WORKBASED LEARNING CAPSTONE/OJT
Course Syllabus

Course Number: VA-0007  
OHLAP Credit: No
OCAS Code: None
Course Length: 75 Hours
Career Cluster: Arts, A/V Technology & Communications
Career Pathway: Visual Arts, Journalism & Broadcasting
Career Major(s): Advanced Visual Communication Artist, Audio & Video Production Assistant

Pre-requisite(s): Students work at a job site location to reinforce occupational skills as well as employability skills. The purpose of this experience is not only to assist students in fine-tuning their skills, but also to provide students with on-the-job-training opportunities directly related to their career goal. This internship experience is designed to bridge the gap between school and work.

Textbooks: Instructor-determined materials as appropriate for specific Career Major

Industry-provided materials

Course Objectives:

A. Prepare for Employment.
1. Know and follow proper dress code.
2. Wear school ID at all times.
3. Come to class prepared to work.
4. Keep work areas clean.
5. Stay on task at all times.
6. Have a positive attitude.

B. Present a Professional Image.
1. Use appropriate oral and written communications.
2. Develop listening skills.
3. Practice punctuality and dependability in class.
4. Observe class workplace rules (employment policies).
5. Demonstrate an ability to work with others individually and as a team.
6. Exhibit productive work habits and attitudes.
7. Integrate the characteristics of a positive mental attitude.
8. Practice good grooming and hygiene.
9. Manage resources effectively.
10. Set goals for personal development.

C. Understand Customer Service.
1. Explain customer service.
2. Define the golden rule of customer service.
3. Discuss the customer role.
4. Point out customer expectations.
5. Identify different types of customers.
6. Tell how customer service benefits the customer.
D. **Practice Career Planning Skills.**
   1. Compare locations of jobs with personal criteria for living.
   2. Prepare a career plan for further education.
   3. Discuss the role of family considerations in choice of career and location.
   4. Differentiate benefits and problems of being an employee vs. an entrepreneur.

E. **Set Goals.**
   1. Define the term “goal.”
   2. Identify the major types or categories of goals.
   3. Explain the importance of self-understanding in the identification of appropriate goals.
   4. Describe the benefits to be derived from setting goals.
   5. Describe specific guidelines to follow when developing goals.

F. **The Following Options are Approved for Work-Based Experience (WBE):**
   1. Clinical: In most cases, a group of students assigned to worksites with the instructor being available onsite.
   2. Cooperative Education: A paid part-time work experience in which the student is released from school for part of the day.
   3. Enterprise: A small business operated within the program that replicates a business in the larger community.
   4. Expert in Residence: An industry expert regularly visits the school to work with students and instructors, and hosts them at worksite (also may be online “visits”).
   5. Internship: An on-the-job training experience that is highly selective and intensive. May require a commitment to additional training beyond high school or subsequent employment at the worksite, which may include mentoring or online experience, and service learning.
   6. Integrated Project: A special project integrating studies/experiences from two or more program areas of TTC, exploring career directions and connections.
   7. Job Shadowing: A student “shadows” an employee at a worksite to learn about a particular skill, occupation or industry.

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1 Required TTC objective
All unmarked objectives are TTC instructor developed.

**Teaching Methods:**
The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

**Grading Procedures:**
1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.
**Description of Classroom, Laboratories, and Equipment:**

Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

**Available Certifications/College Credit:**

The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

**College Credit Eligibility:**

The student must maintain a grade point average of 2.0 or better.