



<b>Course Number:</b>	Employability Skills Program - AM	<b>Course Title:</b>	Employability Skills Preparation
<b>Credit Hours:</b>	Math 1, Fine Arts 1, PE ½, Health ½	<b>Clock Hours:</b>	Mon-Fri 9am - 11 am
<b>Instructor:</b>	Holly Shue	<b>Room:</b>	ESP/STRIVE Classroom
<b>Office Hours:</b>	N/A	<b>Voice Mail:</b>	207-342-5231 x120
<b>E-mail Address:</b>	hshue@waldotech.org		

**Pre/Corequisite:** Ability to work collaboratively and independently for a two hour block. Ability to follow directions. Attention to detail and fine motor skills. Good attendance. The ability to work in a professional and supportive manner. Understand and adhere to standards of safety in the classroom, shop and job placement settings.

## Course Description

Employability Skills Preparation (ESP) is a pre-technical program designed for 8th and 9th graders at Waldo County Technical Center (WCTC). Employability preparation includes critical foundational skills necessary for entering and maintaining employment in the workforce. This course addresses a variety of skills including: social, personal appearance, the importance of collaboration, teamwork, dependability, maintaining a positive attitude, organization and work ethic. Students will focus on the importance and development of communication skills including listening, speaking, reading, following and giving verbal directions, and have opportunities to develop critical and creative thinking.

Students will explore career areas of interest and engage in experiential pathway goal setting activities. Students will develop a portfolio to include a resume, cover letter, and written descriptions and photographs of work samples. Learning and adherence to safety guidelines will be critical to student success in the program.

Students are required to attend a series of three 8 week explorational rotations in participating technical programs offered at WCTC. These programs include: Outdoor Leadership, Composites (Auto Collision), and Building Construction. Student experience will also include exposure to Culinary Arts, Horticulture and Stitching Technology; as well as the ESP's woodworking shop.

Ninth graders demonstrating workplace readiness skills, will have an opportunity to practice classroom learning at a job site with local partnering community businesses two mornings a week and gain a minimum of 30 hours of employment experience.

## Course Objectives

### Students Will Demonstrate Essential Foundational Knowledge and Skills for Successful Employment:

- The student demonstrates general employability pre-requisite skills in personal health, hygiene and grooming as related to school and career success.

- The student demonstrates social interaction skills necessary for personal and career success. The student is expected to make appropriate greetings; say please and thank you; give and receive compliments; give and receive apologies; demonstrate the ability to take ownership for and learn from mistakes; accept feedback concerning various job behaviors; work cooperatively as a member of a team; and learn to take initiative with known procedures.
- The student demonstrates skills for personal success in the workplace including time management and organization skills to complete tasks; applies problem solving strategies; practices strategies for negotiation and conflict resolution; demonstrates effective communication skills including: verbal, non-verbal, written and electronic; evaluate interests, abilities, and values related to personal choices; sets long-term goals and short-term objectives related to career choices; and utilizes stress management techniques.
- The student explores/demonstrates employability skills for success relative to potential career path. The student is expected to: evaluate interests, abilities, values and work environment preferences related to career choices; identify expectations of employers such as: having a positive attitude, staying on task, punctuality, attendance, displaying initiative; set long-term goals, short-term objectives and related action plans related to professional growth; demonstrate general employability skills such as: self-reliance, flexibility, honesty and dependability, punctuality, regular attendance, following safety rules, participating as a contributing team member, displaying leadership characteristics, willingness to learn new skills, and completes tasks in a timely fashion.

### **Course Activities**

- Academic time involving facets of career exploration (as described in the course objectives), shop mathematics, health, physical education;
- Projects and participation in rotational technical programs (as described in the course description);
- Practical experiences in food preparation and clean-up;
- Practical experience with stitching technology;
- Practical experience with horticulture (basics of growing plants in soil and hydroponically);
- Quizzes, classroom discussions and collaboration activities;
- Portfolio development; and
- A variety of shop experiences.

## Evaluation Basis

- a. Academics 30%
- b. Shop 30%
- c. Attendance 20%
- d. Participation 20%

## WCTC Grading Scale:

Letter	Grade Point	Scale
A+		98-100
A		95 – 97.9
A-		93 – 94.9
B+		90 – 92.9
B		87 – 89.9
B-		85 – 86.9
C+		82 – 84.9
C		79 – 81.9
C-		77 – 78.9
D+		75 – 76.9
D		72 – 74.9
D-		70 – 71.9
F		Below 70

## Attendance Policy:

WCTC believes that regular and prompt attendance at each class session is extremely important. It is also the School's belief that excessive absenteeism and/or lateness reflect negatively upon student reliability and the School's ability to provide quality references to potential employers.

### Classroom/Shop Behavior:

The ESP and additional shop rotations requires the attention of students without distractions. Personal electronic devices in the classroom and shop are not permitted! Examples include cell phones, radios, computer entertainment, or media devices. Students will be asked to place electronics in a locked area upon arriving to class. Items will be returned to students 5 minutes before class is complete.

### Academic Honesty:

WCTC students are expected to be honest and forthright in their academic endeavors. Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered. Items submitted for evaluation must represent your own work.