

Internship/Teacher's Aide Syllabus

Instructor:

Mr. Chuck Ilsley

Office Hours:

By appointment only

Contact Information:

Email: cilsley@landernv.net

Phone: 775-635-5436 ext. 4114

Office: Counselor's office/Career Center

Course Description:

The purpose of this course is to engage students in volunteering in an educational environment and to also prepare students for a career after their high school and/or their post secondary experience. Students will learn the purpose of punctuality, initiative, and dependability. In addition, Students will also learn about the importance of Volunteerism. Once this course ends, students will receive one (.5) elective credit to count towards their high school graduation requirements.

Prerequisites:

Students must be a Junior or Senior (11th or 12th) student at Battle Mountain High School in order to be a Teacher's Aide. Students must also be on track for graduation in order to participate in this course.

Grading Policy:

90%-100% = A

80%-89% = B

70%-79% = C

60%-69% = D

59% and below = F

Late, Missed, or Incomplete Assignments:

Late, missed, or incomplete assignments are due on the assigned date. If assignments are not turned in on time, students will receive a 25% deduction in their grade for the missing assignment. If not all assignments are turned in by the 3:36pm on January 20th, 2022, students will receive a zero for assignments they have failed to turn in or missed. Certain circumstances may allow this 25% deduction to be waived. Please visit with the instructor if you feel a certain circumstance is allowed. Students are allowed to make up missed days. Please see Mr. Ilsley for alternate assignments to make up for missed time.

If a student does not turn in their consent forms by September 9th, those students will be withdrawn from the course, and will not be allowed to participate in this course.

Classroom Policies:

Students are expected to treat other individuals (internship supervisor, assigned teachers, other students, and other staff) with respect and courtesy. It is expected that if you are not going to be able to attend a certain day, students should let their assigned teacher or assigned supervisor know beforehand.

Electronic Devices and Site Rules:

While Students are at their Internship/Teacher's Aide sites, students are expected to refrain from using their electronic devices. This policy is explicitly set by the Internship supervisor/Teacher's Aide supervisor. Students are also expected to follow the policies and procedures set forth by the site in which they are assigned. PLEASE DO NOT TAKE PHOTOS OF CHILDREN/STUDENTS ON ANY SOCIAL MEDIA PLATFORM OR FOR YOUR OWN PERSONAL PHOTO GALLERY. THIS IS AGAINST SCHOOL DISTRICT POLICY!

Course assignments:

Orientation Materials	40 points
Consent and signed syllabus. This assignment is due September 9th	
Attendance/Participation (10 points per day attended)	360 points
Final:	150 points
Supervisor Evaluation	
Total:	<u>550 points</u>

Detailed Course Assignments:

Attendance:

Attendance is worth 65.45% of the overall grade for this course. Students are expected to sign out during their assigned class period in the career center before the tardy bell rings. Students are allowed to make up missed days. Please see Mr. Ilsley for alternate assignments to make up for missed time. Intern students must submit their Pay stub or a signed WBL hour verification form in order to receive their attendance points.

Orientation Materials **(ONE WEEK AFTER THE START OF EACH SEMESTER):**

Students are expected to provide consent from their parents/guardians and their site supervisors in order to participate in this course. Students must also be given consent to be off campus. Without Consent, students will not be allowed to participate in this course. Students must also turn in a signed syllabus.

Final:

Students are required to submit an overall evaluation from their site supervisor. While an evaluation may seem scary, the purpose of this evaluation is to let the student know what their strengths and weaknesses are, and what the students can do to improve in areas of weakness, and methods to further their strengths.

Course Schedule:

Beginning of each semester: Introduction to the course and what is expected

End of First Week of Each Semester: Consent Forms due **(If you do not turn in these forms by this day, you will be withdrawn from the course).**

Last week of each semester: Final Due.

Disability:

If you are in need of accommodations due to a documented disability, please visit with the instructor to address these accommodations.

Syllabus Change:

The Instructor has the right to change, or amend this syllabus at any time.

I agree with and I have read the following syllabus:

Student printed name:

Student Signature:

Parent/Guardian printed name (if under the age of 18):

Parent/Guardian Signature (if under the age of 18):

Battle Mountain High School
425 Weaver Ave.
Battle Mountain, NV 89820
775-635-5436

OFF CAMPUS PERMISSION SLIP

Dear TA/Internship Parent/Guardian,

Part of your students' duties may require them to drive (only if they have drivers' licenses). Please fill out this form and return it. If we do not receive your permission, your student will be required to remain on the high school campus, or walk to their assigned site. If for some reason the people for your TA/Internship are not there, please return to the High School Campus for further instruction. TA's assigned to the Elementary or Junior High should check in with the office to see if they have anything for you. If they do not, return to the High School for further instruction.

_____ My child may travel off campus during periods in which they are in the TA/Intern class(es).

_____ My child is not allowed to leave campus.

_____ My child may use their vehicle to leave campus during their TA/Intern class(es).

_____ My child may ride with another student to leave campus during their TA/Intern class(es).

I understand that my child will/may be traveling off campus and will not be under the supervision of the BMHS staff or administration. I give my permission freely and will not/ do not hold BMHS responsible for occurrences, injuries or damages resulting from off campus trips. This permission slip is only valid for the first semester 2021.

Student's Printed Name:

Parent or Guardian's Printed Name:

Parent or Guardian's Signature:

Date: _____

TA/Internship Requirements:

TA's/Intern's must report directly to their site. No diversion to stores, home, cruising main, etc. **Upon returning to the high school, TA's/Intern's must report directly to the Career Center-** no hanging out in the commons or visiting other classrooms in the school.

TA's/Intern's must report to their site on time. TA's will sign out from the Career Center before the tardy bell rings. Students not arriving on time to site will be considered tardy, with all school discipline rules applied.

An evaluation is required from the site supervisor at the end of each semester. The counselor will provide the evaluation form. Supervisor, student, and counselor must all sign the evaluation. **The counselor will provide a TA/Intern calendar/schedule** to site supervisors.

TA's/Intern's are required to sign in and out each day at their site. The hour sheet will be collected and kept in the portfolio at the end of the grading period.

If you have any questions about Interns/TAs, problems with behavior, attendance or tardiness, please contact the counselor at 635-5436 ext. 4114.

Supervisors are requested to call if an TA does not show up to their site.

TA/Internship Signature:

Parent Signature:

Lander County School District Work-Based Learning Student Participation Evaluation

Student's Name _____ Date _____

WBL Site/Business _____ Phone _____

Address _____ City _____ State _____ Zip _____

WBL Area _____ Supervisor _____

Directions: Supervisor should rate the student in the competency skill areas using the following scale:

4 = Excellent 3 = Average 2 = Below Average 1 = Not Acceptable

General Evaluation

<u>Employability Skills for Workplace Readiness</u>	<u>Supervisor Rating</u> (please use 1-4 scale)	<u>Comments</u>
Punctuality		
Dresses appropriately for the host site environment		
Demonstrates the use of professional language, manners, appearance, and dress		
Manages times well by completing tasks on schedule, is willing to take direction, and is able to learn from mistakes		
Maintains focus on tasks despite internal and/or external distractions		
Adapts approach in response to new conditions or others' actions		
Adheres to the confidentiality, policies, and procedures of the host site		
Demonstrates working level of skills/knowledge in area of expertise		
Applies professional and technical expertise to best meet the host site needs		
Demonstrates the ability to learn new tasks and retains training well		
performs work by following specified procedures & directions		
Efficiently completes tasks accurately and thoroughly and work is dependable, reliable and prompt		
Demonstrates the ability to act on his/her own and responsible to accomplish needed work		

Demonstrates mathematic skills by using mathematical reasoning to accomplish tasks Demonstrates effective speaking and listening skills by communicating effectively with customers and employees and by following directions		
Demonstrates effective reading and writing skills by reading and interpreting workplace documents and writing clearly		
Demonstrates critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks		
Demonstrates proficiency with job-specific technologies by selecting and safely using technological resources to accomplish work responsibilities in a productive manner		
Demonstrates proficiency with information technology by using computers, file management techniques, and software/programs effectively		
Demonstrates proper Internet use and security by using the Internet appropriately for work		
Demonstrates proficiency with telecommunications by selecting and using appropriate devices, services, and applications		
Demonstrates customer service skills by identifying and addressing the needs of all customers and providing helpful, courteous, and knowledgeable service		
Builds collaborative relationships with colleagues and customers with diverse backgrounds and viewpoints		
Demonstrates teamwork skills by working in team structure and managing conflict		

Overall Comments:

Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____