



Course Syllabus 2023-2024

Program Title

Youth Apprenticeship

Grade Levels

11th & 12th Grade

Work Based Learning Coordinators

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Course Description

Youth Apprenticeship is a paid experience for 11th and 12th grade students. The Youth Apprenticeship requires a written agreement and training plan between school, employer, student, and parent/guardian and is approved by an industry recognized checklist. For a one year program the training plan includes 450 hours of work site learning. For a two-year program the training plan includes 900 hours of work site learning. Students have a worksite mentor from the employer. Students are paid by their employer. The Work Based Learning Coordinator organizes the planning between students, families, schools, employers and other partners. Youth Apprenticeship students are supervised by their assigned work-based learning coordinator.

Youth Apprenticeship Framework

Key elements of the youth apprenticeship program are:

1. Industry-developed skill standards*
2. Exposure to multiple aspects of the industry
3. Skilled mentors assigned to train the students
4. Paid on-the-job work experience
5. Related classroom instruction concurrent with work-based learning
6. Curriculum guidelines for all programs
7. Performance evaluation of demonstrated competencies

**Permission to use State of Wisconsin Department of Workforce Development Youth Apprenticeship Competencies*

Course Outline

- Wright Technical Center Orientation
 - Syllabus: Course Expectations, Pay Stub Verification Requirements, Scheduled Meetings
 - Individual Training Agreement: Student, Parent/Guardian, Employer, Coordinator
 - Skill Standard Checklists: Core Skills, Safety, Skill Standards Competencies

Course Outline *continued*

- Workplace Orientation
 - Onboarding, Employee Handbook and Policies, Workplace Safety
- On the Job Training in one of the following Approved YA Program Areas:
 - Agriculture, Food and Natural Resources
 - Arts, A/V Technology and Communications
 - Finance
 - Health Science
 - Hospitality, Lodging, and Tourism
 - Human Services
 - Information Technology
 - Manufacturing
 - Marketing
 - Science, Technology, Engineering, and Math
 - Transportation, Distribution & Logistics

Skills Needed

To be successful in this program, students must:

- Arrange transportation to and from work
- Keep good attendance at school and work
- Exhibit maturity and responsibility at school and work
- Maintain academic skills at school
- Participate in YA reviews
- Maintain a calendar with scheduled meetings and due dates for assignments

Attendance

Attendance is extremely important in any career. Students enrolled in YA are held to a higher attendance standard. Excessive absences from school, youth apprenticeship meetings, and/or work will result in a review of your eligibility to continue in the Youth Apprenticeship Program. 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. If you are absent from school and/or work you are responsible for all missed work and for communicating with the instructor promptly, preferably in advance.

Evaluation of Learning

Student performance will be evaluated using multiple assessments. Students are expected to monitor their grade in Wright Technical Center's Skyward grading system 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
Individual Training Agreement	<ul style="list-style-type: none">● Signed Training Agreement by Student, Parent/Guardian, Employer, and Instructor	Total Points
Workplace	<ul style="list-style-type: none">● Copies of Paystubs with Payroll Data Listed (Minimum of 40 hours per month)● Industry Skill Standards Evaluations	
Assignments	<ul style="list-style-type: none">● *OSHA Safety Training (*Architecture & Construction Only)● Mandatory Student-Coordinator Meetings● Skill Standards in the Workplace	

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 to submit make-up work for full credit. No work will be accepted after the end of a grading period (quarter, semester, trimester).

Grading Scale

Grade	Percentage
A+	100% – 98%
A	97% – 92%
A-	91% – 90%
B+	89% – 88%
B	87% – 82%
B-	81% – 80%

Grade	Percentage
C+	79% – 78%
C	77% – 72%
C-	71% – 70%
D+	69% – 68%
D	67% - 62%
D-	61% - 60%
F	59% - Below

Certification:

To be certified by the MN Department of Education, YA students must:

- Achieve the required competency levels for their particular program
- Pass all required classes
- Work the specified number of hours