

Course: OJT – “On the Job Training” - Cooperative Diversified Education: 83004100

NOTE: This course has a co-requisite requirement. You must also take ‘Adulting’ 83030100

Credit for Graduation: 5 Hours of work per week, or between 135-150 hours = 1.0 Credit

Pre-requisite: Maintain a job working a minimum of 5 hours per week.

Description:

Students elect to take this course if they are gainfully employed earning a paycheck and need to leave during the school day to go to work.

On the Job Training provides students an opportunity to develop relevant technical knowledge and skills needed to prepare for further education and careers in Diversified Education; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, while being gainfully employed in the work force.

Expectations:

Students must also be enrolled in the classroom component of the course – Adulting 83030100.

Students will maintain contract guidelines of etiquette in their workplace including: Punctuality, Appropriate attire, Honesty, Reliability, and a Respectful attitude.

Students will submit weekly time cards for course credit and grades.

Supportive activities and projects will include:

- Mock Interviews
- Career placement tests
- Resume building
- Communication exercises
- Body language awareness
- Work attire clothing options
- Career guest speakers

Resources/Materials:

- Employer/Parent contract forms
- Time Cards
- Resume Builders

Website: <http://www.fldoe.org/core/fileparse.php/3/urlt/steps-manual.pdf>