On-the-Job Training Course Syllabus
2017 – 2018 (Updated January 2018)

Instructors
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Course Description
The objective of OJT is to provide students with the fundamental, yet critical, personal traits, knowledge, and skills that each student should possess to successfully transition from high school into the workforce and post-secondary education. These skills and knowledge can be applied to any industry. They are ‘success’ skills and knowledge to be used and further developed throughout one’s life.

Course Goal
Students will learn appropriate work related information about the employer and employer site, safety, work readiness skills, career exploration and guidance, and foundational knowledge and skills.

Course Topics

Safety
- Basic first aid
- Basic safety rules
- Health and safety hazard training
- Proper use of safety equipment and protective clothing
- Ergonomics
- Proper handling of materials
- Maintaining safe and clean work areas
- Safe practices with machines and tools
- Reporting of illnesses, injuries and unsafe conditions

Career Readiness
- Self-awareness
- Career planning
- Seeking, applying for, and accepting employment
- Employee rights and responsibilities
- Employer responsibilities
- Communication on the job
- Succeeding in the workplace
- Meeting employer expectations
- Problem solving and critical thinking
- Maintaining a safe and healthy workplace
- Work ethics and behavior
- Interposal relationships
- Teamwork and conflict resolution
- Personal finances – money management
- Personal portfolios
- College options and opportunities
- Sexual harassment and reporting procedures

Career Exploration and Guidance
- Become aware, explore, understand and prepare for life decisions/career decisions
- Discover more about self, interests, abilities, skills, talents, aspirations, and intentions
- Explore the world of work and learn what is needed to succeed in a career field
Skills Needed
To be successful in OJT, you should be able to:
• Have excellent attendance at your worksite, school, and WTC OJT weekly class
• Maintain acceptable academic performance in all courses
• Communicate with employer, schools, instructor, and other professionals
• Value lifelong learning with OJT as a stepping stone toward your individual growth and future career(s)

Evaluation of Learning
Student performance will be assessed on total points with the following criteria and methods of evaluations:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Method of Evaluation</th>
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<tbody>
<tr>
<td>Weekly Professionalism</td>
<td>• Behavior/Attitude</td>
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<td></td>
<td>• Class participation</td>
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<td>• Follow Classroom Procedures/Policies</td>
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<tr>
<td>Assignments</td>
<td>• Unit Activities, Individual &amp; Group</td>
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<td></td>
<td>• Presentations</td>
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<td></td>
<td>• Employment Portfolio</td>
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<tr>
<td>Work Hours</td>
<td>• Hard copies of Paystubs submitted monthly</td>
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<td>• Work 40 hours/month minimum</td>
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<td>Employer Evaluation</td>
<td>• Employer Performance Evaluations</td>
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<tr>
<td></td>
<td>• Self-Performance Evaluations</td>
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</tbody>
</table>

Grading Scale

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

Late Work and Attendance
Assignments have a 10% deduction for each school day they are late. All assignments more than one weeklate will receive 0 credit. If absent professionalism points cannot be earned; assignment, make up and credit for work due on date of absent will only be earned if the student communicates with the instructor prior to the absence and it is an excused absence at their home-based school.

Student Supplies
These materials will remain in the classroom in their student file. Each student is required to have:
• Notebook
  80 Page – 1 Subject Spiral Bound Preferred
• 2-Pocket Folder
  Poly 2-Pocket Folder Preferred
• Pencil/Eraser
  No. 2 Pencil with Eraser Preferred
• Pen – Black or Blue ONLY

Unexcused Absences for OJT Class include the following but are not limited to:
Non-emergency appointments including dental and orthodontics, work, interviews, training, lack of transportation, vacation, college visits, attending school related activities as a spectator.