Arrowhead Union High School

School Year: 2010-2011

Department: Technology and Engineering Education

Name of Class: Technology and Engineering Practicum

Room Number: North Campus Room N172

Instructor: Mr. Tom Whelan
Work Phone: 262-369-3611 Extension 3685
Whelan@ahs.k12.wi.us

Office Hours: 8:58-9:38 B Days   (all year)

Grading Policies: Student's term grades will be based on:

15%	Time Sheets
15%	Site Tours
45%	Projects
25%	Daily Work

Technology Education Power Standards:

PS1. Measuring	PS4. Career Education
PS2. Tool Use and Safety	PS5. Skill Development
PS3. Design and Production	PS6. Reading

Grading Scale: ≥

A+	97%	B+	87%	C+	77%	D+	67%
A	94%	B	84%	C	74%	D	64%
A-	90%	B-	80%	C-	70%	D-	60%
						F	>60%

Classroom Expectations/Policies:

- **Homework Expectations:** Students will be expected to complete various assignments including weekly timesheets directed by the teacher. Students should be able to complete each assignment and hand in during the next class period. Additional work time will be available when the lab is open. After school-work time may be available with prior teacher arrangement.

- **Materials:** Computers, software and consumable materials are available to each student. Students will be responsible for the purchasing of 3 Ring Clear See through Binder. These items will be available to students for **$3** at the beginning of the semester through the Practicum Instructor. .

- **Student Equipment:** Three ring binder. (this item can be kept in class)

- **Absences:** Students with **excused or unexcused absences** are responsible to arrange due dates with instructor upon the day of their return. If a student is absent on the Monday of class, it will be the students responsibility to make the 80 minute class time up during that week with the Practicum Instructor. If this time is not made up, truancy violations will occur.

- **Late Work:** Assignments handed in late must have prior authorization from the instructor.

- **Tardiness:** Students are expected to be in their seat before the bell rings. 1st offense will be a warning, 2nd offense will be a brief after class discussion, 3rd offense will be after school detention and phone call home, and the 4th offense will be a referral for Saturday detention.

- **Cheating:** Cheating will not be tolerated in class. If a student is caught cheating they will receive a minimum of loss of credit on the assignment, and impact may result in course failure depending on the weight of the assignment/work. (Student Handbook pg. 31)

- **Disciplinary Action:** Disciplinary action will be taken when the student's behavior disrupts the daily function of the class. The following steps will be taken; conference with the student at teacher's discretion, referral and contact parents. All students are expected to follow the rules in the student handbook. Horseplay and dangerous behavior will result in suspension or expulsion from course. Language, which is insulting, demeaning, or offensive, will not be tolerated. (Student Handbook pg. 28, 29)

- **Vandalism:** Students caught vandalizing any computer components, furniture, or classroom equipment, will be charged the full amount to replace/repair the equipment and could be ticketed.

- **Food/Drink:** Only drinks in bottles with caps are allowed in class. No food is allowed in the Technology Areas.

- **Safety:** Students are expected to follow guidelines set by instructor. Failure to comply will result in loss of lab privileges and possible expulsion from course.

Course Description: This course is a one year senior offering. Technology and Engineering Practicum is designed for those students currently enrolled in a Technology and Engineering class who wish to engage themselves in both a Technical work environment through potential job placements and Portfolio construction. Job placements may include internships, job shadowing, mentoring, or paid positions. Throughout the course, students will create and maintain a professional Portfolio which will prepare them for both future employment and independent living. In addition, students will have the opportunity to collaborate with area business leaders through a variety of Industrial Tours and Guest Speakers.

Major Assessments/Projects: A Portfolio will kept in class and used as the primary source of student assessment.

Course Outline: Topics to Include

Application Documents

Credentials

Time Sheets

Site Tours Job Search

Important Documents

Budget-Finance

Taxes

Apartment Rentals

Insurance