



## Course Syllabus 2021-22

### Program Title

On-the-Job Training (OJT)

### Instructors

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### Course Description

On-the-Job Training (OJT) provides seniors 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 who are not working 40 hours/month due to reduction in hours must complete the Job Search Log every week to document what they are doing to increase hours and/or gain employment that meets OJT requirements.
- 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.

### 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
- 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.

### **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
<b>Required Documents</b>	<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</li> <li>● <u>Employee Evaluations</u></li> </ul>	Total Points
<b>Weekly Professionalism Points</b>	<ul style="list-style-type: none"> <li>● <u>Attendance &amp; Engagement</u> Students must be present in class to earn professionalism points in which they exhibit <b>Work Ethic, Respect, Integrity, Goal-orientation, Honesty, and Teamwork</b> throughout the scheduled class period</li> </ul>	
<b>Assignments</b>	<ul style="list-style-type: none"> <li>● Various assessments related to course framework</li> <li>● Job shadow(s)</li> <li>● Precision Exam</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 or absences will have two school days (not two additional OJT class periods) upon return 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	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.