

# **Career-Based Intervention**

## **Course Syllabus**

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### **Course Description**

The Career Based Intervention Program, formerly known as O.W.E., promotes a learning environment in which there exists a sense of community with a common purpose; recognition of a learner's uniqueness, responsibilities and obligations; and assures that the learner is engaged in a comprehensive program of academics, career and citizenship development, career exploration, safety issues, and work-based learning opportunities.

The key principles of the C.B.I. Program include the following:

- The C.B.I. program partners with administrators, teachers, counselors, parents, and the community to support a system that will allow learners to achieve academic and work-based learning opportunities.
- The C.B.I. program will engage learners in the common curriculum of the school in order to provide the opportunity for graduation, and link with the school district and the state curriculum performance expectations.
- The C.B.I. program will provide appropriate and effective instruction by meeting student needs through active learner engagement. Academics as well as work-based learning will be done through many technology projects, research assignments, career exploration, job shadowing, and safety testing.
- The student-teacher ratio promotes effective interaction and instruction with an emphasis on various instructional resources and technology to meet individual student needs.
- The C.B.I. classroom, and the activities conducted will lead to increased positive social interaction, citizenship practices, and leadership development for the students.
- Improving classroom achievement by monitoring and assessing student data will be on-going throughout the year, and will align with the school district's continuous improvement plan.
- Student selection for the C.B.I. program will be accomplished in partnership with administrators, counselors, teachers, and parents in order to identify those students that have barriers to academic and career success.

## **Instructional Philosophy**

The C.B.I. student will take academic classes with the C.B.I. teacher/coordinator in the morning. Most C.B.I. students will take C.B.I. English, C.B.I. Theory, and C.B.I. Social Studies. If a C.B.I. student needs a Science or Math credit, the student will complete this academic class with the appropriate academic teacher during fifth period. The afternoon class will consist of a work-based or co-op experience in the community. Learning will be further validated through a paid or non-paid work experience.

Quality work is expected from all students. The classroom activities will include reading, writing, speaking, researching, analyzing, and work ethics. Projects of a research and/or technology application will be assigned as the year progresses. Students will be expected to work individually or in a cooperative learning environment. The assessment methods used will include reading and writing assignments; research projects; journals; oral assignments; technology projects; tests, and quizzes.

Academic classes will use the appropriate text, magazines, the Internet, novels, and the newspaper in order to complete the assignments. These academic tools will enhance the students learning, and bring variety to the classroom.

## **Course Goals**

1. Read, listen, and comprehend written material.
2. Use written, oral, and presentation communication skills.
3. Read for information and understanding.
4. Use research and writing skills to present individual projects.
5. Follow written and oral instructions.
6. Exhibit desirable personal and professional attitudes and behaviors.
7. Demonstrate job-keeping skills.
8. Demonstrate work ethics at the work site.
9. Establish a personal code of ethics.
10. Comply with confidentiality requirements or workplace policies and procedures.
11. Demonstrate leadership and leadership strategies with an emphasis on community service.
12. Demonstrate technological literacy.
13. Use word-processing, and spreadsheets to accomplish a variety of purposes.
14. Build interpersonal skills with different ages, abilities and genders.
15. Manage conflict and stress.
16. Investigate career options.
17. Participate in the job shadowing experience as a junior student.
18. Participate and pass the OSHA 10 hour certification process.
19. Use appropriate strategies for dealing with differences associated with diversity.
20. Participate in the Employer Appreciation Brunch and fundraising projects.

**Course Supplies:** Students should always be prepared for class. This means having the proper supplies at all times. This includes: binder, paper, pencils, and any other materials necessary for an efficient C.B.I. classroom. Failure to consistently have the necessary supplies will result in disciplinary action.

Please have the following supplies by the first week of school:

- 1. Three ringed binder (3")**
- 2. Filler paper (college ruled 8 x 10 1/2")**
- 3. USB storage device**
- 4. Pencils (#2)**
- 5. Blue or black pens**
- 6. Highlighters**

**Note:** Program fees are expected to be paid by the first week of school unless other arrangements have been made with the C.B.I. coordinator.

**C.B.I. Academic and Co-op Expectations:** Requirements and activities will be discussed in class and timelines, due dates, and rubrics will be given for each assignment and/or activity.

1. **Career Fair/Research Project:** This project will be completed by all senior students. The C.B.I. student will choose a subject to research, and present. They will also compile a portfolio, and product related to the subject chosen.
2. **Novels:** Novels will be read throughout the year. Some will be chosen by the teacher, and others will be student selections. These novels serve to fulfill the course curriculum regarding reading, vocabulary, comprehension, and writing skills.
4. **Speeches:** Speeches will be prepared and presented by all C.B.I. students in order to participate in the Employer Appreciation Brunch at the end of the school year. This brunch is presented by the students in order to recognize employers that have contributed to the overall accomplishments of the student employee. At the same time, C.B.I. students that have excelled in various areas throughout the school year will also receive proper recognition.
5. **C.B.I. Social Studies:** The units covered will comply with the TCTC and state curriculum. Social Studies curriculum will also include specific projects and activities. Students will be given specific requirements, due dates, and rubrics in order to complete the activities.

6. **Co-op Activities:** All C.B.I. students are expected to be involved in a paid or non-paid work experience. C.B.I. students that are released one-half of the day for a co-op activity are in most cases paid. Students will be expected to use spreadsheets in order to track check stub / work hours and non-paid co-op hours. In addition, all students that are in a paid co-op activity are expected to have a savings account for the entire school year.

7. **Safety Testing:** Co-op training is second only to the safety of our students. To that end, the C.B.I. Program not only places a heavy emphasis on safety training, but requires that each student in the program to take and pass safety tests before they begin their co-op experience.

a. **General Classroom Safety:** The C.B.I. Program has a safety test that is intended to introduce the new student to safety issues associated with the program. There will be general classroom instruction to cover these issues, and a written test to assess the student's understanding of these issues, and how to deal with them. This general classroom safety test must be passed at 100%.

b. **Co-op Safety:** Students involved in paid and non-paid co-op experiences will take a safety test at the work site and must pass the safety test to comply with the employer's guidelines. These safety tests are different on each job site, but in most cases, the student employee is given instruction before being expected to pass the test. In addition to the job site test, each C.B.I. student must complete a training plan for the job site. The training plan is another check on student safety, and is signed by the employer.

c. **Work Permit:** Students that are under the age of eighteen must have a work permit. Parents and employers are expected to complete the application process, and return the paperwork to the TCTC guidance office for the completed work permit. It is the student's responsibility to be sure the permit is delivered to the employer, and a copy is given to the C.B.I. coordinator.

d. **OSHA 10 Hour Certification:** This test is a 10 hour on-line course that instructs each student in the safety issues associated with their industry. This program is to be completed in the first two weeks of class. It requires 600 minutes of on-line interaction and may or may not be completed during regular class time. Passage benchmarks for this test are set by OSHA. Students who successfully complete this safety course will receive the industry recognized 10 hour safety card issued by the Occupational Safety and Health Administration.

**Safety Note:** Students who fail the general safety test, and the OSHA 10 hour safety test or any other specific safety test three consecutive times will be required to attend a conference to discuss that student's requirements for continued participation in the program. This conference will be with the program teacher, program supervisor, and the student.

### **C.B.I. Classroom Rules:**

1. **Profanity:** The use of profanity in the classroom or work place is very unprofessional, and will not be tolerated. Discipline measure will be taken through the Dean's office.
2. **Respect:** Teachers, supervisors, students and all other personnel deserve respect at all times. Disrespect will not be tolerated in the C.B.I. classroom or in the TCTC building.
3. **Cheating:** Work submitted must be your own. Students that are caught cheating from other students, through the Internet, or any other sources will suffer adverse consequences. Plagiarism in any form will not be tolerated.
4. **Attendance:** You are expected to be in class, and to be on time, every day. TCTC does not tolerate excessive absences. In addition, "no school" results in "no work". Employers have been known to terminate due to excessive absences.
5. **Attitude:** A disrespectful attitude in class or at the job site will not be tolerated in the C.B.I. program. A positive attitude is a characteristic that is appreciated by school personnel as well as an employer. Students with a positive attitude in all situations are more likely to be successful than students with a negative attitude.
6. **Diversity:** We are all different. That is a fact. Respect for each individual's diversity must be evident at all times. All infractions concerning diversity will be handled through the Dean's Office and the TCTC diversity coordinator.
7. **Assignments, etc:** Academic assignments and projects are expected on the due date. Work site assignments (spreadsheets, check stubs) are also expected on the due date. Late assignments will not be accepted after 5 days. Work that is not submitted on the due date will receive a "0" and the same holds true for unexcused absences.
8. **Sign-in-out:** Students that arrive late must sign-in and leave their tardy slip on the sign-in sheet. I will enter tardies at the end of class. In addition, students that leave the C.B.I. classroom must sign-out when leaving and sign-in when they return. You must have a pass at all times.

Revised: August 2011

**Grade Scale:** Grades are based on class assignments, journals, written assignments, reading assignments, narratives, research papers, tests & quizzes, and class participation.

A	=	92-100%	A superior student.
B	=	83-91%	A very good student.
C	=	74-82%	An average student.
D	=	66-73%	A poor student.
F	=	0-65%	A student that has not met minimum standards.
I	=	Incomplete	Work is incomplete due to absences and/or illness or other circumstances. Incompletes will revert to an F if the work is not completed in a timely manner.

**Note: This syllabus is subject to change, deletions, and/or additions.**

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I \_\_\_\_\_ have read the C.B.I. course syllabus, and I understand that I am responsible for its contents and the material described within. When I sign this document I am acknowledging that I have received a course syllabus and will be held accountable for its contents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

