

Employability
SD Code - 22152
Charlotte Mohling, Instructor
Wessington Springs School District, PO Box 449, Wessington Springs, SD 57382
charlotte.mohling@k12.sd.us
Phone: (605) 539-9391 (school) (605) 539-1658 (home) (605) 770-5490 (cell)

Course Description

Employability skills are fundamental to creating an employable individual. Students must have skills and knowledge necessary to understand the factors that contribute to life-long work success. These standards are designed to provide students with foundational knowledge to promote successful transition from school to career.

Employability is a foundation course that is intended to precede further studies at the career cluster and career pathway levels.

Topics covered:

- Work behaviors and personal qualities
- Seeking and securing employment
- Workplace communication
- Employer and employee responsibilities
- Educational choices and employment options

Prerequisite: No prerequisite

Length: Semester

Grade Level: Grades 9-12

Instructional Philosophy

Students will be expected to meet all the standards listed in this syllabus and be able to demonstrate their understanding of the underlying concepts. The learning styles, interests, and areas of expertise of each student will help direct the design of the instruction. In order to pass the course, students will need a minimum of 67%.

Core Standards

- E 1 Evaluate positive work behaviors and personal qualities
 - E 1.1 Identify personal qualities and aptitudes
 - E 1.2 Generalize positive work qualities
 - E 1.3 Analyze appropriate self-management skills as related to specific work environment
- E 2.1 Investigate sources to identify employment opportunities
- E 2 Demonstrate skills to seeking and successfully securing employment
 - E 2.1 Investigate sources to identify employment opportunities
 - E 2.2 Analyze and create relevant employment documents
 - E 2.3 Demonstrate effective interview skills for employment
 - E 2.4 Identify the role of networking in preparing for employment
- E 3 Demonstrate effective workplace communication
 - E 3.1 Recognize different means of communication in the workplace
 - E 3.2 Demonstrate effective communication in the workplace using appropriate methods
- E 4 Generalize employer and employee responsibilities toward each other

- E 4.1 Research employers' responsibilities
- E 4.2 Demonstrate understanding of employability skills needed to maintain employment
- E 5 Make connections between educational choices and employment options
 - E 5.1 Develop post-secondary plans related to individual goals
 - E 5.2 Apply employability concepts through experiential learning
 - E 5.3 Compare postsecondary options to determine alignment with abilities, lifestyle and goals

Instructional Delivery Plan

Instruction will consist of individual hands on activities and projects, group work, lecture, discussion, reading, writing, self-assessment, and the use of technology. The course requires student research and peer and community interaction to solve problems and complete projects. FCCLA projects and activities will be incorporated into the course.

Students will interview community and family members to obtain information for some course assignments. Professionals from all fields of career and technical education will share their expertise throughout the course. Learning trips will be taken for various units in the course. Students will also use Internet resources to confer with professionals and obtain additional information about the world of work. Students will also use community resources to complete individual and group projects.

Assessment Plan and Grading Scale

Students will be graded on their weekly journal writings/reflections (10%); assignments (25%); assessments (15%); projects (50%).

Weekly Journal Writings/Reflections (10%) – At the end of each week, students will write a weekly reflection. Specific directions for each weekly journal writing/reflection will be given with the weekly information. Weekly journal writings/reflections will be posted in students' individual Journal under Tools in the course shell. Each weekly journal writing/reflection is worth 10 points.

Assignments (25%) – Throughout the semester students will complete assignments related to course content. Students will complete both individual and group projects. These assignments comprise the assignment work portion of the quarter grade.

Assessments (15%) – To test student knowledge of course content, periodic assessments will be used.

Projects (50%) – To demonstrate an understanding of the course content, students will complete projects throughout the semester.

A student's semester grade will be calculated as listed below:

First quarter grade	35%
Second quarter grade	35%
Semester assessment	30%

Since this course is taught through the DIAL Virtual School, the grading policy of the Virtual School will apply. The instructor will use the following grading scale and adapt it to fit each school's individual grading scale when determining grades.