



### Seminar Class

This class is to help students learn how to be successful at a job and is required for students who earn credit for a work experience. This class allows you an opportunity to share on-the-job experiences with your classmates and how to prevent problems with your employer. The class time is flexible based on your work hours.

### What is this class about?

You are learning how the world of work operates. We will be learning about job seeking, job safety, child labor laws, and career assessments. By working at a jobsite, you are learning what employers expect from an employee. You are showing a supervisor you have work readiness skills such as cooperation, initiative, dependability, positive attitude, adaptability and other skills. If you do a good job, you will be able to use the supervisor as a reference and list the experience on a future job application.

Instructor: Valerie Holthus

Classroom: D110

Office phone: 763-506-8474

Email: [valerie.holthus@anoka.k12.mn.us](mailto:valerie.holthus@anoka.k12.mn.us)

*A certificate does not make you certified.*

*Attitude, performance, commitment to self and team - these and a certificate make you certified. ~Author Unknown*



## **Attendance**

1. Be on time
2. If you have dentist or doctor appointments please make an effort to schedule them around school or work hours.
3. If absent from school call your work coordinator and employer before 8:00. (Parents do not call you into work)
4. No school attendance/no work attendance

## **Class Expectations**

5. Communicate and participate
6. Respect yourself, other students, the teacher, and environment. (No abusive or profane language)
7. Complete all assignments

## **Technology**

8. You will be asked to put your technology away while at work. This means out of sight or touch.
9. If you refuse, you may lose your position

## **Grading**

Grades are based on participation and completion of assignments. Your grades for assignments will be listed in period 4 for afternoon workers and period 3 for morning workers. Your grade for work performance will occur in period 5 for afternoon workers and period 1 for morning workers.

A: 93% and above	B- 80%	D: 60%
A- 90%	C+ 77%	F: 59.9% and below
B+ 87%	C 73%	
B 83%	C- 70%	