



# New Smyrna Beach High School Course Syllabus



**Course Title:** Workforce Program

**Diversified Career Technology (DCT) Workforce Principles / DCT On-the-Job Training (OJT)**

**Instructor’s Information:**

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**Resources and materials needed for the class:**

**Required Supplies:** One subject notebook; Black or blue pen

**Recommended Supplies:** USB flash drive

**Course Description:**

**DCT is in-school employment related instruction** that provides students with “student-centered” (as opposed to “teacher-centered”) selected occupational skills. DCT develops competencies in health, safety, and environmental issues; professional, legal, and ethical issues; finance; leadership; communication; labor and human resources; economics; entrepreneurship; career planning; technology; management; and technical and production skills.

**OJT is supervised on-the-job training.** OJT provides students with a paid, supervised on-the-job work experience, performed during school hours as well as after school hours for the entire school year. Students enrolled in OJT can earn up to three credits a year (Minimum of 10 work hours/week = 1 credit; Minimum of 15 work hours/week = 2 credits; Minimum of 20 work hours/week = 3 credits). Students must be enrolled in or have previously passed DCT Principles/Applications to be eligible for this class.

**Course Objectives:**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Diversified Education career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Diversified Education career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

**Instructional Methods:**

Direct instruction	Classroom Discussion	Group Projects
Student Presentations	Computer Based Learning	

**Homework/ Classwork Policy:**

Students who are submitting late work (due to absence) have one day, or one day for each day absent (whichever is greater), to submit work unless the teacher determines there are extenuating circumstances which necessitate an extension. It will be a best practice for students to make up tests within a school week of the original assigned date unless the teacher determines there are extenuating circumstances which necessitate an extension.

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### **Intervention and Remediation:**

The focus of instruction should be on getting students to achieve their full learning potential.

- When students demonstrate a lack of proficiency on standards they must receive intervention(s), which may lead to assessment retakes or alternative assignments.
- When students demonstrate a lack of mastery on standards they may receive intervention(s) that require them to attend office hours on Tuesday, Wednesday, Thursday and Friday of each week. Office hours take place during the first thirty minutes of the lunch period on the four assigned days listed above.
- Each 9 week grading period, students shall have the opportunity to retake at least one summative assessment. All retakes require that the student attend office hours for intervention assistance on Tuesday, Wednesday, Thursday and/or Friday in order to retake a test during office hours. Additional retakes shall be determined based upon individual student data.

### **Grading Practices:**

Students and parents need timely and accurate feedback in order to effectively monitor learning progress.

- Best practice: Grade book should be updated weekly (except in the case of extensive assignments or unusual circumstances).
- When a student’s score on a retake is less than the original score, the higher score should be used. Scores should not be averaged.

Letter grades are a reflection of the student’s level of academic achievement on the courses’ performance standards as defined in the high school curriculum guides/maps. The following grade scale shall be used to determine a letter grade and the following quality point system shall be used to determine grade point average and honor roll:

<b><u>Grade</u></b>	<b><u>Grade Range</u></b>	<b><u>Quality Points</u></b>	<b><u>Description</u></b>
<b>A</b>	90-100	4.0	Outstanding Progress (Mastery)
<b>B</b>	80-89	3.0	Above Average Progress
<b>C</b>	70-79	2.0	Average Progress (Proficiency)
<b>D</b>	60-69	1.0	Lowest Acceptable Progress
<b>F</b>	0-59	0.0	Failure
<b>I</b>		0.0	In progress toward grade level proficiency in skills and concepts

### **Class Participation:**

All students are expected to take an active part in the learning environment of the classroom. This means coming to class on time and being prepared to learn.

### **Academic Dishonesty:**

The Volusia County School Board’s Code of Student Conduct has defined Academic Dishonesty as a level II offense. Academic Dishonesty is defined as “Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the school district. Such behavior may result in reduction in grades, classroom discipline as determined by the instructor, suspension or expulsion from school and/or school activities including student organizations”.

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Students will have class time to complete work for each chapter. This includes three online activities, notebook work and a team project. All except the team project may also be done from any computer with internet access through the [connect.mheducation.com](http://connect.mheducation.com) portal. Students may access the e-book version of their textbook at that site. Due dates will be strictly enforced for all chapter work. One computer-based exam per unit will be given in class. Please see DCT Class Plan for more detailed information.

### **DCT Class Instruction Topics:**

#### **Unit 1. Self-Assessment- 1<sup>st</sup> Quarter**

Chapter 1. You and the World of Work  
Chapter 2. Getting to Know Yourself

#### **Unit 2. Exploring Careers- 1<sup>st</sup> Quarter**

Chapter 3. Researching Careers  
Chapter 4. Entrepreneurship  
Chapter 5. Developing an Individual Career Plan

#### **Unit 3. Finding a Job- 2<sup>nd</sup> Quarter**

Chapter 6. Finding and Applying for a Job  
Chapter 7. Interviewing

#### **Unit 4. Joining the Workforce- 2<sup>nd</sup> Quarter**

Chapter 8. Beginning a New Job  
Chapter 9. Workplace Ethics  
Chapter 10. Developing a Positive Attitude  
Chapter 11. Workplace Health and Safety  
Chapter 12. Workplace Legal Matters

#### **Unit 5. Professional Development- 3<sup>rd</sup> Quarter**

Chapter 13. Interpersonal Relationships at Work  
Chapter 14. Teamwork and Leadership  
Chapter 15. Professional Communication Skills  
Chapter 16. Thinking Skills on the Job  
Chapter 17. Technology in the Workplace  
Chapter 18. Time and Information Management

#### **Unit 6. Life Skills- 4<sup>th</sup> Quarter**

Chapter 19. Economics and the Consumer  
Chapter 20. Managing Your Money  
Chapter 21. Banking and Credit  
Chapter 22. Understanding Insurance  
Chapter 23. Taxes and Social Security

#### **Unit 7. Lifelong Learning- 4<sup>th</sup> Quarter**

Chapter 24. Adapting to Change  
Chapter 25. Balancing Work and Personal Life- No team project

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### OJT Student Guidelines (For students who are enrolled in the complementary OJT work program)

#### Student Eligibility Requirements

Students must meet the following criteria in order to enroll in Cooperative Education:

- Be enrolled in a Career & Technical Education program or meet exemption eligibility requirements.
- Be employed at a work site that is related to career cluster and occupational goals of the student or CTE program.
- Maintain a 2.0 GPA or other benchmark agreed upon by teacher-coordinator and/or school administration
- Maintain completion of all required forms on an on-going basis.
- Follow the rules of both the school and work site at all times.
- Meet other school-specific program eligibility requirements.

In order for the student to have a meaningful experience, the following rules must be followed:

1. The student will provide timely documentation (within 1 school day) to the teacher-coordinator or attendance clerk if it is necessary to be absent or tardy to school on a day that the student is scheduled to work. The student is to notify the employment supervisor as soon as possible if it is necessary to be absent or tardy to work.

2. The student will complete and get the employment supervisor's signature on a time card for each month he/she is enrolled in the OJT program. The time card is due on the first Monday of each month. There is a grace period of the remainder of that school week. Beginning the second Monday of the month, failure to turn in a time card by the due date will result in the loss of one letter grade per day that the time card is late. Failure to turn in the time card will result in the grade of F in the OJT class for that grading period. Failure to turn in a time card for each month of enrollment in the program will result in the loss of the OJT credit **FOR THE ENTIRE SEMESTER**.

3. The student will prepare a *Training Plan & Training Agreement* for employment according to the given guidelines. Students in the Cooperative Education Program will have a prescribed period of time (due August 30th) to turn in said document. Should a job change be necessary and approved during the school year, the student will have a prescribed period of time (two weeks) from the start of the new job to prepare and submit a new *Training Plan & Training Agreement*.

4. Failure to have a current *Training Plan & Training Agreement* on file will result in the grade of F in the OJT class for that grading period.

5. The student will not quit or change jobs without the consent of the teacher-coordinator. Failure to notify the teacher-coordinator about a job change may result in dismissal from the OJT program and/or a grade of F for the grading period.

6. The student will notify the teacher-coordinator on the next school day after being dismissed from the job. Failure to notify the teacher-coordinator of a dismissal within the time frame stated above may result in dismissal from the OJT program and/or a grade of F for the grading period.

7. That the student will follow the rules of the school and the workplace and if his/her attitude, attendance or class performance is not satisfactory, he/she may be removed from the program or receive a grade of F for the grading period.

8. That grading for the OJT course will be completed by the employer **UNLESS** above stated conditions are **NOT** met. If above stated guidelines are not adhered to, the teacher-coordinator has the authority to execute a grade override which may result in student failure for the grading period and/or semester.

9. That the student will conduct himself/herself in a professional manner at all times when representing Volusia County Schools and the attending high school.

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