

Sonoma Corps Syllabus

Course Title: Soft Skills/Work Readiness Development
Length: October 2019-April 2020
Time: 2:30-4:00 class / 2:30-5:00 field trips
Instructor: Ms. Cancilla
Phone: 707-484-2908
Email: ncancillakopf@srcs.k12.ca.us

Course Description

This course is designed to aid the student in career exploration and soft skills development that build essential skills, identify career interests, and prepare for life after high school. This course will provide fun, interactive and hands-on work-readiness training throughout their senior year of high school. The key areas addressed in this soft skills course are *curiosity, empathy, communication, collaboration, ethics and initiative*. These are the skills established by Sonoma County Portrait of a Graduate that students need in order to be successful in our economy, in our community, and life. Additionally, students will learn business etiquette, resume writing, and interview skills.

Upon completion of the course students will be prepared to transition to a full-time paid gap-year internship with a local employer. Participants who successfully complete their gap-year internship will earn scholarship funds which can be applied to post-secondary study.

Attendance

Attendance is an important part of the Sonoma Corps program. Students must commit to attending Sonoma Corps classes as scheduled. If more than two classes are missed the student will be dropped from the program.

Dress Code and Transportation for Field Trips

We will be attending at least five field trips, one in the fall and four in the spring (see class schedule). Transportation will be provided for all field trips.

It is imperative that students follow the dress code for safety reasons. If a student is not dressed appropriately for the field trip they will not be allowed to attend. All field trip participants are required to adhere to the following dress code guidelines:

- Must wear closed-toed flat-heeled shoes, (no sandals or heels).
- Must wear pants or jeans, (no dresses, skirts or ripped jeans).

Certain sites will have additional regulations, such as; safety goggles, vests and hats, hair nets, ear plugs, etc. You will be given the proper safety items and instructions upon arrival of the site.

Student Learning Objectives

Students will be able to:

- Develop leadership and employability skills demonstrated by effective oral, written and nonverbal communication skills needed in the workforce.
- Identify career pathways related to student's interest and skills.
- Understand and utilize the steps in the problem-solving and decision-making process through individual and group cooperation.
- Demonstrate strong work ethic principles including attitude, attendance, etiquette, attire, safety and responsibility.
- Relate the importance of lifelong learning to career success
- Develop a post-secondary training education plan related to skills and interests.

Sonoma Corps Program - Piner High School

This program has limited seating and students will be chosen through a competitive application process, including a mandatory interview. In order to complete the online application, you must be able to commit to the following:

- Regular Attendance: If selected for this program I commit to attending Sonoma Corps classes as scheduled. I understand that if more than two classes are missed I will be dropped from the program.
- Mandatory Interview: I commit to attending an interview on September 20, 2019 between 3:15 -5:00 PM at Piner High School (interviews will last 15 minutes and will be scheduled at a later date)
- I understand that I am applying to a program with a two-year commitment that includes a one-year internship assignment from June 2020-July 2021.
- I am legally allowed to work in the United States (able to complete an I-9 document).

The Sonoma Corps selection committee requests each applicant to provide two recommendations from adults who know and work with you. You will be asked to provide contact information for two recommenders, either a teacher, employer, coach, club advisor, or community member in which you have worked with. This contact information is required as part of the application. The Selection Committee will send each recommender a form to complete and submit on your behalf.

It is important that you clearly communicate with your recommenders their commitment and their deadline of April 26th to submit their recommendation. Ask for the recommendations BEFORE you start the online application. You will need their commitment and contact information to complete the online application. It is best to give your recommenders at least two weeks notice.

To apply for the Sonoma Corps Program type in the following URL

<http://bit.ly/SonomaCorpsApp>

Online Application is due September 6, 2019

Any questions contact Ms. Cancilla ncancillakopf@srcs.k12.ca.us or 707-890-3840 x 51126