving Scenario

1st Quarter:

- **Topic:** You have been asked to speak to sophomores in high school about the need for career/life planning. Prepare a presentation on career/life planning that addresses the topics of career selection, education and training, life-style choices, time management (may include: prioritizing, deadlines, pressure from others, schedules, procrastination, delegating, meetings) and other concerns. (Remember that high school sophomores, like other intelligent people, can be easily bored.) You can do this by paper with the guidelines below, a Power Point presentation turned in as a handout, or video taped for my viewing.
- **Outline:** 1 page, 12 pt. font, Times New Roman Font, Double Spaced
- **Due:** Friday, November 5th, 2010 (End of 1st Quarter)
- **Points:** 20 pts.

2nd Quarter:

- **Topic:** What hand tool (hammer, screwdriver, drill, saw, vise, etc.) best describes your boss? Your company? Your position? Report on the ways the following individuals or groups responded to racisim (examples: Nazi Germany, Martin Luther King, Jr., Malcolm X, Atlanta Braves, Spike Lee, etc.). What is the course of action for your place of employment on reporting and punishing sexual harassment? Please explain.
- **Outline:** 1 page, 12 pt. font, Times New Roman Font, Double Spaced
- **Due:** Thursday, January 20th, 2011 (End of 2nd Quarter)
- **Points:** 20 pts.

3rd Quarter:

- **Topic:** Research nonverbal customs from other countries (such as eye contact, greetings, hand gestures, etc.). Write a paper on these nonverbal customs and discuss how these customs might affect communicating or working at your job, school, or teamwork-type situations with persons of other cultures.
- **Outline:** 1 page, 12 pt. font, Times New Roman Font, Double Spaced
- **Due:** Friday, March 25th, 2011 (End of 3rd Quarter)
- **Points:** 20 pts.

4th Quarter:

- **Topic:** What are the effects of the grapevine in the workplace? Explain 5 times when you had a problem on the job and had to solve it by yourself (without asking for help). How did you solve the problem? What steps did you take?
- **Outline:** 1 page, 12 pt. font, Times New Roman Font, Double Spaced
- **Due:** Friday, May 27th, 2011
- **Points:** 20 pts.

Student Expectations:

Students who enroll in this class agree to the student expectation in the following areas:

The P – 3 Rule

1. **Prompt**
    a. Attend the nine class sessions.
    b. Be to class on time, if you must use bathroom or other facilities see me first before the bell rings.
    c. 3 tardies/quarter = Detention

2. **Prepared**
    a. Always have writing utensils and paper; I will not borrow out anything.
    b. Turn in assignments, quizzes, papers, projects, etc. on time.
    c. Lose 10% every day late, and will not accept anything after the unit is completed.

3. **Pleasant**
    a. Respect everyone in the classroom: teachers, classmates, guests, substitutes, etc.
    b. Participate with no hassle, and do not waste time.
    c. Remember manners and appropriate language at all times.
    d. Swearing or inappropriate language = 15 pushups, sit-ups, jumping jacks, or detention per word @ student's choice
    e. If repeated or other inappropriate offenses = Detention

Other Expectations:

- Keep the room neat and orderly.
- NO cheating or plagiarizing = Receive an "F" on item, may receive detention.
- Abide by all school and work release rules.

Final Comments:

- I will treat each of you as I would treat employees, you may need a job reference or a prospective employer may ask me and I want to answer them honestly about your work habits.
- I can't help you if you don't ask, so please see me with any questions or comments; I am available at various times throughout the day.
- HAVE FUN, BUT APPROPRIATE!!!