

JOBS FOR ILLINOIS GRADUATES COURSE SYLLABUS



2007 - 2008

Career Specialist: Mr. Shawn Banks

Class Rm: 2003 /**Office:** Rm. 2004

Email: sbanks@herrinhs.org

Class Website: <http://www.herrinhs.org/teachers/ShawnBanks/JILG/index.htm>

Course Description:

Jobs for Illinois Graduates is a program designed to instill positive job and life skills in graduating high school seniors. It's focus is to help steer it's participants towards career goals and success. Students are selected for the program based on personal, academic, and behavioral grounds. Students participate in a year long course and well as an extra curricular club called the Career Association. Students learn job acquisition and retention skills, professional dress and etiquette, civic awareness, life skills. Each student will complete a minimum of ten service hours in their community. The program also includes 12 months of follow-up services following their high school graduation.

Course Goals:

The goals of this course is for the students to:

- ❖ Complete Introductory, Application, and Mastery of the 37 Core Competencies
- ❖ Complete 10 hours of community service as a member of JILG
- ❖ Serve and be active in the Career Association
- ❖ Complete all requirements for graduation.
- ❖ Obtain a part-time or full-time job upon graduation
- ❖ Stay in contact with the Career Specialist for 12 months following graduation

Required Materials: (to be brought daily)

Notebook

Pen or Pencil

Agenda Book and/or calendar

Class Attendance:

Attendance is important to school as well as in the work force. Employers do look at school attendance as an indicator of what to expect in the workplace. JILG tries to instill the importance of good attendance as a component of success. Each day you will receive daily points for attendance and participation. If you are not in class or participating, you will not receive your daily points. Just like at work, if you are not there, you don't get paid. Absences do happen and there will be some opportunities for extra credit.

JOBS FOR ILLINOIS GRADUATES COURSE SYLLABUS

Tests:

The only formal examinations are the semester final exams. Tests are given periodically to review the curriculum used in JILG. Most of the points in the course are earned through projects and daily points. An end of the year exam is given to all students as a part of the JILG program that is figured into their final grade.

Career Association:

As a member of JILG, you are also a member of the Herrin High School Chapter of the Illinois Career Association. The Career Association (CA) puts into practice many of the skills learned in class as well as provides an opportunity for leadership and community service activities. We will have eight CA meetings which occur monthly. The Induction and Installation Ceremony for the CA is mandatory for all JILG students. Students are graded for their participation in the I & I Ceremony and monthly meetings.

Field Trips:

Field trips are one of the perks of participating in JILG. You must understand, however, that field trips are a privilege and not a right. Your participation in JILG related field trips may be revoked due to behavior, absenteeism, and lack of class and Career Association participation. To be eligible to attend the end of the year field trip, a student must attend six out of the eight Career Association meetings for the year, complete their ten hours of service learning, and participate in at least one major JILG fundraiser.

Projects and Assignments:

Most of the work in JILG is done in class or through the Career Association, however homework does appear from time to time and is expected to be completed on time. The bulk of the in class grading comes from our projects. Active participation in these projects and activities are **required**.

Project Due Dates: (Dates subject to change due to unforeseen conflicts.)

- ✓ Team and Leadership Training – August 28, 2007
- ✓ Induction and Initiation Ceremony – November 8, 2007?
- ✓ Job Portfolio Project – December 14, 2007
- ✓ Interview Project – February 6, 2008
- ✓ Career Development Conference – April 22, 2008
- ✓ Career Scavenger Hunt– May 9, 2008

Daily Points:

Daily participation points are given to each student. Each student will receive ten points each day for doing the following:

- ❖ Attending class
- ❖ Arriving to class on time

JOBS FOR ILLINOIS GRADUATES COURSE SYLLABUS

- ❖ Having required materials – notebook, pen/pencil, agenda
- ❖ Actively participating in class discussion and activities. Behaves in a professional and educated manner with respect to others and their views.

Grading Scale:

The course scale follows the Herrin High School Career and Technical Education Department grading scale.

100	--	94	A
93	--	90	A-
89	--	84	B
83	--	80	B-
79	--	74	C
73	--	70	C-
69	--	64	D
63	--	60	D-
59	--	0	F

Grading Breakdown:

Activity	Points Per Event*
Career Association Meetings	50
Daily Points	10 points per day
I & I Ceremony Participation	150
Job Portfolio Project	250
Interview Project	100
Career Scavenger Hunt	250 + 50

* points subject to change

Tentative Schedule:

Week	Topic & Description
Week 1	Introduction to JILG
Week 2	Unit 1: Who are you and where do you fit? Values, maturity, interests and aptitudes. Teambuilding field trip. Election of Officers.
Week 3	Values, maturity, interests and aptitudes.
Week 4	Unit 2: I could become... Occupation research, decision making, presentation making.
Week 5	Occupation research, decision making, presentation making.
Week 6	Occupation research, decision making, presentation making.
Week 7	Occupation research, decision making, presentation making.
Week 8	Occupation research, decision making, presentation making.
Week 9	Unit 3: This is how I want to live! Lifestyles, following directions, budgeting, time management, Career Association activities.

JOBS FOR ILLINOIS GRADUATES

COURSE SYLLABUS

Week 10	Lifestyles, following directions, budgeting, time management, Career Association activities.
Week 11	Unit 4: This is where I want to go. Career success plan, career presentations.
Week 12	Career success plan, career presentations.
Week 13	Career success plan, career presentations.
Week 14	Unit 5: Winning employers over before meeting in person. Resume writing, cover letters, applying for jobs, quitting a job, job searches, job portfolio.
Week 15	Resume writing, cover letters, applying for jobs, quitting a job, job searches, job portfolio.
Week 16	Resume writing, cover letters, applying for jobs, quitting a job, job searches, job portfolio.
Week 17	Resume writing, cover letters, applying for jobs, quitting a job, job searches, job portfolio.
Week 18	Resume writing, cover letters, applying for jobs, quitting a job, job searches, job portfolio.
Second Semester	
Week 1	Unit 6: Sealing the Deal! Calling for an interview, job interviewing, appropriate dress.
Week 2	Calling for an interview, job interviewing, appropriate dress.
Week 3	Calling for an interview, job interviewing, appropriate dress.
Week 4	Calling for an interview, job interviewing, appropriate dress.
Week 5	Calling for an interview, job interviewing, appropriate dress. JAWS prep.
Week 6	JAWS Week prep
Week 7	JAWS Week
Week 8	Unit 7: Expectations for the real world and Year in Review. Employer relations, Real World Scavenger Hunt, CDC prep.
Week 9	Employer relations, Real World Scavenger Hunt, CDC prep.
Week 10	Employer relations, Real World Scavenger Hunt, CDC prep.
Week 11	Employer relations, Real World Scavenger Hunt, CDC prep.
Week 12	Employer relations, Real World Scavenger Hunt, CDC prep.
Week 13	Unit 8: Look Mom, no hands! Career commitments, job shadowing, Real World Scavenger Hunt and CDC prep.
Week 14	Career commitments, job shadowing, Real World Scavenger Hunt and CDC prep.
Week 15	Career commitments, job shadowing, Real World Scavenger Hunt and CDC prep.
Week 16	Career Development Conference
Week 17	JILG review and critique.
Week 18	Follow-up introductions. Graduation!!!!

JOBS FOR ILLINOIS GRADUATES COURSE SYLLABUS

Class Rules

- ***Come to class on time.*** There is a lot of material to be discussed. It helps us get through what we need to get done when everyone is on time.
- ***Attend to personal needs before coming to class.*** I have been instructed not to give passes to lockers and to limit passes, so please do not ask for a pass unless you have a true emergency.
- ***No Food or Drink.*** Occasionally we will have parties and such. You must clean up on these occasions before leaving or this privilege will be eliminated.
- ***Bring required materials every day unless you are otherwise directed.***
- ***Participation is encouraged.*** Class is discussion-driven. You should also be respectful to the teacher and other students. Discussions will be conducted in a civilized manner without disrespect to others. Part of the classroom experience is exploring new thought and ideas.
- ***Use polite speech and body language.*** Unkind teasing and impolite behavior is unacceptable.
- ***Follow the rules as described in the student handbook.*** You are seniors now. If you want to be treated like adults, you must act like adults...sometimes better!