**Boca Ciega High School**

**Teacher Assistant Course Syllabus**

**2020-2021 School Year**

**Course:  Workplace Essentials**

**Instructor: Mr. Taylor**

**Room:  1-79 until you are placed**

**Email:  taylorth@pcsb.org**

Course Description:

WorkPlace Essentials:

This course offers coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Diversified Education career cluster.  This program offers a broad foundation of knowledge and skills to prepare students for employment in their chosen occupational field.

Grading Policy:

**Assignments – 100% of grade**

* Will be posted in Canvas and can be submitted as well
* The posted due date is every day at the end of the period
* Late assignments will be accepted with a penalty (7/10).

Expectations & Infraction Procedure:

Every student is expected to abide by the school rules. Most importantly, respect your schoolmates, teachers, personal and school property at all times. All school rules and procedures are expected to be followed.

Classroom/Online Procedures:

* It is YOUR responsibility to turn in all assignments by the due date specified. Assignments will NOT be accepted late unless you have an excused absence or have made prior arrangements with the teacher(see below).

Assignments:

* All assignments will be completed on Canvas. Log in through [Clever](http://clever.com/) ONLY. This will link your email address to the class. Do not use email other than your R2.D2@pcsb.org

What to do if you are absent:

* Check Canvas
* Missed assignments will receive a 0.
* You are responsible for completing any missed assignments within 1 week.
* Try not to fall too far behind

I am looking forward to a productive school year!  Thank you in advance for your dedication and cooperation.

Sincerely,

Mr. Taylor