



Roger León
Superintendent



SYLLABUS

Course Name:	Introduction to Work Based Learning
Credits:	5
Course Description:	<p>This course provides an overview of work-based learning (WBL) as a vital educational approach that integrates academic learning with practical, hands-on experiences in real-world work environments. Students will explore various models of WBL, including internships, apprenticeships, and cooperative education, while understanding the benefits and challenges associated with each.</p> <p>Through a combination of classroom instruction, guest speakers from various industries, and experiential learning opportunities, students will develop essential skills such as communication, teamwork, problem-solving, and critical thinking. The course will also cover topics such as workplace etiquette, professional development, and the importance of networking.</p> <p>By the end of the course, students will be equipped with the knowledge and skills necessary to pursue work-based learning opportunities that align with their career interests and academic goals, preparing them for successful transitions into the workforce.</p>
Prerequisites:	On track to be a CTE completer and on track for graduation.
Textbooks & Course Resources:	Work based learning guidebook .
Course Assessments & Technical Assessments:	<ul style="list-style-type: none"> • Mid-Term Assessment • Final Assessment
Career & Technical Organization:	FCCLA https://fcclainc.org/
Work Based Learning Opportunities:	<ul style="list-style-type: none"> • Simulated Workplace Environment • School Based Enterprise • Work Based Learning



Roger León
Superintendent

Newark Board of Education

Where Passion Meets Progress



Course Outline & Proficiencies to be Mastered:

Unit#1: Career Exploration

Students will acquire and apply self-knowledge in order to develop personal, learning and career goals.

- 1a. Assess personal strengths and weaknesses as they relate to career exploration and development.
- 1b. Explain how decisions regarding education and work impact major life decisions.
- 1c. List and describe various types of occupations in the community and develop an awareness of occupational opportunities within the region (e.g., nursing, insurance, human services, carpenters, STEM, etc.).

Unit#2: College/Career Readiness

Students will understand how academic, technical, cross cluster and employability skills are needed to obtain or create, maintain and advance in one's career.

- 2a. Apply & reflect upon career goals, skills, and interests to select high school courses.
- 2b. Gather data on potential careers, and understand the importance of researching the requirements needed to gain entrance into the field.
- 2c. Demonstrate skills to gain entrance into a post secondary institution and/or seek employment.

Unit#3: Professionalism in the Workplace

Students will understand how academic, technical, cross cluster and employability skills are needed to obtain or create, maintain and advance in one's career.

- 3a. Demonstrate skills to seek employment (write a resume and cover letter, complete a job application, interview for a job, find and pursue employment leads and market oneself in the workplace).
- 3b. Compare/contrast professional etiquette, professional work expectations, and interviewing techniques in various settings.
- 3c. Evaluate professional behavior in the workplace and how it has an impact upon productivity and morale.

Unit #4: WorkPlace Safety & Communication

Students will demonstrate skills to secure, maintain and advance in their chosen or related career cluster.

- 4a. Explain the importance of dress code, attendance, and professional expectations in the workplace in terms of safety.
- 4b. Develop personal responsibility characteristics regarding workplace situations involving workplace safety (OSHA Training), sexual harassment, and personal ethics.



Roger León
Superintendent



Unit #5: Networking and Professional Development

Students will focus on equipping students with the skills to build a professional network, leverage social media for career advancement, and understand the significance of mentorship in achieving their career goals.

- 5a. Building a Professional Network
- 5b. Utilizing Social Media for Career Advancement
- 5c. Importance of Mentorship

Unit #6: Legal and Ethical Considerations in the Workplace

Students will explore the essential workplace rights and responsibilities, the importance of safety and health regulations, and the principles of ethical decision-making necessary for professional conduct.

- 6a. Understanding Workplace Rights and Responsibilities
- 6b. Workplace Safety and Health Regulations
- 6c. Ethical Decision-Making in Professional Settings

Unit #7: Evaluating Work-Based Learning Experiences

Students will focus on assessing the impact of work-based learning on career readiness, gathering constructive feedback from employers and peers, and effectively presenting learning outcomes and experiences.

- 7a. Assessing the Impact of WBL on Career Readiness
- 7b. Gathering Feedback from Employers and Peers
- 7c. Presenting Learning Outcomes and Experiences

Unit #8: Experiential Learning and Reflection/Future Trends in Work-Based Learning

Students will emphasize the importance of setting learning goals for work-based learning experiences, engaging in reflective practices such as journaling and self-assessment, and deriving valuable lessons from both challenges and successes to prepare for future trends in the workforce.

- 8a: Setting learning goals for WBL experiences
- 8b: Reflective practices: journaling and self-assessment
- 8c: Learning from challenges and successes.
- 8d. The Role of Technology in WBL
- 8e. Emerging Industries and Career Opportunities



Roger León
Superintendent

Newark Board of Education

Where Passion Meets Progress



Career & Technical Education Standards:	<p>NJ Student Learning Standards for 21st Century Life Career: 9.2 (Career Awareness, Exploration and Preparation)</p> <p>NJ Student Learning Standards for 21st Century Life Career: 9.4 (Skills for Career Success)</p>
Career Ready Practices:	<p>CRP 1: Career Exploration and Awareness</p> <p>CRP 2: Apply appropriate academic and technical skills.</p> <p>CRP 3: Attend to personal health and financial well-being.</p> <p>CRP 4: Career Planning</p> <p>CRP 5: Networking</p> <p>CRP 6: Professionalism</p> <p>CRP 7: Work Ethics</p> <p>CRP 8: Job Seeking Skills</p> <p>CRP 9: Model integrity, ethical leadership and effective management.</p> <p>CRP 10: Networking</p> <p>CRP 11: Professional Growth</p>
Grading:	<p><u>Grade Categories</u></p> <p>Assessments: 65% (Knowledge, Performance, and Project Based)</p> <p>Classwork/Participation: 25% (Knowledge, Performance, and Project Based)</p> <p>Homework: 10%</p> <p><u>Grade Scale</u></p> <p>A+ 98-100, A 94-97, A- 90-93, B+ 87-89, B 84-86, B- 80-83, C+ 77-79, C 74-76, C- 70-73, D 64-69, F 0-63</p>
Classroom Policies:	<ol style="list-style-type: none"> 1. Respect yourself and your property. 2. Respect others and their property. 3. Arrive to class on time or with a pass. 4. Follow all workplace safety, rules, policies, and procedures at all times.
Student Provided Material List:	<p>Student notebook, binder, pens, pencils, notebook paper, chromebook.</p>
Student Expectations:	<ol style="list-style-type: none"> 1. Maintain professionalism. 2. Effectively use interpersonal skills. 3. Communicate clearly and purposefully. 4. Demonstrate appropriate work ethic and behavior. 5. Demonstrate teamwork. 6. Use problem-solving skills. 7. Utilize technology. 8. Research, identify, and apply for job/career opportunities.



Roger León
Superintendent

Newark Board of Education

Where Passion Meets Progress

