



CBI CLASS SYLLABUS/EXPECTATIONS



2024/25

CBI CLASS & CBI WORK

CBI is sometimes referred to as the “work program”. It is an elective course that earns 3 credits:

1 credit for CBI Class which meets every day 3rd or 4th period (this could change)

2 credits for CBI Work. There is no class time for this although on your schedule it may have you assigned to my room during the afternoon. However you are on early release and leave after your last class and do not come to my room.

There are separate grades for both, so you will receive a grade for CBI class and a grade for CBI work.

What is CBI all about

- The program is designed to help students improve academic competency, develop professional skills and implement a career plan that will serve them on the path to graduation and beyond.
- The CBI program utilizes a combination of in-class educational and on-site experiential learning opportunities to maximize student success. The goal of the CBI program is to assist and prepare students for additional career-technical education and training, high school graduation requirements, postsecondary education, and/or a meaningful career.
- There will be an emphasis on developing professional skills, the interview process, resume building, personal finance topics, and career exploration.

CBI CLASS TOPICS

These are some of the topics you'll be exploring in class = among others - this is our starting point

- Self reflection and goal setting
- Working successfully - and workplace behaviors
- Teamwork and leadership
- Post secondary and career preparation
- Personal Finance - and financial independence
- Workplace technologies
- Culture and communication
- Workplace fundamentals and personal wellness
- Others - including current events - quest speakers - etc

CBI CLASS - GRADES

Your grade will be determined by work assigned during class time, though you may use time outside of class to complete it when needed.

This is a class and there will be work to do - quizzes, readings, notes, etc.

GOOGLE CLASSROOM

- **Make sure you get the code and join the CBI google classroom. Most assignments will be posted here so that if you are absent from class you will be able to keep up.**
- **This class is for “digital natives” and will be conducted paperless. You are expected to stay on top of your work and assignments as if this is your job, because it is.**

CBI WORK - REQUIREMENTS

You must have a job to be in the program...that's what it's about. If you are currently unemployed you will be given a grace period of a couple weeks in order to find one.

- ★ Many employers are hurting and looking for people to work
- ★ My suggestion is to get a job doing something...don't hold out for a "dream" job. You can always change jobs later.
- ★ You are required to work approximately 15 hours a week which would add up to the required **540 hours for the year. We will keep track of these together in a google sheet. You can also count summer hours worked.**
- ★ The best time for both you to work is to have work hours that correspond to your early release time. However you can have evening and weekend hours.
- ★ Most students are able to find jobs locally however reasonable exceptions can be made.
- ★ Jobs must comply with state and federal law
- ★ In the past I have on a few occasions given work credit/grade for unpaid work in volunteer or community service type jobs.
- ★ You will also earn the **Ohio Means Jobs Seal** for graduation as part of this program.

CBI WORK - EXPECTATIONS

- ❖ **Communicate** with me if you are having issues at work that may cause your termination. Avoid being fired from a job because you are not showing up when scheduled, calling off late, showing up late, unable to get along with people.
- ❖ **Communicate** with me if you are considering changing jobs. You are allowed to do this, especially if you are looking to upgrade your skills, hours, pay, travel, etc.
- ❖ **Remember that school is job #1.** Many of you will work more than 15 hours a week. Balance that with your ability to get school work done.
- ❖ From time to time employers will contact me about available job opportunities, however it is your responsibility to maintain employment during the school year.

CBI WORK - GRADE

Your CBI Work grade will be based largely on working 15+ hours per week. There will be times when CBI class assignments and projects will also apply. I will be working with you supervisor to award this grade.

There will be final exam for CBI work (there will be for class) so the exam grades will be averages of the 9 week grades.