

Course Components:

The work experience course is organized into the following components.

Course overview

Portfolio Preparation

- Document Preparation
- Interviewing Skills

Professionalism

- Technical Skills and Professional Skills
- Professional Dress
- Punctuality and Reliability
- Personal and professional boundaries and workplace etiquette

Collaboration

- Teamwork
- Collaboration skills

Communication Skills

- Speaking
- Listening
- Written

Thinking and Innovation

- Problem-solving (describe, diagnose, plan)
- Evaluates self

Initiative and Self Direction

- Skill growth and continual improvement
- Career advancement
- Mentors and role models

Student Reflections

Employer Evaluations

Instructor Visitations

Weekly Activity Reports

Classroom Rules and Consequences:

1. Student Conference
2. Conference with student AND parent contact
3. Conference with student AND parent contact AND officer referral

**Depending on the severity of defiance steps may be skipped*

applicable to all students in this class in addition to agreed-upon workplace expectations.

Grade Book Category Weighting: (District Wide)

80% Assessment

20% Coursework

Grading Scale

100% - 90%

89% - 80%

79% - 70%

69% - 60%

59% - 0%

Homework: Since students will not be physically present in class for most of this course, it is their responsibility to complete any assigned work on Canvas in their own time to receive credit for the course.

No extra credit is given in this course.

Report Cards

In an effort to conserve resources and harness the capacity of our electronic grade reporting program (PowerSchool) district schools will no longer print hard copies of report cards unless requested by individual parents. To request a hard copy of your student's report card, please contact the front office at 623-376-3000. To receive your PowerSchool login, please stop into the office with a valid photo ID.

Power School Online Access:

Grades and attendance may be accessed 24 hours a day online with your Power School access code. Access codes are available in the Counseling Office or Front Desk Monday – Friday 7:00 AM– 3:30 PM. You may check student progress regularly on the PowerSchool site using the same login for one or more students. For Mountain Ridge parents/guardians without home computer access, a computer with guest log-in capability is available in the Counseling Conference Room.

Academic Assistance/Office Hours:

In addition to the Academic Prep times built into our schedule each week, additional assistance/tutoring is provided on a weekly basis both by MRHS and individually by instructors. These office hours will be posted in my classroom, website, and/or Canvas at the start of each week. I will demonstrate to the students how to find my availability each week.

Make-up Policy:

Absences: After an absence, a student has one school day for each day missed to make up work/tests, regardless of the number of days absent. If many days were missed, please schedule an appointment with me to formulate a plan for the completion of make-up work. Make-up work for extended absences (over 3 days) ma

Reassessment Plan

The student must initiate contact with the teacher within 5 school days of the assessment score being posted. The student must communicate with the teacher to create a reassessment plan.

Assignment is not a timed activity (such as a Quick-Write Essay)

Assignment is not a Long-Term assignment (over multiple weeks)

Assignment is turned in by the end of the instructional unit.

Daily Device Use (Chromebooks)