

**Contact Information:**

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Office Hours: 7:00 AM – 3:00 PM

MERIDIAN TECHNICAL CHARTER HIGH SCHOOL**EMPLOYMENT PREPARATION 2024-2025****GRADE LEVEL: JUNIORS**

J. Bradford

Meeting times:

- A/B Day Format: 8:42-9:32 AM - Room 105

COURSE DESCRIPTION

This course will include, but not limited to, career and professional development objectives that will prepare students for an internship in the professional workplace and explore specific career opportunities. Areas of study include job shadows, work environment safety, resume, job application & forms, interviewing skills, career networking, portfolios, customer service, employment trends, work ethics development, positive work habits, local industry awareness, positive self-promotion & presentation, balancing work & personal life, identification of employability & technical skills and basic office skills & etiquette.

GRADING

Course grade will be based upon total points earned. Students will be expected to demonstrate learned business-professional behavior. These points will be included in the overall grade.

A	90%-100%
B	80%-89%
C	70%-79%
NC	0%-69%

The Semester 1 grade will be a midterm grade and will be available on the report card. The one course credit will be transcribed at the end of Semester 2. This course must be passed with a grade 70% or higher to remain at the school for the senior year.

COMPETENCIES

Competencies in this class must be passed in addition to an overall passing grade. A student who fails a competency must pass the competency within two weeks of the failed attempt. A maximum of two (2) retakes for a total of three attempts will be allowed to pass the competency.

- Final Resume & Website Portfolio
- One Day Job Shadow Experience
- 60 Second Sell (Intro of Self) Speech
- Mock Interview
- CareerSafe/OSHA 10 Hour General Industry Certification Course Completion
- Pre-internship Evaluations
- Junior Intern Fair Participation

LATE WORK

Students may earn up to no more than 70% for any late assignment. Any missing or late assignment may be submitted up to two (2) school business days after the assignment is marked missing in PowerSchool. Exceptions to this policy may be requested by the student in writing or email. The instructor will make the final determination on extension requests and will inform the student of the decision in writing or email.

MAKE-UP WORK

Students may be allowed up to two (2) school days per unexpected absence to complete make-up work. Unexpected absences are those due to sudden illness, injuries, or death in a family. Assignments or tests, which were assigned prior to the date of the absence, are due upon return.

REDOING WORK

If a student earns below a 70% on an assignment, a student may redo that assignment for a grade up to 70%. Individual teachers will determine due dates on make-up/redo assignments and which assignments can be made up. Incomplete work may not be redone for credit.

GENERAL TIMELINE

Assignments with due dates are posted in PowerSchool and on Moodle in the Employment Preparation Class.

STANDARDS/OBJECTIVES

Solve problems and make informed decisions in work-related situations
Determine individual time-management skills
Use observation skills to analyze work-related situations
Apply basic communication skills: Oral, written, listening skills
Apply demonstration and presentation skills to convey information through multimedia presentations by marketing career choice to freshman class
Identify and apply customer service skills in work-related situations: define the customer, customer expectations, cost of customer service
Demonstrate skills needed to enter or reenter the workforce: interviewing, conducting a job search network, completing job applications/forms, assemble, organize and refine an electronic portfolio
Assess differences in the wages, benefits, annual incomes, cost of living, and job opportunities associated with selected career options
Chart career using career-planning skills
Complete a survey for employment opportunities
Apply self-management processes in the workplace: job shadow activity
Obtain and participate a job shadow(s) experience at a local business
Identify & recognize safety issues: complete OSHA 10 Hour General Industry Certification
Identify attitudes, values and behaviors for a positive workplace ethic, codes of conduct
Identify and apply conflict resolution and team negotiation skills
Illustrate an organizational structure and core values
Analyze your entry-level job skills: pre-internship employability & technical skills evaluation
Demonstrate social etiquette
Identify types and consequences of workplace harassment