

**Work-Based Learning Programs
Cherokee County Schools
Course Syllabus 2009-10**

The Work-Based Learning Program in Cherokee County allows juniors and seniors who have identified a specific career objective to obtain experience and skills in a workplace setting. It offers students a unique opportunity to prepare for future educational and career goals while in high school.

Requirements:

- Student is engaged in his/her career pathway, supported by a career interest survey or career aptitude test.
- Student must attend school in order to work on any given day. If not in attendance at school, student is to notify the Career Pathway Facilitator **by 9:00 A.M.** **If the student is absent from his/her classes at school for ½ the school day or more, the student will also be counted absent from work-based learning class(es).**
- Continuous employment must be maintained throughout the semester to receive course credit.
- Student may not quit/change job unless approved by the Career Pathway Facilitator and professional procedures are followed.
- Student will provide completed documentation for this course**see below**
- Student will meet at appointed time with Facilitator weekly and other designated times throughout the course. Failure to meet and turn in weekly sheet will result in removal of Work-Release Pass and can result in dismissal from the program.
- Student will complete electronic portfolio on Career Cruising to 100% proficiency
- Student will provide proof of time through Weekly Journal Sheets and copy of paystubs.
- Failure to provide documents in timely manner may result in student dismissal from WBL Program
- 12th grade students will participate in Georgia Work Ready Assessment given at each high school.
- Students must complete all documents in professional manner using blue or black INK.

Required File Documents (must have prior to issuance of a Permanent Pass to leave campus):

<ul style="list-style-type: none"> • Application Packet • Parent/Guardian Consent Form • Early Release Form / Insurance Verification Form • Proof of Insurance (copy of card) • Program Guidelines/Agreement 	<ul style="list-style-type: none"> • Transcript • Teacher Recommendations (2) • Disciplinary Record • Attendance Record • Documentation of attendance at Parent/Student Meeting 	<ul style="list-style-type: none"> • Employment Verification Form • Unpaid Intern Form, if applicable • Educational Training Agreement • Work Permit, student under 18 or Signed Form, if 18 and older •
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Student Evaluation:

Worksite Mentor/Employer Evaluation **evaluated 4 times per year**	40%
Portfolio Evaluation **assignments will be due throughout the year**	20%
Facilitator Evaluation **required file documents and assignments ** attendance at meetings and sessions with Career Pathway Facilitator **completion of Timesheets and copy of check stubs	40%

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By signing below, you agree to the course syllabus as outlined above and acknowledge the following:

1. **Attendance at Orientation Meeting** on _____
Date Please initial
2. **Received Student Handbook** on _____
Date Please initial

Parent Signature Date Student Signature Date