

# **MERIDIAN TECHNICAL CHARTER HIGH SCHOOL**

3800 N Locust Grove Rd, Meridian ID 83646  
208-288-2928

## **2025-2026 Employment Preparation Course Syllabus**

### **Instructor**

Ms. Jenni Bradford, Work-Based Learning Coordinator/Career Counselor

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*School Hours:* Monday-Friday 7:00 am - 3:00 pm, excluding school breaks

### **Course**

Welcome to Employment Preparation! This course leads to and prepares juniors for an internship in a professional workplace. Students engage in career exploration, professional development, self-promotion, and real world experiences. One 4-6 hour job shadow and one professional development experience, of student's choosing, is required.

*Classroom:* 105

*Schedule:* Year-long alternating A/B, 8:42-9:32 M, T, Th, F, 8:47-9:32 W

*Credit:* One, awarded at end of Semester 2

### **Standards**

This course targets the [Idaho Workplace Skills for Career Readiness Standards](#) through the [MTCHS Framework](#). The MTCHS Framework includes seventeen skills in three categories: Personal Skills, Workplace Skills, and Technical Skills.

MTCHS students are introduced to the Framework Skills beginning freshman year. By junior year, students have become fluent and are generalizing skills across school environments. Juniors begin to adapt the skills and practice in professional environments. The MTCHS Framework Skills targeted in this class include:

<b>Personal Skills</b>	<b>Workplace Skills</b>	<b>Technical Skills</b>
Integrity	Communication	Computer and Technology Literacy
Work Ethic	Decision Making	Safety and Health
Professionalism	Teamwork	Service Orientation
Responsibility	Leadership	Professional Development
Adaptability/Flexibility	Perspectives in the Workplace	
Self-Motivation/Innovation	Planning, Organizing, Management	

## Competencies

Students will learn the targeted Framework Skills through nine competencies with multiple components. Students must pass (70%) each competency and achieve an overall grade of 70% to pass the class. Students have two weeks to make up a failed competency. Details of each competency and class work will be available in Moodle.

### Semester 1

- Resume Update
- Website Portfolio
- Workplace Readiness Assessment Pretest
- OSHA-10 General Industry Certification Course Completion
- One 4-6 Hour Job Shadow

### Semester 2

- One Professional Development Experience
- Self Promotion Project: Career Story & Presentation, Final Resume, Final Website Portfolio
- Mock Interview
- Junior Internship Fair Participation

## Grading

Course grades will include the competencies, additional work targeting the Framework Skills, and a weekly Framework Skills evaluation. Details of each will be available in Moodle and recorded in PowerSchool. Course grade will be based upon total points earned.

The Semester 1 grade will be a midterm grade and appear on the report card. The course grade will be transcribed at the end of Semester 2.

A	89.5%-100%
B	79.5%-89.4%
C	69.5%-79.4%
NC	0%-69.4%

## Expectations

1. Take care of yourself.
2. Take care of each other.
3. Take care of this place.

Students are expected to demonstrate, and are evaluated on, MTCHS Framework Skills just as they would in the workplace they're preparing to enter.

*Electronic Devices:* Per school policy [502.8](#), students are permitted to use electronic devices (cell phones, watches, tablets, etc.) in class only when directed by the instructor. Otherwise, they need to be silenced or turned off and stored out of sight.

*Academic Integrity:* All assignments must be original work unless the use of AI is integrated into the assignment by the instructor.

*Communication:* Student/instructor communication (regarding absence, questions, announcements, etc.) outside of class time should be conducted via school email. Both parties should check school email regularly and respond by the same time next school day.

**Make-Up Work**

*Due to Unexpected Absence:* Missed work due to unexpected absence will be accepted for full credit up to two (2) school days (different from class days) following a student's return to school. Unexpected absences are those due to sudden illness or injury or death in the family. Work assigned prior to the date of the absence is due upon return to school.

*Due to Planned Absence:* Students are expected to practice MTCHS Framework Skills by inquiring about work they'll miss in advance of a planned absence due to school related events/activities, trip, appointment, etc. Due dates remain in effect for full credit.

*Late Work:* Students may earn up to 70% for any late assignment. Late work will be accepted within two (2) school days (different from class days) of the due date. Exceptions to this policy may be requested by the student via email. The instructor will make the final determination on extension requests and will inform the student of the decision via email.

*Redoing Work:* If a student earns below a 70% on an assignment, the student may redo that assignment for a grade up to 70% within two (2) school days (different than class days) of issuance of the original grade. Incomplete work may not be redone for credit.

**Parent/Guardian Communication**

Parents/Guardians are welcome to contact the instructor via phone or email anytime! After hours messages will be returned by the same time next school day.