



## CAREER & TECHNICAL EDUCATION AREA



### **Twin Rivers CTE Area Work Based Learning Syllabus**

Coordinator: Jessie Small  
School: Twin Rivers Career and Technical Education Area  
Phone: 812-899-2401  
Email: [jsmall@twinriversarea.org](mailto:jsmall@twinriversarea.org)

#### **Course Description**

Work Based Learning Capstone is a culminating course in a student's sequence of courses for a chosen career pathway. Students will have the opportunity to apply the concepts, skills, and dispositions learned in previous coursework and in related class coursework in real world business and industry settings. The course will build students skills and knowledge to further their study within the area of interest.

#### **Orientation**

Introductions and procedures for all involved in program.  
Complete training agreement document with signatures from all involved.  
Complete training plan based on standards in collaboration with coordinator and supervisor.

#### **Workplace Safety**

Identify causes of accidents and workplace hazards.  
Apply safety procedures on the job.  
Examine workplace regulations, health and safety guidelines and inspections.  
Summarize emergency preparedness plans for chosen career pathway.

#### **Job Success**

Develop characteristics of professionalism.  
Understand ethical and non-ethical behaviors in the workplace.  
Collaborate effectively with team members.  
Develop understanding of gaining experience to advance to better jobs.  
Exhibit an initiative in learning new skills and improving workplace skills and responsibilities to be successful.  
Demonstrate proper business etiquette.  
Maintain confidentiality and integrity and understand the importance.  
Demonstrate a positive attitude.  
Utilize effective interpersonal and communication skills.  
Set effective goals and objectives at work.  
Develop skills to give and receive constructive criticism.  
Demonstrate personal accountability and work productivity.

## **Life Skills**

Demonstrate proficiency in financial management.

Demonstrate critical thinking and problem solving in personal and professional setting.

## **Career Planning**

Research career pathway related to field of interest.

Analyze and evaluate personal characteristics, abilities, knowledge and skills.

Create goals and career plan for chosen pathway.

Determine appropriate post-secondary options.

## **Employment Skills**

Demonstrate communication and technology skills when applying for jobs.

Prepare formal job search with understanding and ability to complete application form successfully, prepare a resume and cover letter, and learning how to properly conduct yourself through the interview process.

### Grading Scale:

98-100	A+	68-69	D+
93-97	A	63-67	D
90-92	A-	60-62	D-
88-89	B+	Below 60	F
83-87	B		
80-82	B-		
78-79	C+		
73-77	C		
70-72	C-		

50% Supervisor Evaluation

50% Related Class