



# BHS WBL Employability Skills Syllabus

**Credits: 2**

This course is designed to assist students in developing the skills necessary to obtain employment, and to learn and practice the skills and attitudes required for job success. Students will practice resume writing, job application completion, and interviewing techniques including researching the business/industry they are interested in. Additionally, students will practice work-place problem solving strategies, and demonstrate skills required to work in a diverse environment.

**Standard: Develop strategies to make an effective transition from school to career.**

**Competencies**

<b>Learning Target 1</b>	<b>Demonstrate the ability to create a resume and complete a job application including a cover letter.</b>
<b>Success Criteria</b>	Write a resume.
	Write a cover letter.
	Complete a job application.

<b>Learning Target 2</b>	<b>Examine the elements of effective interview skills.</b>
<b>Success Criteria</b>	Describe the elements of an effective interview
	Practice job interview skills
	Demonstrate the ability to participate in a job interview.

<b>Learning Target 3</b>	<b>Determine appropriate professional appearance as required in the workplace.</b>
<b>Success Criteria</b>	Discuss the impact of personal appearance on success in the workplace.
	Identify the steps necessary to develop a professional image.

<b>Learning Target 4</b>	<b>Evaluate appropriate professional behaviors as required in the workplace.</b>
<b>Success Criteria</b>	Demonstrate professional behavior in workplace and social situations.
	Describe appropriate and inappropriate relationships with a supervisor, colleagues, and customers.
	Identify successful solutions to specific workplace problems.
	Identify and practice workplace skills of understanding, cultural sensitivity, adaptability, collegiality, empathy, and polite behavior.

**Important Information**

<b>Please Take Note.....</b>
Seniors who have developed a clear career goal and taken the appropriate foundation courses may apply for a 2 credit, possibly non-paid, work-based learning experience.
Students will work for 2 hours for one semester. Students must work 120 hours to receive 2 credits.
Students will learn many different functions and aspects of the employer’s business during their work-based learning experience.

Students who complete the following will receive a **Satisfactory Grade (S) for Work-Based Learning** on their high school transcript:

1. Required number of hours, 120 hours for 2 credits
2. Required weekly Hours Logs
3. Required monthly Work-Based Learning Journal
4. Required Final Presentation

You will be evaluated at the end of the first quarter of the work-based learning experience and at the end of the second quarter

Mrs. Weber will be visiting your place of employment at least 2 times during the semester.

#### Contact Information

Tracy Weber  
Work-Based Learning Coordinator  
(563) 663-1344  
[tracyweber@bellevue.k12.ia.us](mailto:tracyweber@bellevue.k12.ia.us)

#### Forms to be Completed Prior to the Start of Work-Based Learning Experience

Check Off When Completed	Form to be Completed
	Students must have their parents sign a <b>Transportation Permission Statement</b> .
	Students must have their parents sign a <b>Medical Emergency Form</b> .
	Students are required to complete a <b>Student-Parent-Employer Training Agreement</b> .
	Students are required to complete a <b>Pre-Work-Based Learning Worksheet</b> and establish 3 to 5 learning goals they hope to accomplish while participating in the Work-Based Learning Program.
	Students are required to complete a <b>Business Supervisor/Student Learning Goals</b> form.

#### Work to be Completed During the Work-Based Learning Experience

##### Hour Logs & Journal Entries

Work-based learning students **are required to turn in hour logs on a weekly basis**. Take a picture of your log that includes your supervisor's signature & upload it to our Google Classroom.

In addition, students must keep a **Work-Based Learning Journal** either in a notebook, or as a Word document, or Google Doc that is **turned in at the end of every month through our Google Classroom**. The journal reflection that is submitted should be a minimum of one page per month. The Work-Based Learning Journal gives students the opportunity to reflect on their work-based learning experience.

**Journal Topics** may include the following:

- I really enjoyed . . . . .
- My favorite part of my work study is . . . . .
- I have been most surprised by . . . . .
- The most disappointing part of my work study has been . . . . .
- The skills I need to work on most include . . . . .
- My work study has helped me learn . . . . .

**Report Body Formatted in the MLA-Report Style:**

- 1) Report is keyed in Times New Roman, 12 pt.
- 2) Report is double-spaced
- 3) Remove space before and after paragraphs
- 4) Your Name, Class, Teacher Names, and Date
- 5) Center an appropriate title (example September Journal, October Journal, etc....)

- 6) Indent each new paragraph.
- 7) Run the spell check to check for spelling errors

## Work to be Completed at the Conclusion of the Work-Based Learning Experience

### Bellevue High School Work-Based Learning Final Presentation

The presentation can be a PowerPoint or a Google Presentation.

This presentation will be presented to a group of people which may include School Board Members, Bellevue Administration, WBL Coordinators, WBL Supervisors, and high school peers.

The following items need to be answered in your presentation.

1. Introduce yourself, with a short bio telling who you are and your plans and goals for the future.
2. Introduce your Work-Based Learning employer.
3. Explain why you have chosen to work in the career you are interested in and how your work-based learning experience helped you with future career decisions. (Soft Skills- Decision-making skills)
4. Explain what you do/did for the business and tell about your job responsibilities.
  - a. What aspects of the work experience were interesting? Which were not and why.
  - b. What did you like about the experience and what would you change?
  - c. What was the most memorable aspect of the work experience and why?
  - d. What did you learn about the business and employees?
5. What are three soft skills you used on the job and three soft skills you witnessed on the job? What three job and personal skills are most important for your success?
6. How will your work-based learning benefit you after you graduate from Bellevue High School?
7. Would you recommend that other students participate in our Work-Based Learning Program? Explain
8. After completing your work-based learning semester, where does this leave you with your future career goals?

### Timeline

	What Needs To Be Completed
<b>August</b>	Day 1 Distribute forms to be signed Resume work Day 2 Day 3 Day 4
<b>September</b>	Day 5 Day 6 Day 7 Complete Orientation at your work site
<b>October</b>	First Week: September Journal Entry a) First paragraph explains in detail what you have been doing b) Second paragraph explain about the individuals you have been working with in your position c) Third paragraph explain what you have liked so far at your work-based learning experience and what you have not liked about your work-based learning experience First Quarter Employer Evaluation
<b>November</b>	First Week: October Journal Entry--This month you will focus on management and labor information in your business. If your business has an HR manager, he/she would be a good resource to get this information. a) What is this business's mission statement? b) What are the different departments within your business? c) Short description of the function of each of those departments. d) Give three examples of how different departments must work together for the success of the business. For example, what kind of teamwork and communication is important between each department? e) Who can you talk to within this business to find out more information about this business?

	<p>f) Are there written job descriptions for each job at this business?</p> <p>g) What are learning/training opportunities at this business? Will they lead to better pay or promotions?</p>
<b>December</b>	<p>First Week: November Journal Entry-- This month you will focus on Technical and Production Skills. What basic skills are needed (such as reading, writing, speaking, listening, science and math) to do the work at this organization?</p> <p>a) How could the technical skills I learn in my high school career course be used with this organization?</p> <p>b) What technical, academic, employability skills do I need to have to get a good job?</p> <p>c) How much education or training do I need after high school to get the job I want?</p> <p>d) Do people have to continuously upgrade their technology skills? Who pays for additional training?</p> <p>Final Evaluation Final Presentation Handwritten Thank-You to Employer Second Quarter Employer Evaluation</p>
<b>January</b>	Complete Orientation at your work site
<b>February</b>	<p>First Week: January Journal Entry</p> <p>a) First paragraph explains in detail what you have been doing</p> <p>b) Second paragraph explain about the individuals you have been working within your position</p> <p>c) Third paragraph explain what you have liked so far at your work-study and what you have not liked about your work-study experience</p>
<b>March</b>	<p>First Week: October Journal Entry--This month you will focus on management and labor information in your business. If your business has an HR manager, he/she would be a good resource to get this information.</p> <p>a) What is this business's mission statement?</p> <p>b) What are the different departments within your business?</p> <p>c) Short description of the function of each of those departments.</p> <p>d) Give three examples of how different departments must work together for the success of the business. For example, what kind of teamwork and communication is important between each department?</p> <p>e) Who can you talk to within this business to find out more information about this business?</p> <p>f) Are there written job descriptions for each job at this business?</p> <p>First Quarter Employer Evaluation</p>
<b>April</b>	<p>First Week: March Journal Entry--This month you will focus on community involvement, health, safety, and environment of your business.</p> <p>a) Does the organization participate in community projects?</p> <p>b) How does the organization maintain a good public image?</p> <p>c) Are there federal regulations that apply to this organization?</p> <p>d) Are there job-specific eHealth threats? What are they and how can they be avoided?</p> <p>e) Is there basic safety training before working at this organization? If so, what does it involve?</p> <p>For Next Year: Completed Student WBL Application Advisory Council Meeting</p>
<b>May</b>	<p>First Week: April Journal Entry-- This month you will focus on personal work habits needed to be successful in your organization.</p> <p>a) How is quality of work emphasized?</p> <p>b) What are the expectations regarding attitude, appearance, and time management?</p> <p>c) What three soft skills do you think are most important in this organization?</p> <p>Second Quarter Employer Evaluation For Next Year: Student/Parent Meeting Completed Student Resume For This Year:</p>

	Student Presentations Employer Recognition Banquet?
<b>June</b>	Get packets ready for employers
<b>July</b>	Send packet to employers Get learning goals for students from employers Get orientation information Set up interview day/time for August 23 to September 3