

Class Syllabus 2025-2026

Name: Wayne A. Hall

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Business Education Teacher

Hephzibah High School

Grade(s): 9th – 12th

Planning Period: 12:34 PM -1:25 PM

Remind Code: @dga76e

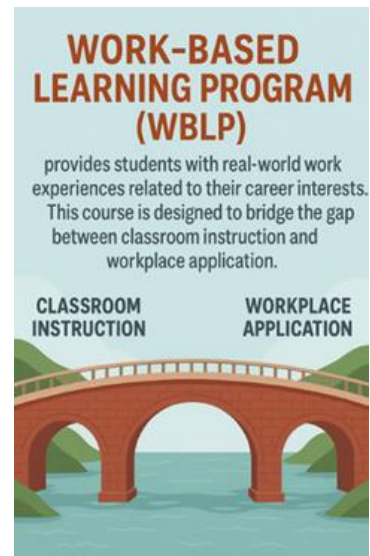
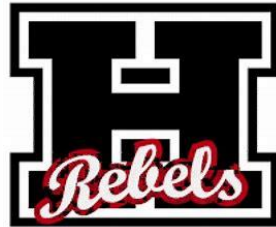
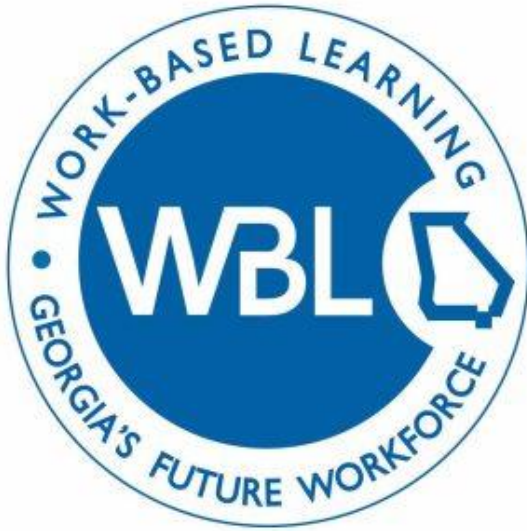
Business Management WBLP Year 1 Work-Based Learning

Course Description

The Work-Based Learning Program (WBLP) provides students with real-world work experiences related to their career interests. This course is designed to bridge the gap between classroom instruction and workplace application, helping students develop employability skills and gain valuable insights into their chosen career paths.

Course Objectives

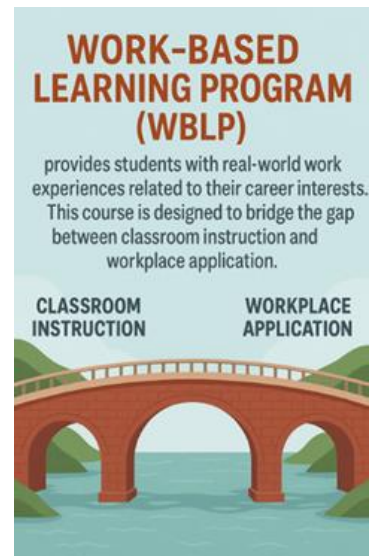
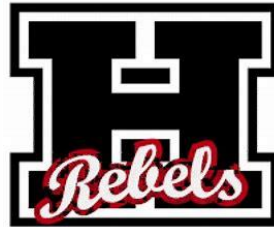
- Develop employability and soft skills
- Gain hands-on experience in a professional work environment
- Apply academic and technical knowledge in real-world settings
- Build a professional portfolio and resume
- Demonstrate responsibility, punctuality, and workplace ethics



✓ Student Qualifications for WBL in Georgia (2025-26)

1. **Grade Level:** Must be a **rising junior or senior** (11th or 12th grade).
2. **On Track for Graduation:** Students must be on track with credits and coursework.
3. **CTAE Pathway Completion:**
 - Must have **completed or be currently enrolled** in the final course of a **relevant CTAE pathway** (e.g., Business Management, Marketing, Finance).
4. **Attendance:** No more than **10 absences** in the current school year.
5. **Discipline:** No major disciplinary infractions.
6. **Teacher Recommendations:** Usually, **two teacher recommendations** are required.
7. **Transportation:** Must have **reliable transportation** for off-campus placements.
8. **Parental Consent:** Must have **parent/guardian approval**.
9. **Interview:** Some schools require a **final-round interview** to assess readiness.

These requirements ensure that students are prepared, responsible, and capable of benefiting from a professional work environment



Grading Policy

Grades will be based on the following components:

- Weekly Work Logs and Reflections: 30%
- Employer Evaluations: 30%
- Classroom Assignments and Projects: 20%
- Final Presentation/Portfolio: 20%

Expectations

- Maintain regular attendance at both school and work site
- Submit weekly logs and assignments on time
- Demonstrate professionalism and ethical behavior
- Communicate effectively with the instructor and employer

Weekly Schedule Overview

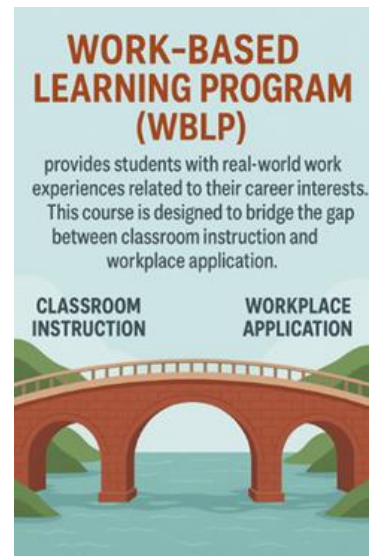
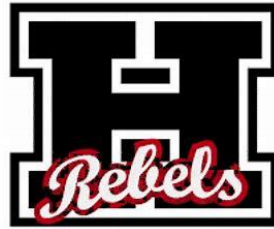
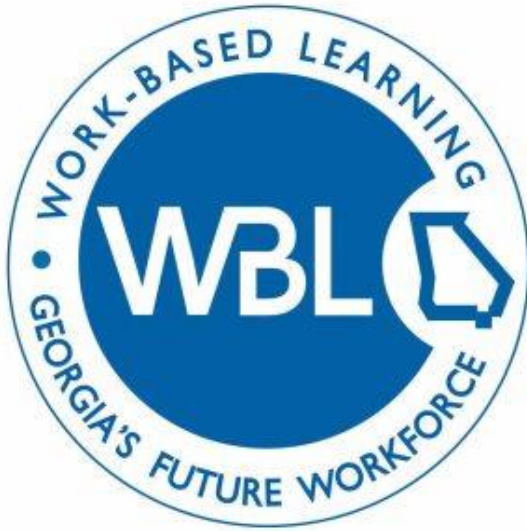
Monday: Classroom Instruction / Check-in

Tuesday - Friday: Worksite Placement

Friday: Submit Weekly Log and Reflection

Academic Integrity

Students are expected to uphold the highest standards of academic integrity. Any form of cheating, plagiarism, or dishonesty will result in disciplinary action and may affect program eligibility.



Accommodations

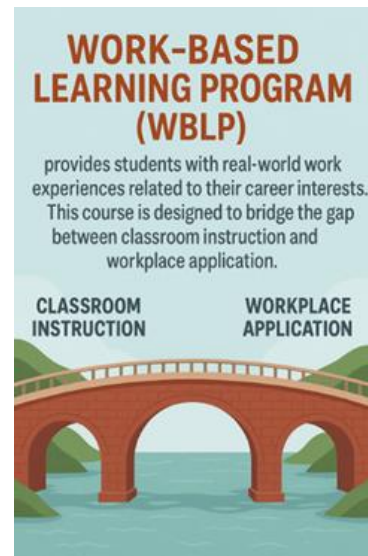
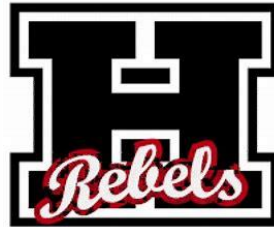
Students with documented disabilities will be provided appropriate accommodations in accordance with school and district policies. Please notify the instructor as early as possible to arrange support.

Teacher: Mr. Hall (Room#230) Business Education Teacher

2025-2026 School Year

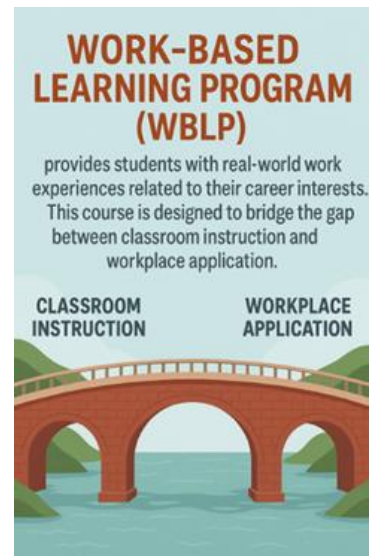
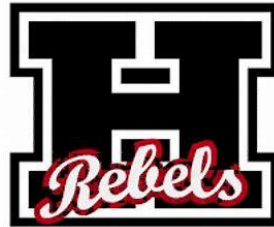
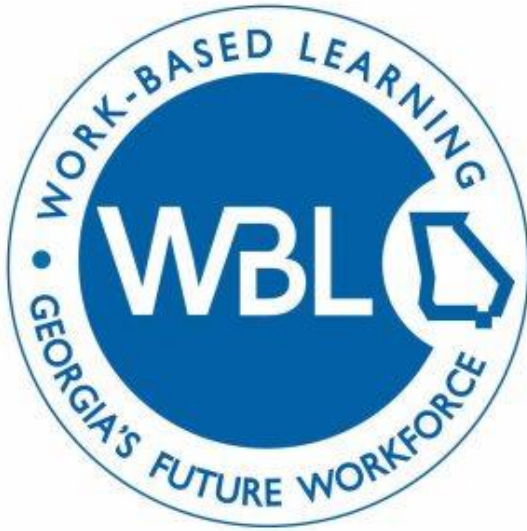
Classroom Procedures

1. Teacher – greet students as they enter the classroom.
2. Students will enter the classroom **QUIETLY** and remove their **hoods**.
3. The door will be closed once the **tardy bell rings**.
4. The door will not be opened until attendance is taken and completed.
5. Students review the **Promethean Board** for instructions.
6. Put away **non-school** electronics and prepare for the day's lesson.
7. Put bookbags under the desk / **NOT** in the walkway aisle.
8. **One-on-one** with Teacher presentations with appointed assignments – NO electronics allowed.
9. **NO electronics** allowed during tests – bookbags will be placed at the back of the classroom.
10. Students will clean up and return materials in the last 5 minutes of class.
11. **Remain seated** until the Teacher dismisses the class – **NOT** the bell.



Classroom Rules

1. Respect Everyone
2. If you are in a relationship, be **RESPECTFUL** while in the classroom.
3. Quiet - doing **ANY** intercom announcements.
4. Take responsibility for your work, deadlines, and behavior.
5. If you are having a bad day or don't feel well, grab a sticky note, and post it on your monitor.
6. Only **one person** may use the bathroom at a time (**5 minutes**) – no electronics allowed (**10/10 rule**).
7. Cell phones and non-school electronics are not permitted during instructional time.
8. Eating is not allowed during instructional time (water is an exception).
9. Computer games are not allowed during instructional time.
10. Do not contact another student to bring you anything without teacher approval.
11. Always use appropriate language.
12. Devices are for learning only—no unauthorized **RECORDING**.
13. Bad classroom behavior will be recorded in **Infinite Campus**.
14. After verbal warnings for bad behavior, you may be asked to leave or step out into the hallway.
15. NO writing on the desk – respect computer equipment.
16. Wait for the teacher's dismissal, not the bell.



Consequences for violating classroom rules:

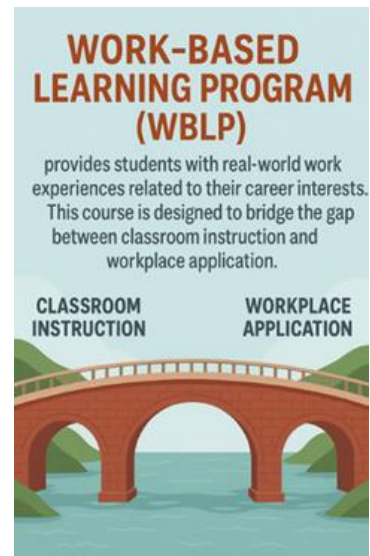
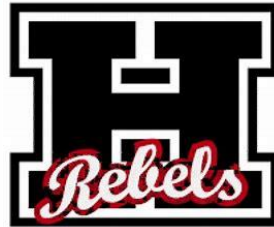
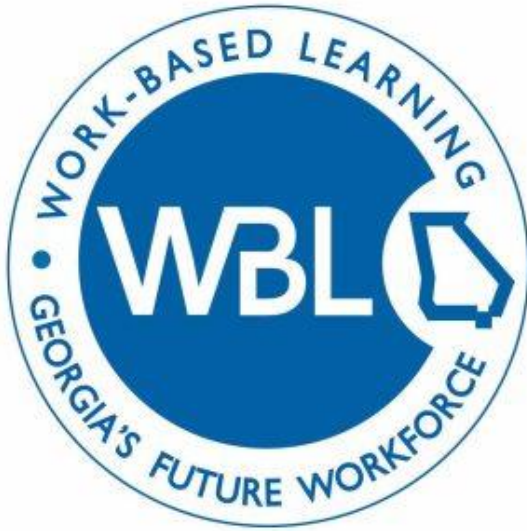
- 1st offense: verbal warning (or step outside of the classroom for a moment)
 - 2nd offense: parent contact and disciplinary referral
 - 3rd offense: conference and disciplinary referral
 - Severe offense: Immediate office referral, denial for promotion to the next course, or submission of board application.
-
1. If you are in a relationship, be **RESPECTFUL** while in the classroom.
 2. Dress Code Violations for Lab Days will result in students not being able to perform lab assignments and receive a grade of zero for any task assignments missed.
 3. No **RECORDING** in the classroom without teacher permission **FIRST**.
 4. When allowed to use the internet, visiting websites that are not appropriate or not educationally related is **PROHIBITED**. Violators will face consequences as outlined in the student code of conduct.

Getting Students' Attention / Call to order...

- The teacher will call to order **verbally**.

Or

- The teacher will raise a hand, signaling the students to notice (Everyone will take notice and do the same) until the class is quiet.



Material Needed for Class

1. Book Bag
2. School-Issued Tablet / Electronics
3. #2 pencils and mechanical pencils
4. Notebooks or Composition Books (with lines / no jagged edges)
5. Pocket folders (with prongs)

Assessment Methods – Check Level of Understanding:

Projects: Individual or group projects related to financial analysis, budgeting, or investment scenarios for a business.

Class Participation: Active engagement in class discussions, case studies, and real-world business examples.

Grading Policy: Grades will be determined based on the following weights:

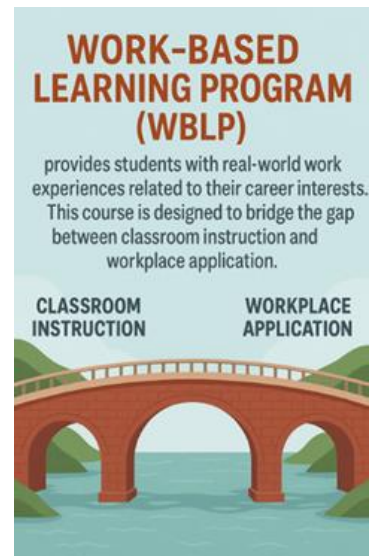
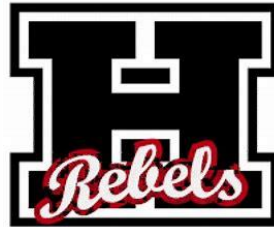
Major (Unit Test): 40%

Minor (Quizzes): 60%

Extra Credit – A **95 grade** will replace the lowest grade if the student presents to me the original hard copy signed syllabus before the Progress Report or Report Card is sent out. **(Checking for Responsibility)**

Note:

All tests will be in hard copy – no electronics allowed, and backpacks should be placed at the back of the class until completion of the test.



Missing Work Policy:

***** Learn in Class - Do the work in Class *****

If a student fails to submit an assignment at the appropriate time:

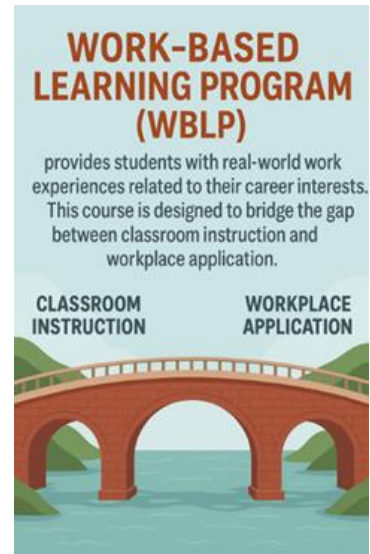
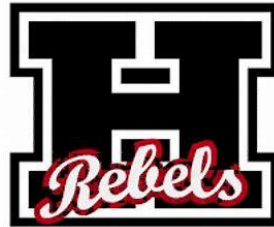
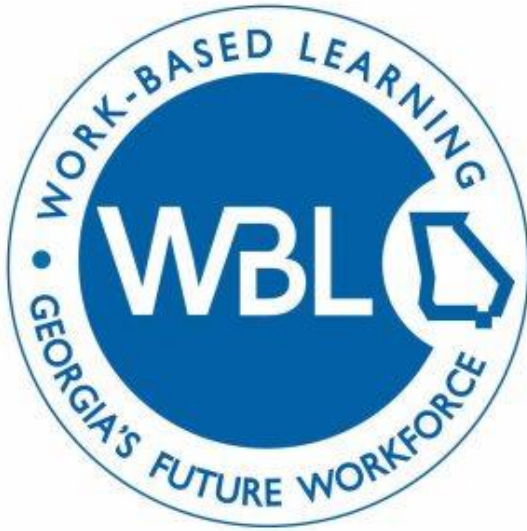
- Students have up to 5 school days to submit the missing work for full credit.
- Assignment submitted after 5 days: highest grade of **80**
- Assignment submitted after 15 days: highest grade of **70**
- Minimum Grade for Missing Work: **55**

***** Note:** The syllabus is subject to change. Students will be notified of any modifications in advance.

ALL students will connect with the teacher via App **Remind** – parents/guardians are welcome to join as well.

******* For the sole purpose of staying connected for updates, classroom check-ins, job confirmations, etc.

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By signing your name, you acknowledge that you have read and understand the course syllabus.

Print Name _____

***** Parent / Guardian Signature**

DATE

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Print Name _____

Student Signature

DATE