



## Course Syllabus 2023-2024

### Program Title

On-the-Job Training (OJT)

### Instructors

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### Course Description

On-the-Job Training (OJT) provides students with opportunities to obtain knowledge and skills within the workplace to help connect school experiences to real-life work activities and future career opportunities. Students develop postsecondary and career readiness knowledge and skills through employment and attending class weekly at Wright Technical Center (WTC) in which three broad themes are explored throughout the year: Workplace Safety, Career Exploration, and Finance.

### Class Eligibility and Early Release from School:

- Students earning less than 60% in a Grading Period will not continue the following grading period and be removed from OJT.
- Students must provide pay-stubs evidencing a minimum of 40 hours per month worked to meet Minnesota Department of Education state guidelines.
- Students who are not working due to injury will not be released from school early and must have verification by doctor for dates unable to work.
- Students who are not working due to loss of job will not be released from school early and must complete the Job Search Log every week to document what they are doing to gain employment.
- Students must communicate with their instructor immediately by email if their hours are reduced, job status changes, or an injury occurs that would impact OJT requirements.
- If students are unable to attend their job and complete a minimum of ten hours per week due to illness or injury for any extended period of time students must have a doctor's note with a clearly defined return to work date. If the missed work extends beyond a month the student should work with their counselor to find an alternative and appropriate class to enroll in to obtain elective credit.

### Cell Phone Policy:

Cell phones and/or other similar devices will not be used in the classroom, common areas, bathrooms, or hallways during the class period. Cell phones or other devices will not be permitted to be on the desk and must be properly stowed in a backpack, in the pocket chart at the front of the room, or left in the student's vehicle. We ask that students and families as well as employers

understand that class time is for learning and communication can wait until the end of the period/day. Failure to abide by this policy will be an automatic loss of Professional Points for the day. If needed any communication can be done via the main office while class is in session.

Taking photos, videos, or recordings of any type of other students or staff without their direct verbal or written consent is strictly prohibited at any time and will result in disciplinary action up to and including removal from the class.

### **Course Framework:**

- Wright Technical Center Orientation
  - Student Handbook, Student Forms, Skyward Student (Attendance & Grades) Data System
  - OJT Required Documents: Individual Training Agreement, Pay Stubs, OJT Field Trips
- Workplace Safety and Employment Laws
  - Basic first aid and safety rules
  - Health and safety hazards
  - Proper use of safety equipment and personal protective equipment (PPE)
  - Ergonomics
  - Proper handling of materials
  - Maintaining safe and clean work areas
  - Safe practices with machines and tools
  - Reporting of illnesses, injuries or unsafe conditions
  - Employee/Employer rights and responsibilities
- Career Exploration and Readiness
  - Self Awareness
  - Career planning
  - Seeking, applying for, and accepting employment
  - Communication on the job and interpersonal relationships
  - Succeeding in the workplace
  - Meeting employer expectations
  - Problem solving and critical thinking
  - Work ethics and behavior
  - Teamwork and conflict resolution
  - Post high school options and opportunities
- Personal Finance
  - Understanding your pay stub and payroll deductions
  - Money management
  - Reality Check, Living on Your Own

### **Skills Needed:**

To be successful in this program, students must:

- Arrange transportation to and from work
- Maintain excellent attendance at school and work
- Adhere to all school and workplace policies and procedures
- Maintain acceptable academic performance in all courses
- Desire to improve work-readiness skills and develop individual career plan
- Possess basic reading, writing, and math skills

**Classroom Resources:**

- Skyward Grading and Attendance Online Student Management System
- Google Classroom - Bring Home School Issued Chromebook charged and ready for class (if issued).
- Supplies Needed: Notebook, Pen, Pencil, and Student Folder (provided by WTC)

**Attendance:**

Attendance is extremely important in any career. Students enrolled in OJT are held to a higher attendance standard. Excessive absences from OJT (more than 2 in a quarter/more than 3 in a trimester) will result in a review of your eligibility to continue OJT. Every effort should be made to schedule appointments outside of class time, schedule vacations aligned with the school calendar, and communicate with the instructor in advance of missing class. If absent from class for any reason, students are responsible for all missed work and communicating with the instructor promptly by email. Absence reporting is required and can validate or invalidate an parental excused absence. **Vacations or extracurricular activities can be considered unexcused unless accommodations have been approved and made prior to the absence.** Unexcused absences will lower your grade one letter grade per unexcused absence.

**Students must communicate personally with the instructor via email in case of any absence as they would with their employer.**

**Evaluation of Learning:**

Students are expected to monitor their grades and attendance in Skyward as the grading system used by their school district only shows midterm and end of term grades. Student’s course grades will be based on the following:

Evaluation Criteria	Method of Evaluation	Points
Required Documents	<ul style="list-style-type: none"><li>● <u>Individual Training Agreement:</u> Signed by Student, Parent/Guardian, Employer, and Coordinator</li><li>● <u>WTC Forms:</u> Student Data, WTC Handbook, Technology Use, Cell Phone Use, Potassium/Iodine, OJT Field Trip</li><li>● <u>Pay Stubs:</u> Copies of all Pay Stubs with All Payroll Data verifying at least 40 hours/month worked and must be printed and provided to the coordinator/instructor by the student. (printer available in the classroom)</li><li>● <u>Employee Evaluations</u></li></ul>	
Weekly Professionalism Points	<ul style="list-style-type: none"><li>● <u>Class Participation (2/10)</u></li><li>● <u>Proper time use/Time management (2/10)</u></li><li>● <u>Attentiveness (2/10)</u></li><li>● <u>No phone use (unless directly instructed) (2/10)</u></li><li>● <u>Proper classroom/work decorum (2/10)</u></li></ul> <p>Professionalism Points cannot be earned by students who are not present on the day of seminar due to an excused absence, but they do have an opportunity to gain the points for the day by writing a one page (Arial font, 10 pt) essay on the topic of the day. Essays are due prior to the next week seminar and will not be accepted beyond the beginning of the next class</p>	Total Points

	meeting. Unexcused absences result in a zero for that week's professional points.	
<b>Assignments</b>	<ul style="list-style-type: none"> <li>• Various assessments related to course framework</li> <li>• Job shadow(s)</li> <li>• Precision Exams</li> </ul>	

**Late Assignments:**

Assignments received after due dates will be deducted 10% each school day WTC is in session. Assignments submitted after a week of their due date will receive 0 credit. Students who have an excused absence will have two school days (**NOT TWO ADDITIONAL OJT CLASS PERIODS**) to submit make-up work for full credit. No work will be accepted after the end of a grading period (quarter, semester, trimester). Because pay-stubs are paid on different timelines depending on your employer the previous month's printed pay-stubs will be due the following month by the week of the 15th (i.e. September pay-stubs are due the week of October 15th), email copies are not acceptable.

**Grading Scale**

Grade	Percentage	Grade	Percentage
A+	100% – 98%	C+	79% - 78%
A	97% – 92%	C	77% – 72%
A-	91% – 90%	C-	71% – 70%
B+	89% – 88%	D+	69% – 68%
B	87% – 82%	D	67% - 62%
B-	81% – 80%	D-	61% - 60%
		F	59% - Below

**Precision Certification**

Students will be provided with the opportunity to earn a Precision Exams Career Skills Certificate by achieving a passing score on the 21st Century Success Skills Exam.

The **WRIGHT** path for High School