

**CARTERVILLE HIGH SCHOOL
COOPERATIVE CAREER AND TECHNICAL EDUCATION
SYLLABUS**

Instructor: Mrs. Banovz

Textbook: Succeeding in the World of Work

Contact Information:

CHS: 12:15 pm – 3:20 pm 618-985-2940

CIS: 8:00 am – 12:10 pm 618-985-6411

Credits: 2

Grade Level: 12

Email: cbanovz@cartervillelions.com

WHAT IS CCTE?

Cooperative Vocational Education (CCTE) is a program for seniors who wish to receive on-the-job training in an area related to their career goal. Students will work and learn at a local business or industry for three periods daily (15 hours per week). All CCTE students will also complete bookwork related to self-assessment, researching and finding employment, and professional development, which will be turned in to Mrs. Banovz according to the schedule distributed with the assignment sheet.

GRADES

Your grade will be calculated using the following:

35% – Employer Evaluation

35% – Weekly Work Reports – These reports are due each Monday. If we do not have school on Monday, the reports must be turned in on Tuesday to earn the full grade. **For each day the report is late, your grade will be deducted using the following scale:**

Turned in on Monday (on Tuesday if we do not have school on Monday) – 100%

Turned in on Tuesday – 95%

Turned in on Wednesday – 90%

Turned in on Thursday – 80%

Turned in on Friday – 70%

Turned in on Monday (1 week late) – 60%

Turned in on Tuesday (1 week and 1 day late) – 50%

After that – 0%

Remember: You **must** work **15 hours per week**, 3 hours per day for each school day, during school time. You might not have the full 15 hours each week during the first 2 weeks of school.

30% – Quarterly Bookwork, Quarterly Test, and Meeting Attendance and Punctuality

All assignments and work reports are to be given to Mrs. Banovz, Mrs. Hawkins, or Mrs. Applebee. These items may also be placed on Mrs. Banovz's desk or in the tray in her room.

STUDENT RESPONSIBILITIES (from the Training Agreement)

As a student in the CCTE Program, I agree to:

1. Follow the program rules and regulations established by the school and the employer.
2. Notify Mrs. Banovz (985-2940) and the employer of the training station of any problems that may affect job performance.
3. Maintain regular attendance and punctuality in school and on the job.
4. Notify Mrs. Banovz when absent from work or school (prior arrangements must be made for absences other than illness).

5. Have no more than five absences from school or work during a semester (your employer may require fewer absences!).
6. Not attend work on days in which you are absent from school.
7. Maintain at least a C in all classes including CCTE.
8. Fulfill related learning activities each quarter that are assigned and required.
9. Work at least 15 hours each week DURING the hours out of school for CCTE (Monday – Friday).
10. Furnish Mrs. Banovz with all necessary information and complete all necessary forms (including weekly work reports).
11. Sign the training agreement that indicated understanding of the responsibilities and acceptance of the program requirements.

RULES (from the packet signed by you and your parent/guardian in the spring)

- ❖ To realize that you are a student even when on the job and are under the jurisdiction of the school throughout the day.
- ❖ To agree to train at an approved training station at least 15 hours each week.
- ❖ To be in regular attendance at school and on the job, including days when school is not in session and when your employer expects you. (No more than 5 days per semester may be missed)
- ❖ To be on time at school and on the job.
- ❖ To notify your employer and Mrs. Banovz as soon as you know you will be absent from work for a good cause.
- ❖ To know that on a day when you are absent from school, you must also be absent from your work unless given special permission by Mrs. Banovz.
- ❖ To conduct yourself on the job in a manner that is professional and reflects positively upon Carterville High School and you.
- ❖ To conduct yourself in a satisfactory manner on the job and in the classroom or your training experience will be discontinued and you will be removed from the program.
- ❖ To remain at the training station initially agreed upon by Mrs. Banovz and you
- ❖ To dress in a professional manner and one that is acceptable to your employers.
- ❖ To resign or change jobs only after discussing your situation with your parents and Mrs. Banovz.
- ❖ To maintain at least a C in all of your classes during your senior year. To maintain at least a C in CCTE.
- ❖ To keep an accurate record of the hours worked and duties performed each day and submit this record (weekly work report) each week to Mrs. Banovz.
- ❖ To furnish your own transportation to and from the training station.
- ❖ To know that if you are removed from CCTE, you will receive a failing grade for both the class instruction and the training station, and will lose all credits for this class.
- ❖ To understand that if you are required to leave school because of disciplinary reasons, you cannot report to your training station.
- ❖ To understand that there is additional bookwork that will be due each quarter.

**** If you have any questions or concerns at work, please come see me!**

**** Be sure to find out if your employer expects you to work on days we don't have class.**

**** Make sure that you let your employer know ahead of time when there are special activities at school (such as semester exams).**