

Course: Senior Experience (CCP)
Google Classroom Code: grprcuu (10 credits), 7yaomuk (5 credits)

Teacher: Alicia Hewlett
Teacher Contact: ahewlett@ewingboe.org

SENIOR EXPERIENCE COURSE OUTLINE

Career Education classes are required for graduation at the high school level. Students will take at least one class, over the course of their high school career. Skills and expectations build on each other with each course. Please familiarize yourself with the policies and procedures of this course as well as those of your particular teacher.

CURRICULUM: Senior Experience allows qualifying seniors a unique opportunity to gain real-world experience through an internship or workplace environment. Advantages of this program include, but are not limited to: exploring a possible career path, gaining valuable work experience, enhancing your resume, developing and refining time management skills, receiving financial compensation, networking with professionals in the field, gaining confidence, and transitioning into the workforce. In addition to time spent at the internship or work site, students in the program are required to complete assignments that will be graded. Examples of assignments include: weekly schedules, weekly journals, monthly mentor evaluations, resume/cover letter, safety report, mentor interviews, self-evaluations, etc.

COURSE DESCRIPTION & MAJOR LEARNING OBJECTIVES FOR SENIOR EXPERIENCE

Students in this course can choose the Fall and/or Spring semester to take Senior Experience and choose the 5 or 10 credits option.

Virtual/Hybrid Schedule (2020-2021):

5 credits = Students will be dismissed from EHS after block 3, approximately 8 hours/week must be attained in your placement

10 credits = Students will be dismissed from EHS after block 2, approximately 16 hours/week must be attained in your placement

Worksite visits by the SE Coordinator are mandatory state requirements and are unannounced. Students are expected to be at their job/internship on the days that they are scheduled and are expected to be on-time. Any call-outs need to be communicated to the employer **and** SE Coordinator as soon as possible.

Major Learning Objectives include, but are not limited to:

- ❖ Career Exploration
- ❖ Work Experience
- ❖ Resume Building
- ❖ Time Management Skills
- ❖ Money Management (Paid Employees)
- ❖ Networking Opportunities
- ❖ Communication Skills

1. SENIOR EXPERIENCE STUDENT EVALUATION AND ASSESSMENT

a. The grading system for Senior Experience at EHS is as follows:

- i. Learning Activities: 30%
- ii. Practice Activities: 30%
- iii. Formal Assessments: 40%

b. Description of assignments in each category:

- i. Learning Activities: Learning activities are ones where a student is learning the concepts and skills as they do the activity. Examples of such activities could be collaborative problems on new skills and concepts or an investigation into new or extended learning.
- ii. Practice Activities: Practice activities are ones where the student is reviewing or practicing the concepts and skills they have previously learned. Examples of such activities could be review questions and problems used for fluency with skills.
- iii. Formal Assessments: Formal assessments are used to determine how well a student understands the concepts and skills, so that both the student and teacher can then adjust the instruction and learning to better understand the concept and skills. Examples of such could be test, quiz, or project.

2. MATERIALS AND RESOURCES

- a. **Course Texts:** N/A
- b. **Technology Resources:** *Google Classroom*

3. **POLICIES AND EXPECTATIONS**

a. **Attendance & Make-up Work Policy:**

- i. **Absent Work** - for each day a student is absent from a class (in-person or online), the student will have at least an additional day (the next in-person or online synchronous day) to make up that work for full credit. Students are expected to reach out to teachers during their office hours to review missed lessons, assignments, feedback/discussion sessions, etc.
- ii. **Late Work** - students are expected to complete assignments (whether assigned in-person or online) in a timely manner. Late work will be accepted at a penalty of 10% off per synchronous day, with a maximum penalty of 50% off for submitted assignments. Teachers of classified and ELL students may develop individual plans with their students.
- iii. **Communication** - Above all, students are expected to **communicate with teachers** in regards to any absences, missing work, missed lessons, etc. as soon as possible.

b. **Academic Integrity, Cheating, and Plagiarism:**

The work you submit in this class should be yours and yours alone unless otherwise instructed by your teacher. Whenever you misrepresent the authorship of your work, you have committed an act of academic fraud — cheating. It is also considered to be cheating if you solicit, give, or receive assistance designed to help any student turn in work that is not substantially their own. While collaboration with other students is often encouraged by teachers to promote learning in the classroom, it is important that each student takes responsibility for their own learning and contributes to the overall success of the group. It is ultimately your responsibility to ensure that collaboration does not cross the line into cheating. If you are unsure of whether a certain action is permissible, ask your teacher for clarification.

Plagiarism is a common form of cheating in which one uses another's words or ideas and tries to pass them off as their own without proper citation. Examples of plagiarism include, but are not limited to, copying another writer's words or ideas without giving the original author credit (including information obtained from internet sources); borrowing all or part of another student's written work and submitting it as your own; and asking a friend to complete an assignment on your behalf. The keys to avoiding plagiarism are to always keep track of your sources, always take notes in your own words (paraphrase), and always credit the original source of the material with a proper citation.

Cheating and plagiarism are serious offenses that will result in academic and disciplinary consequences. Any student who commits a violation of academic integrity such as cheating or plagiarism will face academic and disciplinary action. Please refer to the Student Conduct and Discipline section of your online Student Agenda.

c. **Cell Phone and Devices Policy:**

- i. *Cell phones are permitted to be used in class for instructional purposes when permitted by the teacher.*

d. **Class climate:** The students and teacher will work together in a respectful, safe, and collaborative environment both in-person and online. Students are expected to put forth their best efforts, communicate with their teacher and classmates, and fully complete work by the assigned due dates.

e. **How to respond to a post:**

- 1. Start your first sentence by paraphrasing the question/prompt, or your classmate's main idea.
- 2. Use your voice to express yourself, but write in an academic tone: correct grammar, spelling and punctuation.
- 3. Avoid simply agreeing or disagreeing. Provide additional information or data, or brand new reasons. Cite your source.
- 4. Respect all perspectives in the discussion -- different viewpoints are opportunities for you to think critically and grow.
- 5. Do not rant or flame in an online discussion. If you feel you cannot respond to a student positively, choose another student to respond to. Avoid writing in all caps.

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f. Teacher Policies:

- i. Students must notify the employer **and** the SE Coordinator as soon as possible of an absence from their job/internship.

4. COURSE OUTLINE

<u>Unit / Topic</u>	<u>Major Course Activities</u>	<u>Major Assessments / Assignments</u>
Work/Life Reflections	<ul style="list-style-type: none"> ❖ Journal Entries ❖ Evaluations: Self and Mentor 	<ul style="list-style-type: none"> ❖ Weekly Journal Entries - due every Friday ❖ Periodic Self-Evaluations & Mentor Evaluations
Time Management	<ul style="list-style-type: none"> ❖ Work Schedules ❖ Mentor TimeSheets 	<ul style="list-style-type: none"> ❖ Weekly Work Schedules - due every Monday ❖ Mentor TimeSheets - due at the end of every month (to confirm hours worked)
Professional Documents	<ul style="list-style-type: none"> ❖ Resume ❖ Cover Letter 	<ul style="list-style-type: none"> ❖ Submission of a professional resume and cover letter
Worksite Safety Procedures	<ul style="list-style-type: none"> ❖ Safety Report 	<ul style="list-style-type: none"> ❖ Submission of a safety report with detailed drawing of emergency exit procedures
Employment & Career Readiness	<ul style="list-style-type: none"> ❖ Workplace Behaviors ❖ Social Skills ❖ Leadership Skills ❖ Customer Service Skills 	<ul style="list-style-type: none"> ❖ Various Google Classroom assignments

Parents and Students: In order to track your child's grades and attendance please check **Genesis** regularly.

Please sign below and return to your teacher.

I have read and understand the Senior Experience guidelines. **Teacher's Name** _____ **Block** _____

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Student Signature

Print Name and Date

Parent Signature

Print Name and Date