



Job Skills

Mrs. Paulsen
Room: 255
Course Length: 1 quarter
spaulsen@isle.k12.mn.us
320-676-3101 ext: 255

Google Classroom Code:
x475qpt

Google Meets Link:
meet.google.com/jxv-jyvm-xdp

Purpose: This is a semester-long course that will focus on getting and keeping a job. We will cover: resumes, cover letters, first impressions, and practice interviews. Students will create a portfolio while working or observing at a jobsite. By taking this course, students may have a maximum of two hours of early dismissal allowed (pending approved job and graduating credit requirements).

Classroom Expectations: For additional rules and procedures, see school handbook.

1. Be respectful- of your classroom, instructor, peers, or anyone else who enters the classroom.
2. Be responsible- of your own decisions and actions.
3. Be safe- in the classroom and lab environments
4. Be prepared- bring required class materials, pencil, and computer every day.
5. Turn work in on time. All late work will result in loss of points.
6. Choose kindness- always.
7. Help others do their best- in class and all other aspects of life.
8. 100% effort of whatever you are capable of is required.

Virtual Classroom Expectations: AND distance learning Wednesdays

1. Attendance- you MUST log in to Google Meets at the beginning of each class period you are enrolled in. Depending on the day, you may be checking in and have work time OR you must stay logged in for the entire class period.
2. On Wednesdays, ALL classes will be learning online within Google Classroom. If internet access is an issue for you, please let me know so we can make accommodations.

Procedures:

1. Enter the room calmly, ready to learn with your mask on.
2. All class resources will be uploaded in Google Classroom- this is also where ALL classroom assignments will be turned in unless otherwise noted. For hands on projects- pictures/videos will need to be uploaded.
3. Phones are not allowed. Keep them in your backpack or out of sight.
4. Backpacks need to be kept under tables and not in walkways.
5. No food or drink except water in the general classroom. (Food lab days are the only exception)

6. Put all trash in appropriate trash or recycling bins.
7. Use restroom passes sparingly and only for emergencies. If this becomes an issue, there will be limits put in place. These are the only passes that will be allowed during the class period.
8. Sanitize work stations and push chairs in to each table at the end of each class period.
9. Wait for the instructor to dismiss you from class.

Grading Scale:

A+: >99 · A: 98-94 · A-: 93-90

B+: 89-87 · B: 86-83 · B-: 82-80

C+: 79-77 · C: 76-73 · C-: 72-70

D+: 69-67 · D: 66-63 · D-: 62-60 · F: <60

Please be aware of grade 3-week cut offs that impact extracurricular activities. Updated grades can be viewed at any time through JMC online.

By taking this course, I will be able to:

- Appreciate the role agriculture plays in my everyday life.
- Write a resume and cover letter based on your current skill set.
- Prepare for first impressions and practice interviews.
- Demonstrate employability skills.
- Document hours, wages, and deductions for paychecks.
- Select career options that interest you.
- Create a work schedule with your employer.
- Meet with Mrs. Paulsen and your employer to discuss job performance.

*Syllabus is subject to change as needed.

Job Skills- Spring 2021

Please read, sign, and return this signature page to the instructor to acknowledge that you understand the rules and expectations of this class.

Student Name _____

Student Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Parent/Guardian Preferred Contact:

Please fill out the following contact information and check the box for your preferred contact method- this will be the first form of communication I will use to contact you about your student(s). If more than one contact should be included for each area, please add them.

Email _____ (Contact Name _____)

_____ (Contact Name _____)

Phone _____ (Contact Name _____)

_____ (Contact Name _____)

Message to Parents and Guardians:

This year is going to be full of changes and challenges, but also success, learning, and fun. I look forward to working with your student(s) and hope to keep an open door of communication. Thank you for your support and understanding this year and I'm excited to work with you to give students the best opportunities to learn and grow!

"Trying to be perfect during a pandemic is like trying to stay dry in a hurricane. Take it one step at a time. You've got this!"- Michelle Maros