

Employment Training I

Welcome to Employment Training I. This year we will focus on the curriculum standards and competencies that will become a part of your individual portfolio. We will be together for two 9 week terms. You must bring several pencils with you to class each day. A notebook will be provided for your use in class. The course syllabus is as follows:

- Setting up Cavalatte
- Advertizing
- Inventory
- Application Process
- Interviewing Skills
- Interpersonal Skills
- How to get and keep a job
- This will be supplemented with remedial help with money and reading

GRADING:

1. Daily class work will be assigned and graded resulting in a weekly class work grade.
2. Tests will be given at the completion of each unit. There will be an in-class review prior to each test.
3. Students' progress will be monitored using the Wilson and Language! Programs. Participation grades will apply towards the student's grade.

COMMUNICATION OF STUDENT PROGRESS:

1. A mastery of 70% of the competencies within the functional curriculum is the goal for each student. A competency Checklist will be kept for each student noting his/her % score in each area.
2. Individual progress reports will be sent home every 4 ½ weeks.
3. The completed competency checklist for each student will be available by the end of the year for parental review.

RULES AND CLASSROOM BEHAVIOR:

All school rules will be enforced in this classroom, see the student handbook for specifics.

CONSEQUENCES:

1. Verbal warning by teacher
2. Parent Contact by teacher
3. Discipline Referral/ISS if behavior continues
4. Immediate Discipline Referral for serious disruptive behavior.

I look forward to working with your child this term. Please call me at Dorman High School if you have any questions about the class or procedures.

Sincerely,

Amy Atkins
(864) 582-4347 Ext. 2217

I have read and understand the class procedures for Mrs. Atkins' Employment Training I for the 2011-2012 school year.

Parent/Guardian Signature

Student Signature