



Cocke County High School
Jobs for America's Graduates Syllabus

Course Description

Welcome to Jobs for America's Graduates Tennessee! Jobs for America's Graduates Tennessee (JAGTN), an affiliate of Jobs for America's Graduates (JAG), is a non-profit organization dedicated to stewarding high school students toward graduation with follow through toward post-secondary education and/or job opportunities.

Course Objectives

Jobs for America's Graduates Tennessee is part of the Jobs for America's Graduates (JAG) and uses a three-part model. The objectives of the JAG Model include:

- Targeting high school students towards success in completing requirements for a high school diploma, pursuing a postsecondary education, and/or securing and keeping an entry level job leading to career advancement opportunities.
- Delivering a prescribed set of services during the in-school phase of the program, including:
 - Resume, Interview, and Job-seeking skills
 - Competency-based instruction in the classroom
 - Participation in a student-led Career Association chapter to develop, practice and refine leadership skills
 - Coaching, guiding, and counseling program participants
 - Connecting participants with mentors to serve as role-models
 - Providing summer employment opportunities to participants prior to graduation - Interceding with school administrators, counselors, and faculty on behalf of program participants

Late Work Policy

All work should be completed by the due date assigned. Failing to complete all work will cause the student's abilities to lag behind the expectation required for passing the course which is required to graduate. If you should get behind due to illness or some other unforeseen circumstances, make sure to consult your instructor about how to get caught up.

Attendance

Regular attendance is required in the JAGTN class. Failure to regularly attend will affect student performance, which will adversely affect grades.



Classroom Expectations:

Come to class prepared to learn.
Show respect at all times.
Complete all assignments to the best of your ability.
Participate in classroom discussions.
Maintain a positive attitude!

Supplies:

Blue or Black Pens
Pencils
College-Ruled Paper
Interview appropriate attire (Please see Ms. Stokes if you need help with this!)

Planning Period and Contact Information:

To contact me or schedule a meeting, email me at
barcikowskij@cocke.k12.tn.us

Successful completion of the course will reflect mastery of the JAG 12th grade curriculum. The curriculum contains the following competencies:

12TH GRADE CURRICULUM

CAREER DEVELOPMENT SKILLS

- A. 1 Identify occupational interests, aptitudes, and abilities
- A. 2 Relate interests, aptitudes, and abilities to appropriate occupations
- A. 3 Identify desired lifestyle and relate to selected occupations
- A. 4 Develop a career path for a selected occupation
- A. 5 Select an immediate job goal
- A. 6 Describe the conditions and specifications of the job goal

JOB ATTAINMENT SKILLS

- B. 7 Construct a resume
- B. 8 Conduct a job search
- B. 9 Develop a letter of application
- B. 10 Use the telephone to arrange an interview
- B. 11 Complete application forms
- B. 12 Complete employment tests
- B. 13 Complete a job interview



JOB SURVIVAL SKILLS

- C. 14 Demonstrate appropriate appearance
- C. 15 Understand what employers expect of employees
- C. 16 Identify problems of new employees
- C. 17 Demonstrate time management
- C. 18 Follow directions
- C. 19 Practice effective human relations
- C. 20 Appropriately quit a job

BASIC SKILLS

- D. 21 Comprehend verbal communications
- D. 22 Comprehend written communications
- D. 23 Communicate in writing
- D. 24 Communicate verbally
- D. 25 Perform mathematical calculations

LEADERSHIP AND SELF-DEVELOPMENT SKILLS

- E. 26 Demonstrate team membership
- E. 27 Demonstrate team leadership
- E. 28 Deliver presentations to a group
- E. 29 Compete successfully with peers
- E. 30 Demonstrate commitment to an organization

PERSONAL SKILLS

- F. 31 Understand types of maturity
- F. 32 Identify a self-value system and how it affects life
- F. 33 Base decisions on values and goals
- F. 34 Identify process of decision-making
- F. 35 Demonstrate ability to assume responsibility for actions and decisions
- F. 36 Demonstrate a positive attitude
- F. 37 Develop a healthy self-concept for home, school, and work