



**Practicum of Business
Management**



Instructor: Mrs. Wilson

Room B103

Phone: 682.314.1565 Email: nataliewilson@misdmail.org



Dear Student and Parents/Guardian(s),

I am extremely excited to have you (your child) in class this year. This letter will provide basic information that will allow you to be successful. Please read over it carefully and share it with your parents/family. Keep it with you for future reference in the folder that will be provided for you in class.

A major key to thriving students is teacher/parent/family/student communication. I want to help all of my students prosper in this class, preparing them for life after high school by encouraging them to strive for excellence. With parental/family encouragement and support at home, I believe each student can achieve his or her maximum potential. Please feel free to call me (682.314.1565) at school and leave a message, or email nataliewilson@misdmail.org if you or your parents have any questions.

Grades will be posted weekly and can be accessed through Skyward. (See the District website at www.mansfieldisd.org for more information on this grading program.)

COURSE DESCRIPTION

Recommended Pre Requisite: Principles of Business, Marketing, and Finance

The Practicum is designed to give students supervised practical application of previously studied knowledge and skills. Practicum experiences occur in a paid or unpaid arrangement and a variety of locations appropriate to the nature and level of experience. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies. Students develop a foundation in the economical, financial, technological, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs. Students enhance reading, writing, computing, communication, and reasoning skills and apply them to the business environment. Students incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions.
This is a 36 week course. (2.0 credits)

The course will utilize various resources and materials. Much of the work will be completed with the use of computers. Each person is responsible for his/her assigned workstation during his/her class session. Students should bring a pen and paper every day to class. Most of the work will be generated by the computers, and all related supplies will be provided.

Attendance is extremely important in any Ben Barber course. One missed class is equivalent to two missed classes at a home campus. There are several daily assignments, many of which build on prior lessons, and multiple absences make it extremely difficult for a student to perform well in this class.

Certifications

Business Management Workplace Readiness Skills

REQUIRED MATERIALS:

- Pencil and/or Pen
- Notebook Paper (5-10 sheets)

The school will provide a folder for you to use in class, as well as class sets of various textbooks.

GRADING POLICY – Each six weeks will be evaluated as follows:

Daily Work..... 60%
(Daily/Classwork/Internship Attendance)

Major Grades 40%
(Test, Projects, Employer Evaluations)

MISD Grading scales is as followed:

A	90-100
B	80-89
C	70-79
F	Below 70

❖ Ways to earn extra credit – Think Outside the Box (T.O.B.)

- Participate in Class through extra involvement in discussion, group projects, answering questions, asking thoughtful questions
- Participate outside of class by bringing in something related to the current chapter/topic such as a news article, magazine article, news story, book or novel; journaling your thoughts about a topic, idea, chapter and submit; or come in and talk to me about your thoughts on a certain topic chapter, or idea.

Final Exam 20% of final grade

SEMESTER EXAMS

Each semester, specific exam schedules are designated for MISD high school and dual credit courses. These schedules must be followed. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a date/time designated by the school.

Course Overview (Subject to Change at teacher discretion)

Employment, Job Seeking Skills	Weeks 1-3
Word Processing Skills	Weeks 4-6
Professional Development, Professional Standards	Weeks 7-9
Risk Management	Weeks 10-12
Ethics	Weeks 13-15

Advanced Technical Skills	Weeks 16-18
Professional Communications, Critical Thinking	Weeks 19-21
Workflow	Weeks 22-24
Banking	Weeks 25-27
Financial Skills	Weeks 28-30
Advanced Leadership	Weeks 31-33
Human Relations	Weeks 34-36

Major Test Dates:

Units 1-2 – Week of September 16, 2019

Units 3-4 – Week of October 28, 2019

Units 5-6 – Week of December 9, 2019

Units 7-8 – Week of February 10, 2020

Units 9-10 – Week of April 6, 2020

Units 11-12 – Week of May 11, 2020

CLASSROOM EXPECTATIONS

Both you and I will abide by these policies as well as those established by the Mansfield ISD school board policies.

● **Respect**

- Yourself – come to class prepared with your materials and assignments; be dressed and groomed so that it will not be necessary to visit dress code during class.
- Others – participate in the lesson by listening to other students and the teacher and by commenting on the subject when appropriate. This includes guests in the classroom (speakers, substitutes, etc.)
- Time – use your time wisely.
- Environment – no food, drinks, or other pollutants (i.e., perfume, sprays).
- Property – clean up after yourself and be careful with items that are placed in your care.

- **Responsibility** – This includes completing classwork in a timely manner, and bringing all necessary materials. No work from other classes is to be done in our class.

- **Reliability** – This includes being prepared for and on time for class. Absolutely NO SLEEPING!

NO WHINING ZONE – All attitudes and negative feelings should be left at the classroom door. You are taking a course related to business and professional development; therefore, whining will not be an accepted means of communication.

ABSENCES/MAKEUP WORK/TARDIES/ID's –

- The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is considered late after Friday, and student work from Tuesday's absent is considered late after the following Monday.]
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.
- A student will be permitted to make up tests and turn in projects due in any class missed because of absence. • Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.
- See UIL Eligibility (“No Pass/No Play”) guidelines for additional information related to grades and UIL Eligibility.
- Tardies are counted daily at the tardy bell. Please see the student handbook for consequences of tardies. ID’s must be worn at all times during the class and in the hallway.

LATE WORK –

- Teacher designates due date and time for assignment (Beginning of class period, End of class period, designated time of day)
- If student fails to meet the due date and time, then the student has till the next class period (next A day or B day) to turn in assignment to be considered one day late.
- Students will be assessed a penalty of 30% points for up to one class period late.
- Score of a zero may be given for work turned in after one day late.

TEST RETAKES

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.
- Students are expected to make arrangements with the teacher to retake or correct a major test/assessment.
- Students are encouraged to participate in tutoring opportunities before retaking a test.
- Each teacher will communicate routine requirements for retakes and corrections in his/her course syllabus.
- All retakes or corrections must be completed prior to the end of each six week grading period unless the student is afforded time, after the six week grading period, as a result of the district’s absent/make-up guidelines.
- See UIL Eligibility (“No Pass/No Play”) guidelines for additional information related to grades and UIL Eligibility.

TUTORIALS – *It is your responsibility to let me know that you are in need of help.* It is very important that you not fall behind. Tutorial times will be set on an individual basis, as arranged with the teacher.

ACADEMIC DISHONESTY

Teachers determine what constitutes cheating and/or plagiarism.

Consequences for academic dishonesty

Daily Work

- Every Offense
 - Academic and Disciplinary Consequences
 - Assign grade of zero
 - Write a referral
 - Teacher contacts parents
 - Consequence from administrator would be a minimum of AC placement

Exams or Other Major Assessments

- Every Offense

- Academic and Disciplinary Consequences
- Assign grade of zero
- Write a referral
- Teacher contacts parents
- Consequence from administrator would be a minimum of AC placement
- An alternative exam or major assessment can be completed for a maximum grade of 70%
- Academic Associate is notified and will schedule a meeting with student, parent and teacher

CTSO – DECA is the Career Tech Student Organization for students enrolled in Fashion Marketing.

DECA membership is optional, but it is recommended. Students have the opportunity to learn more about the fields of Business, Marketing and/or Finance by their involvement in DECA, which includes competition, field trips, guest speakers and/or participation in the Fall and Spring Fashion shows. The Executive Officers of DECA are elected each Spring so that they can work through the summer, making plans for the coming school year. The membership drive runs officially through early September, and at that time the following committee members and rising leaders is selected. In addition, classroom representatives are chosen from each course taught by the sponsors of DECA.

Any DECA student interested in representing his/her class should let his/her teacher know of his/her interest in this position.

DECA members will be subject to district and state UIL Eligibility requirements as outlined below:

UIL ELIGIBILITY (“No Pass/No Play”)

- Semester grades are computed by averaging the numerical grades recorded for each of the three six week reporting periods.
- Each six week grading period will stand alone for eligibility purposes.
- A student who is declared academically ineligible after a six week grading period will be able to regain eligibility if all of the student’s grade averages are 70% or higher at the subsequent 3 week grade reporting period.
- See MISD Board Policy FM (LOCAL) – Exempt Courses.

PARENTS, please read the information in this letter carefully. I must receive a signed acknowledgement form (sent home via student) from you by September 6, 2019.

The signed acknowledgement form will be a daily grade of 100. I look forward to hearing from you. Let’s make this an outstanding year!

Sincerely,

Natalie Wilson



The Barber Shoppe

As a member of the Practicum of Business Management Class, you will be filling out an application to work in our school store, "The Barber Shoppe". The Barber Shoppe is a school based enterprise designed as a learning lab for our Business, Marketing, and DECA students.

The Barber Shoppe helps the students to get a real-world experience of running a small business and utilizing the knowledge and skills developed through DECA and the classroom curriculum.

The Barber Shoppe offers the students at Ben Barber Career Tech Academy with school spirit-wear, supplies as well as morning and midday snacks.

The Practicum students will work The Barber Shoppe to meet the work based requirement of this course. This internship will be unpaid.

You are responsible for your conduct in your other classes. If you are a behavior problem in another class, it will be brought to my attention. You will be subject to removal from the co-op program due to behavioral problems.

Student Responsibilities in Cooperative Training Program

Mansfield ISD

Career and Technical Education Department

In order to establish and maintain a responsible, high quality type of Cooperative Training Program for **Ben Barber Career Tech Academy**, it is essential that the student, the parents, the training sponsor, the coordinator, and school administrators agree to these basic principles:

1. It is the responsibility of the coordinator to provide appropriate interview opportunities for student job placement. The coordinator must grant final approval of all job placements.
2. It is the responsibility of the student to remain at the same training station throughout the training period. A change may be made only when approved by the coordinator.
3. A student will be removed from the Cooperative Training Program and lose state credits for any of the following reasons:
 - a. If the student is dismissed from the training station and the coordinator determines that the dismissal was for sufficient reasons. Example: theft or un-ethical conduct.
 - b. The second time a student has been fired and/or quits without the permission of the coordinator, he/she is released from the program without credit.
 - c. If a student's attendance drops below 90%, the student may be removed from the Cooperative Education Program. Removal from the class would result in loss of credit for the term.
4. The student is under school supervision at school, and during the work schedule at the training station. School credit is given for four hours spent on the job, as well as in the classroom. The student must work a minimum of 15 hours a week.
5. If the student is to be absent from school on any particular day for any reason, the student is required to notify the teacher-coordinator no later than 12:00 (noon) on the day of the absence. He/she may not report to the training station without having first received permission from the coordinator. Failure to observe this rule will result in unexcused absences in all classes missed.
6. A student who is fired or quits a job shall receive a nine weeks grade of no higher than 60 for the grading period during which he/she was fired. The student is expected to find his/her own employment within five days. Grades will be reduced from the sixth day forward.
7. Students enrolled in Cooperative Education are expected to belong to the youth organization, as activities are related. It is with the above understanding that we enter into this agreement to provide the best training for the individual student.

Parent or Guardian's Signature

Student's Signature

Coordinator's Signature

Principal's Signature

Dependability Grade

An important characteristic of a good employee is dependability. It is vital that the student realize the importance of being dependable on the job and in the classroom. To reinforce this, a “DEPENDABILITY GRADE” has been created. It is treated as a MAJOR TEST GRADE and is averaged in with the other major test scores.

When a student is absent from school for **ANY REASON**, he/she must telephone/email his/her Practicum (co-op) teacher before **NOON** that day. If the teacher’s phone rings to voice mail, the student should leave the following information:

Name, date, time, reason for absence, and phone number

It is the student’s responsibility to phone his/her employer to report the absence in a timely manner from work. Practicum students are also required to sign in each day on the **Practicum Dependability Log**, located in the classroom.

Failure to phone the teacher in the event of an absence or to sign in when present will result in points being deducted from the “Dependability Grade” in the following manner:

ABSENT	CALLED IN	FAILED TO CALL OR SIGN IN
0 DAYS = 100%		
1 DAY	97%	87%
2 DAYS	93%	78%
3 DAYS***	90%	65%
4 DAYS	87%	37%
5 DAYS	83%	0

******If you are absent 3 or more continuous days, and you have a doctor’s note, you will be exempt from this system for the period of time in which you were absent.***

As you can see, it is critical that you become a dependable, responsible, young adult!

Student’s Signature

Parent or Guardian’s Signature

Practicum Teacher’s Phone Number: 682-314-1565; nataliewilson@misdmail.org

Policies Governing Unemployed Students

1. If a student is released from a job because he/she has been found guilty of theft/unethical conduct, the student is released from the program with no credit.
2. Students fired from jobs for reasons other than theft/unethical conduct, even though they go to work at another job, may receive a **SIX WEEKS** grade of no higher than 60 for the grading period during which they were fired.
3. Students fired from jobs are expected to find their own employment within five school days. Grades will be reduced from the sixth day forward.
4. Students who are laid off will have ten days to find a job and the coordinator will assist them in finding a job. Grades will be reduced from the eleventh day forward.
5. If a student quits a job without permission from the coordinator, he/she will receive a **SIX WEEKS** grade of no higher than 60 for the grading period during which he/she quit the job.
6. The second time a student has been fired and/or quits without permission from the coordinator, he/she will be released from the program with loss of credit.

I understand that any time the Practicum student is not employed in an APPROVED training station; he/she must be under the supervision of the Practicum instructor from the end of the class period through the end of the school day, until a new training station is secured. The student may be exempt from this restriction if he/she has a scheduled appointment for a job interview. (Documented proof of interview is required.)

Student's Signature

Parent or Guardian's Signature

Cell Phone Number Exchange Permission Form

Due to the fact that students may be driving to the Internship site and will be coming from different schools, it may be necessary for them to have access to their teacher's cell phone number to call regarding emergencies and/or class. Likewise, it may be necessary for the teacher to contact the student for various reasons regarding the internship.

Please sign below if you give permission for your child and the internship teacher to exchange cell phone numbers.

If you have any questions, please email me at nataliewilson@misdmail.org.

Parent/Guardian Signature

Date

Student Signature

Date

Attendance/Technology Expectations

1. Students are to be in the room when class begins.
2. Sign in at the table by the door. This is how attendance is taken. It is your responsibility to sign in each class day.
3. Backpacks, purses and other large items must be left on the floor under computer workstation. (Place items on the floor in front of your feet next to the wall.)
4. Cell phones are not allowed during class per District Policy, unless instructional use is warranted and approved by the teacher.
5. Computers are to be left in the same configuration as found. NO CHANGES! Remember these are not your home computers, and the District is watching.
6. No outside storage devices (flash drives, CDs, etc.) are to be used in the computer lab.
7. No food/drink is allowed in the computer lab.
8. No electronic devices are to be used during class, other than the computers or iPads provided.
9. Five minutes before the end of class students are to:
 - Return all materials to the appropriate location.
 - Leave workstation area clean for the next class.

Syllabus: Agreement of Understanding

Mrs. N. Wilson

Practicum of Business Management

Student Home Campus (circle one): MHS THS FHS SHS LRHS LHS

Session Enrolled: B Day

I, ***the student***, fully understand the terms of the syllabus and will abide by the classroom expectations, policies and procedures to the best of my ability.

Printed Name_____

Signature_____

I, ***the parent/guardian***, fully understand the terms of the syllabus and will encourage my student to abide by the classroom expectations, policies, and procedures.

Printed Name_____

Signature_____

**Signature of this sheet also serves as acknowledgment of the following forms:

- Syllabus
- Student Responsibilities in the Cooperative Training Program
- Classroom Rules
- Dependability Grades
- Policies Governing Unemployed Students