**Seminar Class**

This class is to help students learn how to be successful at a job and is required for students who earn credit for a work experience. This class allows you an opportunity to discuss and share on-the-job experiences with your classmates and how to prevent problems with your employer.

**What is this class about?**

You are learning how the world of work operates. This trimester we will be learning about how to find a job, safety on the job, and labor laws. By working at a jobsite, you are learning what employers expect from an employee. You are showing a supervisor you have work readiness skills such as cooperation, initiative, dependability, positive attitude, adaptability and other skills. If you do a good job, you will be able to use the supervisor as a reference and list the experience on a future job application.

Instructor: Judy Oliverius

Classroom: C238

Office: C132

Office phone: 763.506.6944

Email: Judith.oliverius@anoka.k12.mn.us

Office hours: Tuesdays from 6:40 to 7:10

**Attendance**

1. Be on time to class
2. If you are not scheduled for work you will report to the vocational office. It is expected that you are working on other class assignments so you earn passing grades in your classes.
3. If you have dentist or doctor appoints please make an effort to schedule them around school or work hours.
4. If absent from school call your work coordinator and employer before 8:00. (Parents do not call you into work)
5. No school attendance/no work attendance

**Class Expectations**

1. Communicate and participate
2. Respect yourself, other students, the teacher, and environment. (No abusive or profane language)
3. Come to class with paper and pen or pencil.
4. Complete all assignments
5. LEARN and LAUGH!

**Technology**

1. You will be asked to put your technology away. This means out of sight or touch.
2. If you are using it again in class you will be asked to place it in a safe box until the end of class.
3. If you refuse it will be in your house office.
4. Repeat offenders will place the device in the box before class.

**Tardiness/Truancy**

1. If you are tardy you will stay a few seconds into passing time. The time will increase with each tardy. On tardy 3 and 4 the parent will be called and then referred to your house office.
2. If you have more than two truancies you will not receive credit for the class. You can earn credit back by serving Saturday school for each truancy and complete the work**.**

**Grading**

Grades are based on participation and completion of assignments. Copying others work or straight from a

website will not be tolerated. (See handbook)

A: 93% and above B- 80% D: 60%

1. 90% C+ 77% F: 59.9% and below

B+ 87% C 73%

B 83% C- 70%

**This trimester students will be learning about:**

Orientation Budgeting

Interviewing Safety

Job Applications Labor Laws

Investigating Careers Apply for College (seniors)