

SCHOOL-TO-CAREER PREPARATION
and
SCHOOL-TO-CAREER WORK EXPERIENCE

Instructor: Mr. Swiergol; email: swiergol@freeport.k12.pa.us

Supplies Needed: Pen or pencil, folder (provided)

Course Description: This class will meet two periods per week with students who wish to enhance their career skills. The classroom experience is intended to provide job skills necessary for student success as we move toward the next century. Course curriculum will include communication skills, work ethic, characteristics of productive employees and practical skills related to the world of work. Students may elect to take this course with or without work experience. All work release students (those enrolled in Course Number 532) will be monitored throughout the year for job participation. (Students must work a minimum of 15 hours per week to qualify for course credit.)

Course Objectives:

- To develop verbal and nonverbal communication skills necessary in the workplace.
- To understand what you can expect from your employer and he from you.
- To develop interpersonal skills.
- To understand what is necessary in maintaining a positive and productive work ethic.
- To obtain practical skills—such as budgeting, check writing, interviewing techniques, resume preparation—needed to succeed in the workplace.
- To obtain basic knowledge of federal, state, and local tax calculations.
- To identify occupational safety practices and procedures.
- To measure your job preparedness.

Grading: This is a pass/fail course worth either 0.25 credit (Course No. 530: School-to-Career Preparation) or 0.75 credit* (Course No. 532: School-to-Career/Work Experience) that meets two days/week on each Monday and Thursday that school is in session. Only three major tests will be given; periodically, short quizzes will be given. Instead, your grade (pass or fail) primarily will be determined based on your class participation, attendance, and completion of outside assignments. These outside assignments will be minimal. Class participation is **essential** to a productive class. ***For successful completion, a 75% average must be maintained.***

*NOTE: Students enrolled in Course No. 532 not meeting the minimum work requirement would forfeit 0.50 credit and be rescheduled for a full-day class schedule.

Need any help? Email Mr. Swiergol: swiergol@freeport.k12.pa.us
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