

CENTRAL HIGH SCHOOL

TRANSITIONS I & 2

Mrs. Lambert

COURSE SYLLABUS

Course Description:

Transitions I is a course designed to go along with the students who are participating in the Work Study Program. Topics/Skill areas are, but not limited to: study skills, job preparation, application and interview skills, communication skills, personal assessment and awareness activities. Students will use journals and calendars to track work study experience and hours. Students will identify and evaluate personal goals, priorities, aptitudes, and interests with the goal of helping them make informed decisions about their careers. Students enrolled in Transitions II are in their second year of the Work Study Program. The goal is for students with disabilities to live their lives to the maximum potential with the most amount of independence possible. Elements of transition occur throughout different environments including school, home, and the community. Concepts/skills taught include but are not limited to job skills, social skills, and independent living skills. This program is to provide support for students with disability moving from school to post school activities.

Note: This course is designed for those students who are participants in the Work Study Program.

Pre-requisite: Students must be in the Work Study Program.

Course Objectives:

Upon completion of this course, students will be able to:

- * Fill out time sheets.
- * Journal daily work experiences.
- * Demonstrate appropriate interviewing skills.
- * Fill out a job application.
- * Describe how to handle the first day on the job.
- * Explain how to handle various issues on the job: stress, anger, not getting along with fellow co-workers.
- * Use a newspaper for find various work, social, and independent living needs.

Required Class Materials:

- * 2 inch binder
- * Pen or Pencil
- * Notebook paper
- * Dividers for the binder
- * Student Planner- Students will receive a grade each class period for their student planner.

Textbook:

There is not a textbook for this class. The students will be using various sources, IEP, their last psychological, computers, internet, etc....

Course Outline:

(Subject to change due to time constraints, class population, and individual needs.)

- * Interviewing skills
- * Job applications
- * Proper Work Etiquette
- * Social Skills
- * Independent living skills

Major Assignments:

- * Applying for 3 jobs outside of school and filling out applications.
- * Mock interview process.
- * Turning in their binders, completed, each semester.

Grading:

- * A = 100 to 92%
- * B = 91 to 85%
- * C = 84 to 77%
- * D = 76 to 70%
- * F = 69 to 0%

Class Policies & Procedures:

• **Quizzes/Tests:** The student will be responsible for any and all information presented during class, explored in activities, and viewed in graphics/videos.

*Quizzes over information may be unannounced. Always be prepared!

• **Semester Assessment:** Semester exams for the course will be administered. Each exam will count for 15% of each semester grade.

• **Homework:** Each topic explored will have assignments that are to be completed by the student. Students are required to complete all work assigned by the due dates. All work is due at the beginning of the class period or when specified by the teacher. If it is not turned in at that time it is considered late and will follow the late policy.

• **LATE POLICY:** You have until 8:15 a.m. of the following calendar day to turn in assignments for 75% of the available points. After 8:15 am, it will no longer be accepted for credit and a grade of 0 will be given. Late assignments can be turned in to me directly or to my mailbox in the office.

• **Absences:**

• **Unexcused absences:** Any assignments due on a day when a student has an unexcused absence will be given the grade of 0.

• **Excused absences:** Students will have two **days** per day absent in order to make up homework missed. If not made up in the allotted time, it is late and will follow the previously mentioned late policy. This goes for **tests, quizzes, homework, etc.**

*The instructor reserves the right to allow students extended time due to special circumstances (extended illness, death in family, major project that cannot be completed at home, etc.) Students must have conference with the instructor in order to be granted an extension.

• **5 or more absences:** (medical, pre-approved absences for school related activities, OSS, and ISS--not included) in this class over the course of the semester will receive 0's for all homework and projects due beyond the 5th The absence as outlined in the student handbook.

• **Extra Credit:** There is **NO** extra credit given in this course unless it is a direct assignment given by the instructor to the entire class.

• **Miscellaneous:**

- If your work does not have your name on it and/or is illegible, this may result in a zero.
- Cheating in **ANY** form will not be tolerated.. All individuals will receive a zero, then action will be taken according to the handbook.

Instructor Contact:

Mrs. Susan Lambert can be reached by the following:

* Telephone: (815) 694-2321

+ Please leave a message with office personnel (name, student's name, reason for calling, best time to call back, and phone number)

+ Email: slambert@cusd4.org