

ACE Community/In-School Work-Based Learning

Stuart Deitrick, ACE Coordinator

Welcome to ACE Community/In-School Work-Based Learning! The purpose of this course is to provide you with an unpaid experience in the world of work. This is your chance to apply all that you learned in ACE Career Development class and learn more about situations that you might encounter later. While the experience that has been arranged for you might not be your dream job, please take things very seriously. This is a special opportunity that few high school students have. Make the most of it by learning what employers expect of employees, asking questions, and exploring further what you would like to do as a career.

We will meet in this classroom for approximately 2 weeks before you begin your unpaid work experience (UWE). During that time, we will continue learning about various issues that are important to employers and employees. Additionally, a Career and Technical Student Organization (CTSO) will be formed to provide students extra leadership opportunities.

Expectations

RESPECT the viewpoints, feelings, and belongings of others as well as the classroom/school facilities and equipment. Be on time, be prepared, and be polite. Use appropriate language.

HONESTY – Always tell the truth.

PERSISTENCE – Don't ever give up. Participate with a positive attitude. Work hard and be productive.

CLASS ATTENDANCE – Very little homework is assigned so excellent attendance is critical.

Materials Required

3-ring binder (1 inch) from previous semester

loose leaf notebook paper

pencil or pen

Grading Policy

We'll follow the grading scale in the student handbook. While in the classroom, a weekly "Successful Workplace Habits" grade (10 pts) is provided to give students and parents feedback regarding workplace readiness. Since the focus of this semester is on the UWE, written assignments will be limited and worth between 5 and 20 pts each. Once the UWE begins, each student will earn up to 5 pts daily as a "Basic Workplace Skills" grade. Being on time to the bus and your UWE site, notifying your employer and me directly and early when absent, behaving properly, and coming to school dressed appropriately for "work" are just some of the issues addressed by this grade. Students will also send me an email every few weeks (10 pts each) to update me on UWE progress. Final exam activities will be worth approximately 80 pts. An employer evaluation worth approximately 30 pts will also be included. Final grades will be computed by dividing the total points earned by the total possible points.

Food and Drink

Water bottles can be used in class but must be kept away from computers. Please ask if you would like to eat something during class time.

Electronics

Cell phones must be placed inside backpacks during class and when out at your UWE site. When in the classroom, a mid-period break will be provided during which students can check their phones. Students may be permitted to listen to music during individual work time but must use headphones and must be productive. Electronic devices used in class without permission may be confiscated. For the first occurrence, the student must pick up the device from me at the end of the class period. For additional occurrences, it will be the student’s responsibility to pick up the device at the end of the day from either the Discipline Office or me. Consequences of repeat offenses will include parent contact, detention, and/or a Discipline Office referral.

Tardies & Attendance

- 1st = warning
- 2nd = parent contact
- 3rd, 4th, and 5th = lunch detention and parent contact
- 6th and on = each requires a Discipline Office referral

Excellent attendance is critical for success in this class. Please schedule visits to the dentist, doctor, etc. at times outside of this class period. If attendance becomes a problem, a decision may be made to terminate the UWE, in which case credit for the class would not be earned.

Academic Honesty

Students will be expected to adhere to the Pine Creek Academic Honesty Code of Conduct on all assignments and class work. Violations of the Code of Conduct, such as plagiarism or cheating, will be handled according to the guidelines in the *Student Handbook*.

Contact Info

Students and parents can call me at (719) 234-2733 with any questions or concerns. You can also email me at stuart.deitrick@asd20.org or come by Room 222 on a Blue day to see me in person. I will do my best to return your call or email within 24 hours.

I encourage open and honest communication between students, parents/guardians and me in order to promote a successful learning environment. Thank you in advance for your support. I’m looking forward to an enjoyable and successful semester.

Stuart Deitrick

Student Name/Signature _____

Student Cell Phone* _____

Parent Name/Signature _____

Parent Cell Phone* _____

Date _____

* For safety concerns, it is critical that the student and parent can be reached immediately during ACE class time at the numbers provided above.