

# SCHOOL-TO-WORK PROGRAM--CAREER/TECH DEPT

## **SCHOOL-TO-WORK: - Semester Course**

FHS DEPARTMENT: CAREER/TECH

General Course #: 1613

Credit: 2

Elective: Grade 12

Prerequisite: Attend a workshop prior to the work experience. Every student must be interviewed by the School-to-Work coordinator and accepted in the course, with coordinator, administrator and teacher recommendation. Students must carry 4 additional credits during the semester if they are participating in School-to-Work.

Course Description: School-to-work is an opportunity to experience career opportunities in a natural work setting. It is an educational program, not a job. Students would be at the job site two periods per day for one semester. Students would not be paid during their work experience during school hours. However students could work for pay outside the school day (before/after school, week-ends, etc).

Specific Outcomes: -- The Student Will Be Expected To:

1. Report to the job site on time and work with a good attitude.
2. Learn as much about the place of employment as possible.
3. Use technology as a tool to access information and solve problems.
4. Display the ability to effectively manage time and resources.
5. Display the ability to set goals, solve problems and persevere.

Career Related to Content: Any job similar to where the student has worked. It is hoped the student will learn not only the job he/she is trained in and experiences, but observes and understands other jobs within the framework of each specific business/industry.

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## **INTRO TO VOCATIONAL SKILLS: - Full Year Course-**

Course #: 2893 – 2894

Credit: 2

Grades: 9 – 12

Course Description: This course covers two main areas: direct instruction of skills and classroom/school tasks. The direct instruction portion includes topics such as: following directions, measuring, filing, work habits, appropriate social communication and community skills. Classroom and school jobs available are varied and include tasks such as filing, shredding, custodial, stockroom and bookroom work and mailings. Skills Needed to be Successful in the Class: Goals will vary depending upon individually-defined levels of competence in the areas of independence, work habits, ability to meet job expectations and appropriate social and communication skills.

Specific Outcomes: The student will be expected to complete oral/written work and classroom/ school tasks at the highest possible competence level. The student will gain a greater understanding of his own abilities and interests.

Careers Related to Content: Assembly, Custodial, Clerical, Stockroom, Print Shop and Domestic Work.

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**WORKPLACE COMMUNICATIONS: - Full Year Course**

Course #: 2843 – 2824 Have to take class to do Work Study Program

Credit: 2

Required: Grades 11 – 12

Prerequisite: English 1 or 2 (NEEDED FOR WORK STUDY)

Course Description:

Students apply English skills already learned toward use in pursuing a career. Vocational situations include finding job openings, completing job applications, writing letter of application, developing a resume and interviewing. Other areas addressed are reasons people work, interest surveys and aptitudes, as well as communication and interpersonal skills and other skills necessary for successful transition.

Skills Needed To Be Successful In The Class: Students need to be able to read, write, and complete given assignments.

Specific Outcomes – The Student Will Be Expected To:

1. Complete W-4, W-2 and application forms.
2. Compare earnings.
3. Learn vocabulary associated with applying and finding a job.
4. Evaluate personal job interests and skills.
5. Write a letter of application.
6. Complete a resume
7. List personal attributes.
8. Participate in a variety of job interviews.

Careers Related to Content: Career exploration is completed throughout the course.